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| --- | --- |
| 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**

|  |
| --- |
| **Name and address of organisation** |
|  |
| **Name and position of main contact for the application** |
|  |
| **Contact telephone number and e-mail address** |
|  |
| **Type of organisation** |
| Scottish Charitable Incorporated Organisation □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Limited by Guarantee □  Community Group □ |
| **Other information about the organisation** |
| The organisation has a constitution? Yes\* □ No □  Charity No. (if appropriate):  The organisation has insurance cover? Yes\* □ No □  Number of people on the management committee: Number of members:  Paid full-time staff (FTE): Paid part-time staff (FTE): Number of volunteers:  When was the organisation established?  Is the organisation part of a national or local organisation? National □ Local □  Please give the name of the parent organisation:  \*Please supply copy of constitution and insurance document (public liability and/or employer). |

|  |
| --- |
| **Purpose and main activities of the organisation** |
|  |
| **Previous experience of managing a property asset** |
|  |
| **Name and address of Council Asset of interest**  In relation to this asset, is the organisation interested in:  Owning 🞏 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. |

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.

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| Fc  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 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**

|  |
| --- |
| **Property Name and Address** (see section 5 in the Guidance Notes)  If possible, please provide a plan of the extent of the asset being applied for (e.g. grounds, location. Please provide either a VRN or SRN for the asset – web links below).  [www.saa.gov.uk/fife](http://www.saa.gov.uk/fife)  A VRN is 9 digits.  [Land Titles and Map](https://fifeonline-maps.maps.arcgis.com/apps/webappviewer/index.html?id=b05d39e340d24ea59f5c299f9d44c6c4) |
|  |
| Please provide details of the purchase price proposed for the asset by the applicant.  It is expected that the applicant will have obtained an independent valuation of the asset. Please provide the estimated value and the source of this valuation - including submission of the valuation document - and how this relates to the proposed purchase price. |
|  |

**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 (maximum 500 words - see section 2 in the Guidance Notes). |
|  |

|  |  |
| --- | --- |
| A1. | Please describe the aims and objectives of your proposal. |
|  |  |
| A2. | Please describe the service and community benefit that you propose to deliver. |
|  |  |
| A3. | What is the demand/need for the services you will provide and how does acquiring the asset enhance your proposals? |
|  |  |
| A4. | If your project or service is already being delivered explain what additional activity you will provide if you acquire this building. |
|  |  |
| A5. | Please provide details of your experience in delivering the services to be offered. |
|  |  |
| A6. | Are there similar projects or services available in the area? |
|  |  |

**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.

|  |  |
| --- | --- |
| B1. | Please demonstrate there is sufficient support from the local community. You may want to check with the Area Community Development Team about to how to engage and consult with a wide range of the community including ‘hard to reach’ groups. |
|  | The National Standards for Community Engagement may also be helpful in ensuring that your engagement is effective and inclusive.  Clarify the variety of approaches you will take to consult with the wider community as well as existing members and users.   * e.g. online surveys, flyers & posters, public meetings and drop in events * share the vision of what the asset will, and could, be used for and genuinely take account of people’s needs and prioritise. * demonstrate the difference this could make and collect comments. * seek letters of support. * Be mindful of the population surrounding the asset and aim to gather at least 10% returns from the consultation. |

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| --- | --- |
| B2. | Have other stakeholders (e,g. community council, local councillors) been consulted about the proposals? Please provide evidence of any such consultation. |
|  |  |
| B3. | Please detail any partnership arrangements and state if these are required to deliver the project successfully. |
|  |  |
| B4. | 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. |
|  |  |

**Section C – Impacts / Benefits**

(see Section C in the Scoring Matrix)

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| --- | --- |
| C1. | Demonstrate whether and (if applicable) how the proposal will promote or improve:  Economic development □ Regeneration □  Public health □ Social well-being □  Environmental well-being □ Reduce inequalities □  Please tick which of the areas above have been considered as part of the proposal and provide more detail. |
|  | Please provide more details about how you will promote or improve any of the areas ticked above. |

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| C2. | Please demonstrate how you will take into account the different needs of the community, including addressing inequalities e.g. health inequalities, accessibility of building. |
|  | Provide specific outcomes, financial outcomes including practical, physical and financial restrictions/barriers to accessing the services. How will the organisation address any restrictions/barriers to ensure the services are as accessible as possible to all sections of the community? |
| C3. | In relation to the services to be provided, how will that reduce public sector costs of providing the same or similar services? |
|  |  |

**Section D – Organisational Viability**

(see Section D in the Scoring Matrix)

|  |  |
| --- | --- |
| D1. | Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation. |
|  |  |
| D2. | Describe any previous experience your organisation has in delivering the community benefit and provide examples as appropriate. |
|  |  |

|  |  |
| --- | --- |
| D3. | Please state the names, skills and experience of the individuals who intend to take forward the proposal and subsequently manage the asset. |
|  |  |
| D4. | Provide evidence of your governance and decision making processes in relation to the asset and delivery of the services including finance, book keeping, including room/hall bookings compliance and staff/volunteer training. |
|  |  |
| D5. | Demonstrate that you understand what is required in relation to the management and maintenance of the asset e.g. insurances, ongoing maintenance, budgeting for major repairs, health & safety, electrical testing, firefighting, legionella testing. |
|  |  |
| D6. | Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives. |
|  | You should be able to demonstrate: -   * what you will evaluate, e.g., user experience, service provided etc. * when you will evaluate, e.g., following each service provided, on a monthly, quarterly, half yearly or annual basis. * how you will evaluate, e.g., face to face, phone interviews, questionnaires, feedback forms. * what you will do with the evaluations received, e.g., revise service provision, update business plan, share with the community. |

**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.** If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here.

|  |  |
| --- | --- |
| E1. | **Cash flow forecast** - Please provide a cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. An example of [cash flow](file:///Y:\E%20Economic%20Development\E10%20Voluntary%20Sector%20Development\Equality%20Diversity%20Human%20Rights\Community%20Asset%20Transfer\Final%20Documents\Cashflow%20Guidance-FVA.docx) forecast is available here |
|  |  |
| E2. | **What funding has the organisation obtained so far?** Has the organisation discussed or received any funding for technical work e.g. for surveys, feasibility study, business plan etc. Please detail below the funding source(s), the amount awarded and the purpose which the funding will be used for. |
|  |  |
| E3. | There is an expectation that applicants will have had discussions with potential funders about their proposal. Please provide details of potential funders approached and the outcome of discussions about what funding may be realistic from these sources. |
|  |  |
| E4. | Other sources of funding the organisation has access to (e.g. voluntary donations, borrowing). Include information on e.g. fundraising events that will be undertaken; Just Giving; coffee mornings etc. Also include information about any reserves the organisation has (and what they will be used for) and if there is a reserves policy. |
|  |  |

|  |  |
| --- | --- |
| E5. | Identify resources already in place for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements. Explain if the organisation is generating an income from other sources**.** |
|  |  |
| **E6.** | Will the project have an overall benefit in relation to public sector costs? Applicants should attempt to quantify in financial terms the community benefit that will result from the asset transfer. |
|  |  |

**Section F – Property**

(see Section F in the Scoring Matrix)

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| --- | --- |
| **Please specify if you wish to: Lease [ ] or Purchase [ ] the asset.**  If lease, please go to F1, if Purchase please complete F2. | |
| F1. | Annual Rental |
|  | Please state the:  Proposed annual rental:  Duration of the lease (see Subsidised Leases Policy):  Any other special lease terms required: |
| F2. | Please state the level of discount being requested and provide justification for this level of discount being applied. |
|  |  |

|  |  |
| --- | --- |
| F3. | Has the organisation considered the ongoing costs that will be required to maintain the property – please detail how these will be met? Is funding available to cover initial overheads while services are developed (utilities, rates etc.)? |
|  |  |
| F4. | Is the asset currently used or occupied by the Council or another party? Please state whether you have made any investigations and the outcome of any discussions regarding current use/occupation of the asset. This should be flagged up in any consultation process. |
|  |  |

**Section G - Local and National Outcomes**

(see Section G in the Scoring Matrix)

|  |  |
| --- | --- |
| G1. | How will the proposed benefits of the asset transfer request contribute to achieving the Council’s outcomes? See Plan for Fife [A new Plan for Fife | Our Fife - Community portal](https://our.fife.scot/plan4fife) |
|  |  |
| G2. | How will the proposal impact on the Council’s own delivery of services? |
|  |  |
| G3. | Demonstrate how the proposal will contribute to national priorities (refer to National Priorities). [National Outcomes | National Performance Framework](https://nationalperformance.gov.scot/national-outcomes) |
|  |  |

**Section H – Other Information**

(see Section H in the Scoring Matrix)

|  |  |
| --- | --- |
| **H1.** | **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. |
|  |  |

**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 □
2. Most recent full year accounts including reserves policy □
3. Constitution/governance document □
4. Letters of support from community members and   
   copy of community consultation report / consultation survey □
5. 5 year cash flow forecast □

**Signatures**

The application is required to be signed by 2 members of your organisation:

Person submitting Date Signature 1 – Director/Charity

Trustee…………………………..……………………………………………………………..

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

Signature 2 - Director/Charity Trustee………….……………………………………………………………..

Name…………………………………………Date…………………………………

Signatories in signing the above assess that the information contained within the application form is accurate at the time of submission. In addition, should their request be successful, conditions of transfer will be the subject of separate legal agreement(s) with the Council.

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)***.***

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.