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| c:\my documents\my pictures\logo\Fc.jpg  The Community Empowerment (Scotland) Act 2015 enables community organisations to request the ownership, lease or management of publicly owned buildings or land, whether or not these are available for sale or deemed surplus to requirements. | **Community Asset Transfer**  **Application Form** |

**Stage 1: Pre-Application Enquiry**

**About the Organisation**

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| **Name and address of organisation** |
| North East Fife Community Hub c/o Saint Andrew’s Episcopal Church, Queens Terrace, St Andrews, KY16 9QF |
| **Name and position of main contact for the application** |
| Project Manager |
| **Contact telephone number and e-mail address** |
| nefcommunityhub@gmail.com |
| **Type of organisation** |
| Scottish Charitable Incorporated Organisation □ Other \_with charitable status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Limited by Guarantee □x  Community Group □ |
| **Other information about the organisation** |
| The organisation has a constitution? Yes\* □x No □  Charity No. (if appropriate):  The organisation has insurance cover? Yes\* □x No □  Number of people on the management committee: 7 Number of members: 131  Paid full-time staff (FTE): 0 Paid part-time staff (FTE): 0.3 Number of volunteers: 12  N.B Full-time Project Manager is paid by Saint Andrew’s Episcopal Church.  When was the organisation established?  11/1/18  Is the organisation part of a national or local organisation? National □ Local □ N/A  Please give the name of the parent organisation:  \*Please supply copy of constitution and insurance document (public liability and/or employer). |

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| **Purpose and main activities of the organisation** |
| North East Fife Community Hub is a multi-faceted community-led service centred around a Community Café. The project provides both low-cost nutritious food, and a safe meeting space, services and positive activity to all people in the local community. Support and services include but are not limited to, Cosy Kingdom and the Credit Union and enable links with statutory and third sector partners, such as Community Nurses and Social Work staff. A range of activities has been developed over the nine months since opening, with support from health professionals and partner organisations.  Each Monday, there is community singing. Tuesday is craft club day and will be the host day for the Health and Social Care Well, while Thursday offers dominoes. Friday is one of the busiest days, with an informal Mother and Baby group as well as armchair exercises.  The purpose of the Hub/Café is to provide a community facility to enhance those existing in the local community with a focus on health and well-being, community involvement and social inclusion for folk from all walks of life, ability, health and age. |
| **Previous experience of managing a property asset** |
| We will be drawing on the collective knowledge and experience of the Board of Directors as well as co-opting expertise from the relevant advisors. |
| **Name and address of Council Asset of interest**  St David’s Building, Albany Park, St Andrews, KY16 8BP  In relation to this asset, is the organisation interested in:  Owning 🞏x Managing 🞏 Leasing 🞏 Not sure yet 🞏 |
| **Proposed use of asset and benefit to the local community** |
| Please briefly explain how the asset will be used and how the proposed initiative will benefit the local community. Include details of anticipated hours of operation, number of attendees/recipients.  The asset would be utilised as a community-owned facility from which multi-faceted community-led service delivery can continue and develop in line with community aspiration. Centred around a community café provision, the building will provide access to support and services, link with statutory and third sector partners – importantly the Fife Health and Social Care Partnership has asked us to host the St Andrews Community Health and Wellbeing Hub, enabling local people to access more effective community care and helping local professionals share appropriate information more easily and safely.  As well as all the services and activities run by the NEF Community Hub, the building will also be available to other local services, charities and groups, offering them meeting and office space and potentially also conference facilities all of which will further enhance community provision. We believe that the health and well-being of the local community will be improved and enhanced by all these various initiatives and that this is an innovative partnership project where control of current provision and future direction lie with the community. |

Please send completed application form to: [CommunityAsset.Transfer@fife.gov.uk](mailto:CommunityAsset.Transfer@fife.gov.uk) or post to Zahida Ramzan, Policy Co-ordinator, 5th Floor, Fife House (West), North Street, Glenrothes, Fife, KY7 5LT.

**Stage 2: Full Application**

**This is an Asset Transfer Request in terms of Section 5 of the Community Empowerment (Scotland) Act 2015.**

**Before completing this application please ensure you have read:**

* **Scottish Government Guidance for Community Bodies; and**
* **Fife Council Guidance for Community Bodies**

**About the Property**

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| **Property Name and Address** (see section 5 in the Guidance Notes)  St David’s Building, Albany Park, St Andrews, KY16 8BP |

**Section A – About the Proposal**

(see Section A in the Scoring Matrix)

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| Please provide a brief outline of your proposed initiative (see section 2 in the Guidance Notes). A description of the aims and objectives of your proposal and a description of the service and community benefit that you propose to deliver. |
| Following from an informative and successful pilot based around the results of extensive community consultation, the group seeks to acquire ownership of the St David’s Building, Albany Park, St Andrews. This would be utilised as a community-owned facility from which multi-faceted community-led service delivery can continue and develop in line with community aspiration. Centred around a Community Café provision, the building will provide access to support and services including, but not limited to, CARF and the Credit Union. It will also link with statutory and third sector partners to provide activities and classes in direct response to the needs of local people and will host the North East Fife Health and Social Care Well. It is an innovative partnership project where control of current provision and future direction lie with the community.  The proposal is informed and strengthened by the pilot which has been running from St Andrews United Football Club’s premises in Langlands Road for the last nine months. The Café is normally open each weekday, apart from a Wednesday, when a community lunch is held in a church hall in the town. A range of activities has been developed over this time, with support from health professionals and partner organisations.  Each Monday, there is community singing. Tuesday is craft club day and will be the host day for the Health and Social Care Well, while Thursday offers dominoes. Friday is one of the busiest days, with an informal Mother and Baby group as well as armchair exercises. A range of other activities is also ongoing.  This café is open to everyone and serves nutritious food which is based around donations received from Pret a Manger, Marks & Spencer and Morrisons. This is supplemented by donations of fresh produce from local people as well as the Express Group garden. As required, additional items are purchased. Whilst there are no specified charges for anything in the Café during the project’s pilot phase, people are encouraged to make a donation according to their means, thus aiding sustainability. |
| The demand/need for the proposal and why it is required. |
| St Andrews is perceived as being a prosperous town, a centre of academic and sporting excellence whose skyline and West Sands are beamed across the world. The town centre houses high-end coffee shops and retail outlets frequented by visitors and those who can afford to do so. However, there is another part of St Andrews, a residential area populated by families who face a range of social and financial challenges. There is also a high proportion of people who live alone, and experience hardship, isolation and loneliness. A consultation exercise undertaken in May and June 2017 confirmed community support for an accessible community facility to address this hidden poverty. A well-attended open day held in the Town Hall attended by the group and third sector partners gave information to the community on the project. Group members went to the community hospital and spoke to some of the harder-to-reach members of the community about what this facility could bring to the town and surrounding area. The reaction was overwhelmingly positive, and the questionnaire results are detailed in the business plan. These results are at the core of this proposal.  The project intends to continue to reach out into the community to offer something to everyone, and create a facility which offers support without stigma, or simply a good cup of coffee in a safe, accessible and welcoming environment.  Recent changes to statutory provision for those experiencing mental health or physical problems mean that there is no support unless a situation is deemed critical. This has created a worrying gap which some very vulnerable people may slip through. Referrals to the Community Hub and its partner organisations including Pilgrim Care and the Men’s Shed allow some of the community’s more vulnerable people to access and benefit from participation in its activities and the wide-ranging support which it offers. The wide-ranging need is explored further in the accompanying Business Plan. |
| Why you require the asset in order to deliver your proposal and what difference this will make to delivery of services in your area. |
| The provision of a wider range of accessible services for the whole community, including the more vulnerable members with complex needs, is dependent upon the acquisition of an appropriately situated and equipped community facility. Service delivery and effective operation cannot be implemented in a way which will allow full community access without this. Over the last nine months, the pilot project has confirmed the need for a building which can be used reliably, at predictable times, on set days as many users need the security that a predictable and do not cope well with any disruption to their routine. The Football Club, as things stand, rightly have priority use of the building, and that can mean closing the café with very short notice.  The building also needs to be fit-for-purpose, with accessible facilities and space to accommodate core activities. Given the difficulties inherent in acquiring property in St Andrews, a community asset transfer of an appropriate building is the most likely way in which community-led service delivery can become a sustainable reality which makes a positive impact upon the lives of the more vulnerable within the area.  The size of the building is important to allow a broad range of services to be delivered, but of equal importance is its location, close to the residential part of town and therefore accessible for local people. Service delivery can now be linked, with people able to access the foodbank, the clothing bank, Citizens’ Advice and Rights Fife, support with mental health issues, fuel and energy advice as well as healthy food all in one place. Multiple services will be brought together to offer wide-ranging support. The police currently run their Coffee with Cops initiative from the community café and will continue to do so. Social services have posted an assistant social worker fortnightly at the Hub to answer questions and signpost people prior to the Well running each Tuesday.  The St David’s Building has been identified as the enabler for all the findings of the pilot project to be implemented to allow community-led service provision to become a permanent support to people resident within the St Andrews area.  The developing supportive role which the NEF Community Hub can play within the area has been recognised with the awarding of host site status for the North East Fife Health and Social Care Well. |
| If already operational, provide details of the anticipated additional activity or outputs resulting from the acquisition of the property. |
| The project will be able to operate predictably over five days each week, or more depending upon demand and volunteers’ availability.  Creation of a fit-for-purpose kitchen will allow additional activities including cookery classes, cooking for one and cooking on a budget, to be held.  The kitchen will bring the aspiration of warm meals delivered to the homes of the most vulnerable in the evenings one step closer.  A building which is designed to meet its purpose will allow health professionals and other staff a clear view of the entire space so that they can constantly monitor those in attendance.  A wider range of support will be offered.  Affordable meeting space will be available for community groups to hire.  Ownership will bring control which will in turn maximise the benefit for the whole community.  Under community ownership, the building will be available for a wide range of evening activities as identified during the consultation process. This will include art classes, music, concerts and meetings of community groups. |
| Your experience in delivering the services. |
| The group has been delivering the Community Café pilot project for the past nine months, and prior to that has held a range of intergenerational activities within a local church. We have seen an increase in the activities offered in response to demand and need. Numbers attending are growing steadily, with 332 people attending the Café during January. It is worth remembering that the Café was not open for all of January, and that it is only open four days each week. Access to partner agencies for support is also developing and is being accessed by more members of the local community.  Board members have strong and varied experience in provision of support and well-being and will recruit to fill any perceived gaps in skills upon acquisition of premises.  Links with partner organisations and health professionals are strengthening as positive working relationships develop.  The relationships with donor organisations are strong, and the number of local businesses who donate has increased.  The relationships with users are strong and the professional background of the manager and healthcare professionals mean that their individual situations and needs are sensitively and appropriately handled.  Links with suppliers are established.  A growing group of committed volunteers assist with the day-to-day running of the facility and have built up strong relationships with donors, staff, partners and users. |
| Other similar projects or services available in the area. |
| Whilst the Cosmos Community Centre is located close to the proposed location of the Community Hub, the services which are housed there differ fundamentally from those proposed by this project. The Cosmos provides educational classes, and sporting activity and tuition, and offers a link to Fife College. The Community Hub will offer a welcoming environment for everyone to come in to simply have a coffee or some lunch, and to access any advice, practical or moral support or any activity which they are interested in should they wish to do so. There is no duplication of provision proposed by this project. The services instead are additional and complimentary to existing community activity, filling identified gaps. |

**Section B – Wider Support & Wider Public Support**

(see Section B in the Scoring Matrix)

**Community Consultation** (see section 3 in the Guidance Notes) – The Community Empowerment Act requires that the local community be consulted before an asset transfer application is submitted.

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| Please demonstrate there is sufficient support from the local community. You should also consult community partners and local councillors. Please evidence any stakeholder consultation. |
| As mentioned, an initial consultation was carried out in May 2017 which confirmed community support for the project. The results of this are attached. Subsequent to this, the group has met with all four local councillors who are all very interested in the project and supportive of it. We have also made the chair of the local area committee aware of the project. We have also spoken to partner organisations and local community groups and other supporters of the project and attach copies of letters of support for your information.  Furthermore, you will find within the business plan comments from people who currently attend the pilot project, detailing the benefits which are being delivered and the opinions of local people. |
| Please detail any partnership arrangements and state if these are required to deliver the project successfully. |
| The Board of NEF Community Hub brings together a wide range of people who have strong community links within the local area, and who will work to deliver a suitable facility, and will ensure that the board composition reflects the range of skills such a project will require. Service delivery will benefit from the expertise of partner agencies. Strong partner relationships exist between the group and the Parish Nurse, who is one of the Trustees, and the Community Psychiatric Nurse for the elderly. These have already had a positive impact on the development of the pilot project with these medical professionals leading armchair exercise sessions. Most recently the decision of the Fife and Social Care Partnership to appoint the NEF Community Hub as the host for the St Andrews Community Health and Wellbeing Hub means that this partnership working will be broadened further.  Project delivery is not dependent upon any one partnership. The Board is motivated and committed to delivering this project for the community and will co-opt people with any skills which are identified as being needed to support the existing members. |
| Please demonstrate how you will take into account the different needs of the community, including addressing inequalities. |
| The varied needs of the community were reflected in the results of the community consultation and have continued underpin the development of activities throughout the pilot project to meet the diverse needs of users. The NEF Community Hub will welcome all to its building, and will make every effort to ensure that it, and the services accessible there, are available to as many people as possible. Initial assessments to identify areas for improvement will consider accessibility as well as appropriate toilet and changing facilities, and all reasonable adjustments will be made to meet as broad-ranging requirements as possible. The medical and care professionals on our board will bring a wealth of expertise and experience to consideration of meeting the needs of the population, from car parking, to ways in which information is disseminated, including making the café and the sort of foods available suitable for as many people as possible. Safe cutlery and crockery will be available for all stages and for all who need it. Those for whom language may be a barrier to participation will be helped to find support. The décor will reflect the need to create an appropriate space for users which is also dementia friendly. Lighting too will be sympathetic.  The Hub will be a responsive, supportive and enabling environment where appropriate support will be sourced for all, and all will be considered and listened to. |
| Advice and support received (see section 4 in the Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application. |
| We have had advice and support from all four of our elected councillors.  Fife Voluntary Action  The Scottish Land Fund  Development Trusts Association Scotland Community Ownership Support Service |

**Section C – Impacts / Benefits**

(see Section C in the Scoring Matrix)

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| Demonstrate whether and (if applicable) how the proposal will promote or improve:   * Economic development * Regeneration * Public health * Social well-being * Environmental well-being * How will the proposal reduce inequalities? |
| **Economic development**  Building ownership will enable funding to be secured to repair and improve it to meet community aspiration and will increase the amount of income being generated to support the project. The community will help to support itself.  Food waste will be drastically reduced with donations from local businesses including Morrisons, M&S and Pret a Manger.  The services available within the community hub will enable local people to access support to improve their economic situation, or to address any crisis situation, so creating a more stable community.  Social development: The establishment of the community café and availability of support and activities which it will continue to develop, and increase will create a more cohesive, confident and self-supportive community. Isolation and loneliness will be reduced, and mental health and well-being will improve. Increased intergenerational contact will reduce fear and increase mutual understanding, whilst volunteers will gain confidence, skills and experience. Friendships will be formed, and people will have an increased sense of self-worth, purpose and belonging. The Coffee with Cops sessions remove barriers and preconceptions, allowing fears or concerns to be shared and addressed in an informal setting. A sense of security is increased along with a sense of community.  **Regeneration**  The development of a currently massively underused building will enable a wide range of community activities and services to be delivered in a location which is in the residential part of the town. Any necessary repairs and improvements will be identified at the outset. Some will be structural, some will be surface and aesthetic, and some will enable full use to be made of the building by those with multiple and complex needs. Funding will then be sought to enable this work to be carried out. Whilst it would enable a faster delivery of services if this could be done in one project, phasing will be used if necessary. This will result in an improved appearance and an ongoing maintenance project. There has been no work carried out on the building since 2011, despite identification of areas in need of repair and listed in the condition report.  **Public health –** Some specific activities currently developing during the pilot project are having clearpositive impact onthe health and well-being of local people. The foodstuffs on offer are healthy, home-made and varied and many are now enjoying home-made soups. Some have started to eat salad! Sessions like the weekly armchair exercise class, led by qualified medical professionals, bring physical benefits as well as mental health ones.  **Social well-being –** The Hub aims to be a supportive, safe, inclusive environment which offers a warm welcome and a wide range of services and activities for the whole community, including many who feel isolated or lonely within the area. Community-led provision such as this goes some way to filling the gap which has resulted from the reduction in provision of support for those who are not considered to be critical. This does not mean that they do not need any support – quite the contrary – and a welcoming atmosphere which is familiar and comfortable gives a sense of well-being, safety and belonging and reduces fear, loneliness and anxiety. The community café, which sits at the centre of the whole concept, will provide an opportunity for all sections of the local community to come together and to break down barriers, increasing community cohesion and providing valuable opportunities for intergenerational contact. Volunteering opportunities will give different things to different people. Some will gain skills, confidence, experience and qualifications which will help them find employment. Some will make friends and gain an increased sense of self-worth. Some will have a purpose – a reason to get up with a place to go and people to meet. It has been good to see several Mums (so far, no Dads although they would be equally welcome!) and babies coming along informally on a Friday morning as a direct result of word-of-mouth. It is widely acknowledged that motherhood can be a very lonely and vulnerable time and coming together to offer support and to have a chat and a laugh and to share experiences and offer support helps remove anxieties as well as the feeling of being alone.  The value of cross generational chats that occur cannot be underestimated, benefitting the older person and the new mum alike. All this social interaction increases community cohesion and strengthens intergenerational links.  **Environmental well-being**  Community ownership will allow the building and the surrounding area to be improved, made more attractive and to provide as many activities and areas of interest for Hub users as the limited space can accommodate. Bird feeders and boxes will be erected in partnership with the Men’s Shed, along with bee boxes and so on which will increase and improve biodiversity and interest Hub users. Planting will be done in tubs, and the space used with some imagination and creativity to enhance the activities offered for Hub users. The service will be delivered where it is needed, with a reduced need for travel to access support. As far as possible, heating systems will use renewable energy and energy-efficient measures will be adopted as far as is practical. The community building will create a safe and welcoming environment which is appropriate to the needs of its users.  **Reducing inequalities**  Underpinning this project is the realisation that life for many of those resident in and around St Andrews is challenging and difficult. Many feel lonely and isolated, and some consider the prices in the town centre to be prohibitive and outwith their budget. The establishment of a community facility, which is accessible to all, will allow a wide range of support services and signposting to be brought under one roof. All will be able to participate in the different activities on offer according to their own preferences, and enjoy companionship, a cuppa and a chat in a welcoming environment. A wide range of community-led and partner support will be available and accessible to anyone. Because the building will house so many different services and activities alongside a Community Café which is open to everyone, any risk of stigma will be removed. |

**Section D – Organisational Viability**

(see Section D in the Scoring Matrix)

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| Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation. |
| NEF Community Hub has never owned a building before but has delivered services from other premises and as such has a clear understanding and awareness of current Health & Safety regulations, as well as food hygiene standards, protection of vulnerable groups, appropriate insurances and the importance of regular testing of fire systems, electrical equipment and regular water testing for legionella. We are also experienced in keeping the building safe for our more vulnerable users.  We are aware that, should we be fortunate enough to secure the building, we would undertake an immediate repair programme after which we would ensure that a fund was accumulated to allow for running repairs and maintenance. We will also look to recruit and appropriately qualified, experienced person whose role will include the day-to-day management of the building, and compliance with relevant legislation. We have also identified an expert in building management and Health and Safety who will be approached with a view to co-option to ensure that these skills are present at the Board level during this crucial phase of the project and hopefully beyond. |
| Demonstrate any previous experience your organisation has in delivering the community benefit. |
| For nine months now, the organisation has been operating a community café pilot project within the residential part of St Andrews. The start was intentionally low-key to allow a controlled start-up and to enable staff to monitor closely those attending to ensure that their individual needs can be met. The intervening time has allowed the group not only to confirm the need for the identified services, and widespread community support for it, but also to gradually learn about the day-to-day issues involved in running such a venture from the viewpoint of staff, volunteers and service users. Because this project has developed organically from a community lunch over the last five years and is managed by a committed board of local people, the current proposal is based upon a sound understanding of local demographics and the challenges people face in their everyday lives. Partnerships have been formed which enable wide ranging support to be accessed easily, with staff and partners enjoying strong relationships from which service users benefit. Regular attendance by the Credit Union and other similar organisations has been established. The process of collecting and using donations from local shops and supermarkets is running smoothly. Coffee with Cops sessions have been held within the café as well as in other locations in town. The Parish Nurse for the elderly runs increasingly popular armchair exercise sessions, and service users enjoy singing, craft work, discussion and games sessions, all under the watchful eye of our experienced manager, whose background enables her to deliver sensitively and to monitor those in need of additional support.  The Community Psychiatric Nurse for the elderly runs Carer and Anxiety Management groups. The creation and development of such links strengthen and empower the community, making it more cohesive and inclusive. |
| Please state the names, skills and experience of the individuals who intend to deliver the proposal. |
| Listed below are the names of the Trustees of NEF Community Hub. Their full CVs are provided in the business plan.  **\_\_\_\_\_\_**  Qualified in medicine in 1987, and as a GP in 1993, specialising in pain medicine. Currently Clinical professor at the School of Medicine, University of Dundee. Experience of treating lonely, depressed, distressed people, often in pain, living in deprivation. The Hub represents a way of offering appropriate support.  Highly experience in supporting and managing staff, close budgetary management, knowledge and understanding of complex ethical and legal frameworks.  Active within the local community and strong knowledge and understanding of issues faced.  **\_\_\_\_\_\_\_**  \_\_\_\_has a background in teaching, including in deprived areas.  Special interest in restorative approaches, autistic spectrum conditions and ACEs including attachment disorders.  Skilled planner, organiser, problem solver who reaches practical solutions.  Strong interpersonal skills, discrete and diplomatic.  Creation and management of resources and displays.  \_\_\_ is a qualified nurse with a background in critical care.  Trained in project management, change management and leadership.  Experience in recruitment and management of staff as well as compliance with legislative requirements.  Currently Parish Nurse for St Andrews with strong local knowledge and awareness.  Qualifications in First Aid, Chair exercises with a current food Hygiene Certificate.  **\_\_\_\_**  \_\_\_ brings extensive experience in administration, promotion and fundraising as well as public speaking and counselling.  Qualified mental health professional with experience in working with people with learning difficulties as well as those experiencing mental health issues.  Experience in organising and running support groups and therapeutic activities as well as developing and implementing support in response to community need.  **\_\_\_\_**  As manager of St Andrews Environmental Network \_\_\_ is responsible for the day to day running of the organisation including fund raising and budgets and compliance with Health & Safety and Employment legislation.  At Friends of Craigtoun \_\_\_ is the Park Management Director responsible for Human Resources and line-manager for the administration team and brings significant local knowledge and a wealth of relevant experience.  **\_\_\_\_\_\_**  \_\_\_was for twenty-eight years a university lecturer, first in the University of Aberdeen (1986-1995) and most recently as Professor of Divinity at the University of St Andrews (1995-2013). He was ordained priest in the Scottish Episcopal Church in 1988 and has functioned in this role in various congregations since. Six years ago, he resigned his position at the University and entered full-time pastoral ministry as Rector of Saint Andrew’s Episcopal Church, St Andrews.  Pastoral skills and experience; experience in leadership and management (Head of School of Divinity in St Andrews for 6 years); experience of project development and setting up a research institute; communication skills; profile within the town of St Andrews among various ‘caring’ professions. |
| Have you identified the number of employees or volunteers available to run/maintain the asset? Please state the names, skills and experiences of those individuals. |
| The Board anticipates that acquisition of the building for community use will initially need a full-time member of staff and two part-time employees. There will be the full-time Project Manager, supported by a part-time Building Manager, whose role will include bookings, routine monitoring and inspection, ensuring compliance with legislation and building administration, and a part-time janitor/cleaner. Over and above that, we will monitor how the project develops. Our existing team of volunteers will continue to give their invaluable support from collecting donations, to cooking and playing dominoes with some of the service users. |
| Provide evidence of your governance and decision-making processes in relation to the asset and delivery of the services including finance, book keeping, emergencies, compliance with legal and safety issues. Evidence that you have a clear process for decision making including room/hall bookings, dealing with problems, compliance with legal issues e.g. health & safety. |
| NEF Community Hub is a Company Limited by guarantee, with charitable status and as such operates in accordance with its Articles of Association. All meetings and decisions are minuted. Our treasurer currently prepares monthly reports for the Board, as well as the accounts for examination. We will monitor this position closely, as the new facility is likely to generate increased income from multiple strands. We will accordingly consider recruiting a book-keeper to support the Treasurer going forward.  Whilst we have no need at the moment for a room booking policy, we will develop one upon acquisition of the building. We will also develop or review policies to cover complaints, finance, confidentiality, health and safety, risk management, a code of conduct and all other relevant policies to reflect the changes which ownership of a building will bring. We will ensure appropriate insurances are in place, and fulfil the requirements placed upon us by our regulators. |
| Demonstrate that you understand what is required in relation to managing an asset e.g. insurances, ongoing maintenance, budgeting for major repairs, health & safety, electrical testing, firefighting, legionella testing. |
| We have spoken to other people who run community centres and community cafes and are fully aware of the range of tasks which are linked to managing an asset. We therefore intend to employ a part-time Building Manager whose job it is to ensure effective operation and compliance. We accept that this is not a role for a volunteer, although support will be given to ensure that all is in order. |
| Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives. |
| The monitoring of the project’s outcomes and delivery of its aims will rest with the Board of Trustees, supported as necessary by Fife Voluntary Action. Staff will provide regular updates to enable accurate, regular assessment. The Board will maintain contact with funders to allow positive relationships to be established, and ongoing monitoring to be carried out. Monitoring of attendance levels, donations received (both food and money) and ongoing consultation are currently carried out by the Project Manager, and this will continue. |

**Section E - Financial Information**

(see Section E in the Scoring Matrix)

**You need to identify all the resources required to deliver and sustain the proposal.**

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| **Business plan and cash flow forecast** - Please provide a full business plan and cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here. |
| **Income Projections**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Lease of office space to 2 third sector orgs | 2,000.00  (part year) | 4,000.00 | 4,000.00 | 6,150.00 | 8,303.75 | | Short-term  rental of space by partner organisations |  |  |  |  |  | | (25 hrs per week @ £10 per hour) | 6,000.00  (part year) | 12,000.00 | 12,000.00 | 14,400.00 | 14,400.00 | | Salary support for manager’s post | 30,450.00 | 31,039.00 | 25,000.00 | 5,000.00 | 5,000.00 | | Salary support for Building Manager’s post and Janitor | 21,204.00 | 22,128.00 |  |  |  | | Funding for specific projects |  | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | | People spending £4 each week (48 weeks pa) in the cafe | 10,200.00  (part year) | 24,960.00 | 31,200.00 | 34,320.00 | 37,752.00 | | One-off funding awards | 245,000.00 |  |  |  |  | | Income generating activities – art classes, reading groups, poetry, choir, cookery classes | 1,500.00  (part year) | 10,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | | Room hires to community groups e.g. yoga, crafts etc | 2,100.00  (part year) | 3,672.00 | 4,000.00 | 4,080.00 | 4,161.60 | | Fundraising events | 2,500.00 | 2,500.00 | 2,500.00 | 4,500.00 | 5,000.00 | | Donations | 2,500.00 | 2,500.00 | 2,500.00 | 2,750.00 | 2,750.00 | |  | 323,454.00  (306,815.00) | 118,299.00  (93,783.30) | 98,700.00  (75,001.52) | 88,700.00  (77,214.53) | 94,867.35  (79,258.42) |   **Financial Projections – Expenditure Forecast**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  | £ | £ | £ |  |  | | **Costs** |  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | | *Running cost of building* |  |  |  |  |  |  | |  | Electricity | 6,000.00 | 6,150.00 | 6,304.00 | 6,461.00 | 6,623.00 | |  | Carbon | 270 | 275.40 | 280.91 | 286.53 | 292.26 | |  | Water | 545.00 | 555.90 | 567.09 | 578.43 | 590.00 | |  | Improvements | 130,000.00 | 20,0000 | 0 | 0 | 0 | |  | Purchase of building | 100,000.00 | 0 | 0 | 0 | 0 | | Wages | Wages | 61,200.00 | 62,914.00 | 63,870.00 | 65,817.00 | 67,586.00 | |  |  |  |  |  |  |  | | Equipment | Coffee Machine | 2,500.00 | 0 | 0 | 0 | 0 | |  | Kitchen equipment | 2,500.00 | 0 | 0 | 0 | 0 | |  | Cleaning equipment | 1,300.00 | 1,332.00 | 1,366.00 | 1,400.00 | 1,435.00 | | ***Other costs to consider*** | Cafe Supplies | 1,200.00 | 1,230.00 | 1,261.00 | 1,292.00 | 1,325.00 | |  | Insurances | 1,300.00 | 1,326.00 | 1352.52 | 1379.57 | 1,407.16 | |  | **Total** | 306,815.00 | 93,783.30 | 75,001.52 | 77,214.53 | 79,258.42 | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | **Revenue** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | |  | Income generation | 323,454.00 | 118,299.00 | 98,700.00 | 88,700.00 | 94,867.35 | |  |  |  |  |  |  |  | |  | Surplus/deficit | 16,639.00 | 24,515.70 | 23,698.48 | 11,485.47 | 15,608.93 | |  |  |  |  |  |  |  |   **Potential Sources of Funding for Repair, Renovations and Improvements**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Project activities | Potential funder | C | R | Amount | Date | | Capital works repair and renovation | The Robertson Trust Care & Wellbeing | C |  | 50,000.00 | Dec 2019 | |  | Postcode Lottery | C |  | 20,000.00 | Sept 2019 | |  | Big Lottery – either Community-led services | C | R | 65,000.00 | Late 2019 | |  | Grant making trusts | C | R | 23,000.00 | Ongoing |   There are also a variety of potential funding sources which support projects in and around St Andrews which have indicated their interest in the project, and we will be approaching them to help to improve the building to meet its purpose as well as for revenue costs.  The development of the project will be closely monitored by the Board, which will control the strategic direction of the project and draw up milestones in agreement with other interested parties which will be assessed and reviewed as required. |
| **What funding has the organisation obtained so far?** |
| Funding source: ST Andrews Community Trust Fife Council  Date of application:  Amount received: £6370.00 Café Start up £1,200.00 - Survey  Capital funding 🞏 and/or Revenue funding X |
| **What funding has been applied for but a decision has not yet been received?** |
| Funding source: Scottish Land Fund  Date of application: March 2019  Amount received: £274,124 applied for  Capital funding X🞏 and/or Revenue funding X🞏 |
| **Other sources of funding the organisation has access to** (e.g. voluntary donations, borrowing). |
| Community trust funds, voluntary donations, external funding bodies including the National Lottery, Robertson Trust, Postcode Lottery |
| **Identify resources for long term sustainability of the proposal and the future maintenance of the asset e.g. future funding and self-financing arrangements.** |
| Repairs and renovation, initial equipment and furnishings: The National Lottery’s Community-led strand; The Robertson Trust’s Care and Wellbeing strand, Fife Environment Trust, The Corra Foundation, Foundation Scotland, local trust funds, Postcode Lottery  Initial repairs to allow immediate use: an application will be submitted to the Scottish Land fund for urgent repair work which will mean the building can be used without unnecessary delay.  Revenue funding: salaries, running costs for at least the first three years.  (Application to SLF for two years’ salary support)  Funding for specific future projects: sources will be identified according to the nature of the projects, and applications will be submitted. |

**Section F – Property**

(see Section F in the Scoring Matrix)

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| **Please specify if you wish to: Lease [ ] or Purchase [ x ] the asset.** |
| Value – Have you sought an independent financial assessment of the value of the building / land? If so, please identify the source and the estimated value. |
| The asset is listed by Fife Council with a value of £445,000. The group has had the building valued by Shepherd’s at £775,000. It should however be noted that this valuation in no way reflects any outstanding repair work including rewiring, reflooring and lift repairs/replacement as well as other areas identified in the Fife Council condition report of 2011. |
| Purchase price – State the price your organisation is willing to pay to acquire the asset. |
| £100,000 |
| Annual Rental |
| Please state the: NOT APPLICABLE  Proposal annual rental:  Duration of the lease:  Any other special lease terms required: |
| If you are requesting a discount please demonstrate why the asset should be transferred at less than best consideration. Attempt to quantify in financial terms the benefit to the community as a result of the acquisition. |
| A discount is requested which reflects both the uses which the building will be put to and the wide-ranging community benefit which it will deliver as well as the current state of repair. The building has not had any repair and maintenance work carried out for at least eight years. The burden which existing health and social care services are experiencing will be reduced as more vulnerable residents are supported in a less formal environment. Studies have shown that increased social interaction and intergenerational contact with opportunities to chat lessens the number of GP visits made by the lonely and vulnerable. Community-led support for those experiencing loneliness, isolation and the associated, and other, mental health issues is recognised as an effective and affordable alternative to more formal and traditional approaches. The locating of the NE Fife Well within the Community Hub adds to the support available.  Attendance records confirm the growth in the number of people coming along to the Café pilot project. With initial numbers back in June, the first month of operation, totalling 72, the January total shows that more than 4 times as many people are now coming along to the Café and taking part in the various activities offered over four days each week. |
| Is the asset currently used or occupied by the Council or another party? Please state whether you have made any investigations to current use/occupation. |
| We have been able to confirm that the building is attended by between 10 and 15 people who attend day care sessions organised by Fife Council’s social work department. |

**Section G - Local and National Outcomes**

(see Section G in the Scoring Matrix)

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| How will the proposed benefits of the asset transfer request contribute to achieving the Council’s outcomes? See Plan for Fife. |
| The delivery of a community hub at St David’s Building will be a partnership delivery of community-led services within North East Fife.  **Opportunities for All**  The hub will support everyone who seeks help to access opportunities to improve their condition and quality of life by making access to support and advice available within the building as much as is possible and so removing many of the barriers which currently make this difficult for the more vulnerable members of the community.  **Thriving Places**  The Community Hub in the St David’s Building will be renovated and repaired to create a safe and welcoming space, designed to meet the wide-ranging needs of the community and to provide the services and facilities they need to participate in community-led activities. It is in the residential area of the town, with parking. It is also on the bus route and so can be easily accessed. Such a facility will provide intergenerational support and activities, reflecting the different needs of various sectors of the community.  **Community-led Services**  All the services and activities which will be delivered from the building will be in direct response to the expressed needs of the wide-ranging service-users. Local people will have opportunities to use their skills to make a positive impact and help other people within the community.  Repair and renovation of the building to create a welcoming facility will allow the impact of the building within the community to be optimised. A wider range of positive impacts will be achieved through addressing the outcomes of consultation and filling identified gaps in service provision.  This opportunity to deliver a model of partnership working which is accessible to all will help to increase self-belief and confidence within the community, along with a sense of belonging. This reduces fear and builds a stronger and more supportive community and so reduces loneliness and isolation. There is undoubtedly willingness within the community to take responsibility for service delivery and to improve the range of accessible services and opportunities which are open to all within the community, including the most vulnerable.  Community ownership will give an opportunity for the community to help itself, to respond to its own needs, and to improve the quality of life for its residents. |
| How will the proposal impact on the Council’s own delivery of services? |
| The proposal will deliver a wide range of community services in the heart of the residential community, reducing demand upon not only Council Services in many areas, but also NHS provision. It will also help address several social issues including access to affordable, healthy food in a welcoming, supportive environment. The company and social interaction are almost as important as the nutrition. Health professionals confirm the number of isolated, lonely elderly people who experience a range of issues and difficulties who have already benefitted from the increasing range of activities and support being delivered by the pilot project. |
| Demonstrate how the proposal will contribute to national priorities (refer to National Priorities). |
| With Scottish Government supporting local organisations to take ownership of assets such as buildings so that people can identify and act upon priorities and co-ordinate action and respond to identified challenges in their area. This Empowering Scottish Communities legislation seeks to help communities to help themselves by building community capacity to influence decision-making and service delivery. The Regeneration Policy talks of community-led regeneration identifying issues and opportunities in the local area and deciding what needs to be done to implement positive change in communities.  This proposal reflects the stated aim of Scottish Government to work with communities to increase skills, confidence, networks, partnerships and resources needed to tackle problems and to address other issues which are identified locally through direct community action. |

**Section H – Other Information**

(see Section H in the Scoring Matrix)

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| **Additional information in support of your application** (see sections 6 & 7 in the Guidance Notes) – Include information on how you have kept the community updated about the proposal and other stakeholders who have been approached who could work in partnership with your organisation. |
| The Community Hub’s pilot project has a Facebook page which details events and updates people on what is going on within the hub. Work on a website is ongoing and is nearing completion. The project has featured in church magazines within St Andrews, and flyers are circulated throughout the community. A copy is included, along with the publicity material for the Well.  We have spoken to the community council as well as the local councillors to ensure that all are aware of the project and its aspirations. |

**Submission Checklist**

Before submission, make sure you have read the Council’s Guidance on community asset transfer and the Scottish Government Guidance for Community Transfer Bodies.

Please tick that you have included the following accompanying documents:

1. Full business plan for use of the asset □x
2. Most recent full year accounts □x
3. Constitution/governance document □x
4. Supporting material from community members □x
5. 5-year cash flow forecast – within Forms □x

**Signatures**

***See attached sheet***

The application is required to be signed by 3 members of your organisation:

Chairperson……………………………………

Name………………………………………..Date……………………………………….

Senior Director/Trustee/Committee Member……………………………………………….

Name…………………………………………Date………………………………………….

Person submitting the application………………………………………………………………

Name………………………………………Date……………………………………………….

Please note that applications are required to be published for any objections but personal information will be redacted in line with data protection principles.

***Further information on how your information is used and why can be found at*** [***fifedirect.org.uk/privacy***](https://www.fifedirect.org.uk/privacy)***. The Council's Data Protection Officer can be contacted at:*** [***dataprotection@fife.gov.uk***](mailto:dataprotection@fife.gov.uk)***.***

**FOR OFFICE USE ONLY**

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| Date initial request received |  |
| Date of initial assessment |  |
| Initial assessment decision | Provide Further support □ Proceed to full application □ |
| Council Ward |  |
| Full application date |  |
| Final Decision & Date |  |

Please send completed application form to: [CommunityAsset.Transfer@fife.gov.uk](mailto:CommunityAsset.Transfer@fife.gov.uk) or post to Zahida Ramzan, Policy Co-ordinator, 5th Floor, Fife House (West), North Street, Glenrothes, Fife, KY7 5LT.