



GUIDANCE NOTES FOR COMPLETION OF FORMAL EXPRESSION OF INTEREST FOR COMMUNITY ASSET TRANSFER

This document gives you information to help you fill in the Formal Expression of Interest for Community Asset Transfer application form. You should not fill in this form unless you have previously submitted an Initial Expression of Interest form and have been invited to proceed to a full application. Please take time to read these guidance notes before you complete the form.

The following section takes you through each question on the application form. It is important to answer every question, which applies to your project as clearly and fully as you can. If there is insufficient space provided to complete a question then a separate continuation sheet can be used, clearly stating the section and question number that the information refers to.

If you have any problem filling out this form or answering any of questions you should contact the Community Asset Transfer Team either on 01743 281014 or by e-mail to CommunityRight@shropshire.gov.uk

We look forward to receiving your application.

– The Asset

- 1** Please provide the name and address of the Asset your organisation wishes to apply to take on.

SECTION A – ABOUT YOU AND YOUR ORGANISATION

2-10 Please provide the name and address of the organisation making the application

Please give the name of your organisation as shown in your governing document. The address provided should be the official or registered address of your organisation, including the full postcode, and the area code in the phone and fax number.

This will be the organisation that will receive the asset should the application be successful.

11 -19 Please provide details of contact person/ people in relation to this application

Please provide details of the main contact person in the organisation in relation to your application. The contact person must be someone from your organisation, and be able to provide detailed information about the application and the organisation.

Please also let us know if this person has any particular communication needs.

20-21 What is the legal status of the lead organisation?

Please select the appropriate box(es) and provide registration numbers if applicable and confirm your governing body supports the application.

22 Does your organisations' governing body endorse this application for Asset Transfer? Please select as appropriate. If you answer no please explain reason(s) why

Please confirm if your organisations' governing body are in agreement with this application for Asset Transfer or not by selecting the appropriate box.

If you answer No, please explain the reason(s) for this decision

23-24 Is the organisation part of a bigger local or national organisation? If yes please provide details including contact details, the services they provide and confirmation that they are aware of your application for this Transfer

Tell us if your organisation is part of a bigger local or national organisation, it is important that you provide the name and contact details of the associated organisation. Also include where the organisation operates from, the services it provides and confirmation that you have agreement from the larger organisation in relation to this transfer.

25 What are the current services provided by your organisation?

Please provide information about the current services provided by the organisation and whether they are targeted at particular groups. Include in this section the geographical area covered and the groups that benefit from your services.

26 When was your organisation established?

Please provide information about how long the organisation has been established.

27 Please confirm that the organisation has prepared a Business Plan for their proposal and attach a copy with this form.

Please confirm that your organisation has prepared a Business Plan, state the name of the document and attach a copy to this application form. An outline plan will be sufficient at the first stage but a full detailed plan will be required if the application proceeds.

We would expect that the business plan will include sections covering the topics set out below:

Introduction	A snapshot of what the organisation does, where you are now, where you want to go and how you will get there Background Description of the organisation Vision, aims and objectives Services you provide and who benefits
Organisation and Management	Governance Management structure (including skills, experience and knowledge held by members) Staffing (if appropriate) QA Standards held by organisation Policies, systems and procedures for Health and safety

	<p>Equal opportunities Environmental principles Financial policy and agreements Booking and hiring procedures (if appropriate)</p>
Proposal	<p>Outcomes, aims, objectives and, if applicable, any targets the proposal would achieve, including their monitoring and assessment over the life of the project. Identifying how these linked to Shropshire Council priorities and other relevant strategies.</p>
Community needs	<p>Needs – evidence Other community facilities / gaps in provision Any local Consultation that has been undertaken Community Benefits – including potential projects, usage etc.</p>
Partnerships	<p>Outline any key partnerships and relationships needed to deliver this proposal</p>
Property	<p>Identify site. Proposals for site – building / refurbishment Length of lease or proposed transfer arrangement If it is planned to refurbish or extend the building then reference should be made to any Planning issues and Project management arrangements</p>
Risk assessment	<p>A risk assessment to show that you have undertaken a methodical review of the risks that may face your organisation over the life of the plan, have assessed the likelihood of them happening and their impact, and have formed a plan for dealing with those events, should they occur</p>
Project Plan	<p>You should include a timeline of key tasks and activities. You should also explain how you will monitor and review your plan and who will be responsible for doing this. Description of any proposed development. Detailed breakdown of timings/costs for any proposed building works or refurbishment proposals, and how this would be funded</p>

Please note that a Business Plan will be required to be submitted for all proposed community asset transfers. Support and advice on preparing Business Plans can be obtained from a wide range of sources and some of those are listed at Appendix C of the Community Asset Transfer Policy. **Please email a copy your outline business plan to the email address at the end of this document quoting the unique reference number generated after the declaration section of the E form**

28 What is the length of time you are requesting the Asset to be transferred for?

Please state the length of time you wish to have the asset transferred to your organisation for in terms of number of years.

29 Is this a joint or partnership application? If yes, please give details

Please select Yes or No as appropriate

If Yes provide information about the name of partner organisation(s) working with you and explain the capacity in which the partners are involved.

SECTION B – GOVERNANCE ARRANGEMENTS OF THE ORGANISATION

30 What are the aims and objectives of the organisation?

Explain what the aims and objectives are of the organisation. *Aims are statements detailing the purpose of your organisation. Objectives are about how you will achieve the aims.*

31 Does the organisation have a set of governing documents? Please select as appropriate and please attach a copy with your application.

Please select Yes or No to advise if your organisation has a set of governing documents. If you have selected Yes then advise on the name of the document by selecting the appropriate box.

If you select Other, please provide name of the governing document.

Please email a copy of your governing documents to the email address at the end of this document quoting the unique reference number generated after the declaration section of the E form

32 Does the organisation have an established Management Committee or Board of Trustees/Directors? If yes, please select the type of governing body your organisation has and explain

Provide information about the type of governing body your organisation has by selecting the appropriate box

33 how many people are there on it.

Please state the number of people on the Governing Body.

34-36. Does the organisation hold regular meetings, are they minuted and are signed copies of the minutes available?

SECTION C – EQUAL OPPORTUNITIES AND OTHER POLICIES

37-44 What policies does the organisation have and when were they last reviewed?

Please indicate by selecting in the appropriate boxes for the policies which your organisation has.

Where you have selected a box for a particular policy please enter the date on which this Policy was last reviewed.

Please note that depending on the intended use of the asset and services that you organisation provides details of other policies may be required (for example child protection, vulnerable adults etc.)

SECTION D - FINANCIAL SUSTAINABILITY OF THE ORGANISATION

45 What is the annual income of the organisation?

Please provide information on the annual income of the organisation by choosing the appropriate amount from the list.

46 What is the annual expenditure of the organisation?

Please provide information on the annual expenditure of the organisation by choosing the appropriate amount from the list.

47 How is the income generated?

Please select all income sources that apply (room hire, fund raising, external funding, trading, membership fees etc.) and provide information on any other income generated

48 Does the organisation hold a bank account?

Please advise yes or No.

49 Does your organisation have a financial management policy and procedures in place?

Please indicate if your organisation has a financial management policy and procedures.

50 Does the organisation have audited accounts?

51 Are they independently Audited?

Please indicate if the organisation has independently audited accounts by selecting the appropriate box

Please email a copy of the last years audited accounts to the email address at the end of this document quoting the unique reference number generated after the declaration section of the E form.

52 How many employees are part of your organisation?

Please advise of the numbers of employees who are part of your organisation.

53 How many volunteers are part of your organisation?

Please advise of the numbers of volunteers who are part of your organisation.

54 Does the organisation currently manage / has previously managed any buildings and/or facilities? – Please give details

Please select Yes or No as appropriate

If Yes, provide information about the name and address of the buildings and /or facilities that have been or are under the management of your organisation.

Include information about the size of the building/facility, services operated, number of people involved – paid staff, volunteers etc.

55 Please provide a short summary of the project including its forecast costs and timetable for completion of any related improvement project

Please provide a short summary of the forecast costs and timetable for completion of your project for taking on the asset. This may include running costs as well as any improvements planned to the building.

SECTION E - DECLARATION

Please make sure that all sections are fully and accurately completed and date the application after signing. The declaration must be confirmed by an appropriate member of the organisation.

Please email a copy of your outline business plan, governing documents and last years audited accounts to: CommunityRight@shropshire.gov.uk quoting the unique reference number generated after the declaration section of the E form.