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|  c:\my documents\my pictures\logo\Fc.jpgThe 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** |
| Hyperclub |
| **Name and position of main contact for the application**  |
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| **Contact telephone number and e-mail address**  |
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| **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): SC046916The organisation has insurance cover? Yes\* 🗸 No □Number of people on the management committee: 5 Number of members: 100+Paid full-time staff (FTE): 0 Paid part-time staff (FTE): 0 Number of volunteers: 30When was the organisation established? 2012Is the organisation part of a national or local organisation? National 🗸 Local □Please give the name of the parent organisation: ADHD Coalition \*Please supply copy of constitution and insurance document (public liability and/or employer).  |

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| **Purpose and main activities of the organisation** |
| Hyper club was established in 2012 by \_\_\_\_ in response to her own daughter’s ADHD diagnosis, with no social provision available. \_\_\_\_ initially established the club as an informal space for children to play without judgement and parents/ carers to have a safe space for emotional support. Since its inception the club has grown to accommodate adults with learning and physical disabilities in an informal environment, with stimulating activities alongside practical skills. We also offer a bi-weekly after school club and food distribution. Hyperclub has grown organically over the last 6 years in response to both service user needs and those of the local community. We have been entirely self-funding since start up and our service is delivered by 30 local volunteers. We provide a daily programme of activities for people with physical and learning difficulties, this varied programme includes board games, the opportunity for social interaction, crafts and group activities such as pool, table tennis, basketball, Lego, baking and healthy eating on a budget. We also play prize bingo and down memory lane for our elderly service users. This currently opens on a Tuesday and Friday with approx. 20 people using the service on a Tuesday and 15 on a Friday.The sensory room is available for one hour at a time, this is a quiet space where service users with special needs can come and relax in a comfortable environment.The Out of School Club operates on a Tuesday and Friday from 6-8pmWe provide a range of activities including board games, out-door games e.g. rounder’s, homework help, crafts and reading. We also do a range of outdoor learning and regularly participate in Fife Rocks. We have regular speakers including the police, the fire service and Bee Buddies. We also have regular excursions.Approximately 30 children attend each session, where a healthy snack and drink are provided. We also use the out of school club as a focal point for fair share food distribution.From 1-4pm on a Sunday we have a karaoke/ disco for our adult service users. This service is a brilliant confidence booster, provides much needed opportunity for socialisation, fun and respite for parents/ carers. There is a weekly raffle and everyone who enters wins a prize. |
| **Previous experience of managing a property asset** |
| The Hyperclub has been running since 2012 with the support from many skilled volunteers that have created a well-structured club that can support people with various health issues. We have been working alongside many parents, families, and organisations, groups that are in the area to provide specialist care to many people that have no other resources available to them. We are supported by many local businesses who help us financially, and constantly fund raise on our behalf, We have a structured constitution in place, along with experienced board members who meet on a regular basis to discuss the future plans of the club. Our club opened in 2012 with 6 children in the church hall we now have over fifty families, and many disabled adults attending regularly, we have just introduced a service for the elderly community which starts this week. At the moment we are based at the Ballast Bank Community Centre, we pay a substantial rent for our time in the premises, this is a shared facility which we maintain to the best of our ability, equipment is stored away daily and we work hand in hand with some of the groups who use the building. The Hyperclub have been managing the project within the Ballast Bank Community Centre, ensuring our Fees or bills are paid on time and also the health and safety of the service user’s and volunteers using the facility. We have a health and safety and fire officer within our group who is also a Trustee, she ensures we are complying with the guidelines and risk assessments she has put in place for the protection of everyone. We also engage regularly with the Fire station and Dunfermline constabulary who visit our premises to hold sessions regarding stranger danger and other safety measures that will assist us within the project. |
| **Name and address of Council Asset of interest**Rosyth Resource Centre, Rosyth 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**  |
| At present we have a waiting list which we cannot accommodate due to both time and building constraints. By moving to RCC this would allow us to make further changes to the building which will improve the service we offer, and create more stimulating activities for all to attend, also working with the other local groups to improve the quality of services on offer and more readily available. Our intention would be to Team up with other groups and projects in order that we could work collaboratively and they would have access to other areas and activities within the building , This would prove more beneficial for the local people intending to access the services. We have approached several other groups including groups that are scheduled to close in the near future, we have discussed working together as a team to create many beneficial activities that will enhance the support needed in these areas. We now have 5 groups that we are currently working with that would like to move to the RRC with our group to deliver other stimulating activities. The building would also be available to any number of community organisations who wished to use the space that we can accommodate or work with. Whilst we are well aware that our current space is no longer fit for purpose, we are keen to take on a community asset that will be of real value to the community and enhance service provision in the area as well as further potential for collaborative working. Our hours of operation will commence at 30 hours per week with aim of reaching our goal of 7 days per week. |

Please send completed application form to: 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) The Rosyth Resource Centre and belongs to Fife Council whom we have been meeting regularly to discuss the transfer. |

**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.  |
| Our intention is to continue on the work we have highlighted above, to increase service provision to eventually cover seven days per week.We have a long waiting list of people that we would like to accommodate but are unable to within our current premises, the service has grown over the years and the current demand is higher than we are able to offer at this point. We now need premises which can meet those needs and can accommodate the most disabled groups who are currently unable to access the service at all.The service we aim to deliver will be a continuation of the work already being carried out, however this work would expand and grow as we improve the building and open on a daily basis. Working with the other local groups to provide alternative activities and services. We have approached several other groups in the area regarding the services accessible in the area, many of the groups have unfortunately closed or are closing in the near future due to the lack of funding, we have offered to help these groups and work together as a team which would enhance the services available.These groups include the Fife young carer’s, Local sewing group, Ciss children’s singing group,And Inverkeithing help the aged, Rosyth Eats, these groups would like to move along with the Hyperclub to create a better service on a more regular basis. There is no similar service provision in the West of Fife and demand is high. We aim to continue to develop on our high quality service and to develop a service that is responsive to the needs of our service users and local community.The nearest services that are available are: The Yard in EdinburghRNIB in Kirkcaldy |
| The demand/need for the proposal and why it is required.  |
| At present we have a waiting list which we cannot accommodate due to both time and building constraints. By moving to RCC this would allow us to make further changes to the building which will improve the service we offer, and create more stimulating activities for all to attend, also working with the other local groups to improve the quality of services on offer and more readily available. Our intention would be to Team up with other groups and projects in order that we could work collaboratively and they would have access to other areas and activities within the building , This would prove more beneficial for the local people intending to access the services. We have approached several other groups including groups that are scheduled to close in the near future, we have discussed working together as a team to create many beneficial activities that will enhance the support needed in these areas. We now have 5 groups that we are currently working with that would like to move to the RRC with our group to deliver other stimulating activities. The building would also be available to any number of community organisations who wished to use the space that we can accommodate or work with. Whilst we are well aware that our current space is no longer fit for purpose, we are keen to take on a community asset that will be of real value to the community and enhance service provision in the area as well as further potential for collaborative working. |
| Why you require the asset in order to deliver your proposal and what difference this will make to delivery of services in your area.  |
| We are currently in a shared building, this has limitations in both the services and hours that we are able to provide, by having our own building we can expand upon our existing services in terms of opening hours, provide access to those who are more profoundly disabled and make the wider facility available to the community at large. |
| If already operational, provide details of the anticipated additional activity or outputs resulting from the acquisition of the property.  |
| At the moment we are open three days per week. We have several cooking workshops currently on going, where we have been working with \_\_\_ from Fife council to teach people with learning difficulties along with their care’s to produce healthier and more nutritious meals which can be made from cheaper purchases of food. These have proved to be very successful and popular. These workshops along with other ideas will be delivered easier within the Rosyth Resource Centre Training Kitchen, as we currently hire Inverkeithing High School economics department to conduct these at present which is an added cost to the club. Being successful in obtaining the RRC would definitely benefit many people including parents, as we will be providing these on a weekly basis along with other learning workshops. By acquiring the resource centre we can offer our core service over seven days per week, we can expand on the courses that we are able to offer and the building at large would be available to community groups, social enterprise and organisations to deliver services in addition to what we will provide. |
| Your experience in delivering the services.  |
| Hyperclub has been open for seven years, we have grown organically over that time from a small informal club to an organisation supporting over 50 local families with a volunteer base of 30 people. We have always been self-funding but have recently been successful in a funding application to pay for three full-time staff.  |
| Other similar projects or services available in the area. |
| There is nothing similar to Hyperclub in Fife that provides the same services and on the same high quality scale that Hyperclub do. |

**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.  |
| The Hyperclub has always took on board the feedback and opinions of the local community and businesses, we have created several surveys/questionnaires and distributed them to the parents/guardian’s and service users who use our services, to enable us to gather the evidence required to make improvements throughout our service should it be required. This also allows us to receive the support of the public and local businesses who have recognised the need for this service. We have conducted door to door surveys in and around the local areas, such as Inverkeithing, Rosyth, Dunfermline and Dalgety Bay, regarding us moving to the new location and the service’s we are going to introduce. This also gave us the opportunity to ask for their feedback and any idea’s they may have or would like to see created within the local areas.This was a very personal and successful survey resulting in much positive feedback from people who would love to see the Resource Centre reopened, the elderly services reinstated along with the centre being available and open more often for the children and teenagers. We also have on ongoing online survey which is still being accessed by new service user’s and customers intending to access our services at present and in the future plans for the resource centre, Many of them restricted at our current location due to there not being the correct changing facilities available, however we have secured the funding we need for the new changing facilities through the Mary Leishman Foundation who currently support our project and offer regular support. Mr \_\_\_ is an ambassador for our club and provides ongoing support.Since conducting our community consultation we now have many of the residents we spoke to attending our club in Inverkeithing and offering to volunteer at the new asset should we be successful in obtaining the Asset.The Hyperclub also have a lot of support from the Ward 6 councillors (McGarry/Barratt/Dempsey/Coleman).

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| Question | Area | People we spoke to | Negative Feedback | Positive Feedback |
| If Hyperclub were to relocate to RRC & introduce new activities opening the centre 7 days till 10pm  | RosythDunfermlineInverkeithingDalgety Bay | 20013012050 | 05%014% | 100%95 %100%86% |
| Reinstate the elderly services and introduce more stimulating activities | RosythDunfermlineInverkeithingDalgety Bay |  | 0% | 100% |
| Introduce children services of all ages with various activities available | RosythDunfermlineInverkeithingDalgety Bay | Few people disagreed with an underage disco or teenage youth club. | 8% | 92 % |
| Introduce workshops to benefit children/teenagers and adults with learning difficulties | RosythDunfermlineInverkeithingDalgety Bay |  | 0 % | 100% |
| Introduce sensory rooms and garden and community cafe | RosythDunfermlineInverkeithingDalgety Bay |  | 0% | 100% |
| To offer a transportation service to and from the club | RosythDunfermlineInverkeithingDalgety Bay | Some people do not require transport | 10% | 90% |

 |
| Please detail any partnership arrangements and state if these are required to deliver the project successfully.  |
| We work in partnership with Youth First to deliver high quality training for our volunteers, we work closely with our partners in fife council in terms of project delivery and referrals and we have good working relationships with a number of small community groups who are currently housed in Ballast bank, we intend to continue with these productive working relationships**.** |
| Please demonstrate how you will take into account the different needs of the community, including addressing inequalities.  |
| Hyperclub is a responsive service, which has very much grown organically over the years, responding to the needs of both the existing service users and the needs/ wants of the wider community. We will continue to regularly consult with our service users and the wider community to develop our service provision and respond to local needs ensuring that everyone seeking support or activities can access the service easily and with ease.The Hyperclub recognises that each person accessing our services are an individual and have completely different needs requiring various different advice and support, Our aim is to support all who access our services and provide a comfortable and relaxing environment that can be easily accessed. |
| 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 been working closely with Fife council and Brag Social Enterprise team as well as FVA to develop our application. We are also working with funders to secure funding for staff time and additional resources in order to develop the service.We also have \_\_\_ working for our group, \_\_\_ is funding assessor and has joined us to support us with obtaining regular funding. \_\_\_\_ is also a board director with our training group Youth First and provides information and regular support in many areas.  |

**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?
 |
| The project currently works with the most vulnerable members of our society, there is very little in terms of social activity for those who are disabled/ have learning difficulties. Our service offers a fun environment for socialising, learning and being creative alongside reducing inequalities by providing access to a social space.We offer a service that promotes not only social well-being but the opportunity to eat healthy meals, to develop independent living skills and the ability to learn to cook healthy meals on a budget.In terms of economic development it is our intention to have affordable/ flexible meeting/ space.We have around 30 volunteers who have access to high quality training and work experience, this in turn leads to greater prospects of employment. |

**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.  |
| We have been in Ballast Bank for two years (prior to this we rented the Baptist church hall) we have always paid our rent circa £1000pcm for three days per week, this has always been paid on invoice. We work closely with other tenants in the building, we have health and safety policies and procedures which we adhere to, we maintain our equipment and at the moment everything is cleared away at the end of our sessions. |
| Demonstrate any previous experience your organisation has in delivering the community benefit.  |
| We provide a daily programme of activities for people with physical and learning difficulties. This includes board games, the opportunity for social interaction, crafts, group activities such as, pool, table tennis, basketball, lego building and many more. We also play prize bingo and down memory lane for our elderly service users which is extremely successful. Our aim is to reinstate the elderly services within the Resource Centre and help them to avoid social exclusion. A healthy lunch and a drink are provided. If we relocate to RRC, we can offer these services/activities more for our service users.In addition we provide food distribution, an after school and a Sunday karaoke. This service has grown to be what it is over the years due to needs and demands of our service users/ local community. We currently have around 30 volunteers who not only offer a hugely valuable service to their community but benefit in terms of quality training and work experience. |
| Please state the names, skills and experience of the individuals who intend to deliver the proposal.  |
| \_\_\_ is the founder of Hyperclub, she set the organisation up initially as place for her daughter who has ADHD to be able to socialise with other children without judgement and for the parents to be able to relax, share experiences etc.\_\_\_ is an experienced Social Care Worker registered with the SSSC and working with Fife Council for the last 13 years. Working with vulnerable adults and children which has given her a first-hand insight into the need for these services and other resources to become available in the future. She is not a member on the BoardWe have a core group of 30 volunteers who are involved in activities such as driving, preparing food, running activities and fund-raising.Volunteers have access to quality training, Through Youth First and Fife Council services, they are all PVG checked and have regular support/ supervision.**Chairman**Is currently one of our local councillors who provides us with vital information and advice keeping us up to date with information relevant to our club and the cause, he also offers his services as Santa clause at the festive periods.**Trustee**Is currently one of our Health and Safety and Fire Officer for the club and provides vital relevant advice for the safety of the service users attending the club.**Trustee**Was acting as our previous secretary and still shares this responsibility with another trustee on the board, working within Sky ­\_\_\_\_ brings her fund raising ideas along to the table which we discuss as a team with the board for the success of the club.**Treasurer**Is currently the Treasurer of the club and brings an immense amount of experience through previously working as the treasurer for the local Gala for a number of years, She works alongside our accountant to keep our accounts up to date and prepare them for our annual assessments with OSCR, \_\_\_ is a retiree but commits to volunteering for good causes or groups making a difference within the local community.**Secretary**Is currently acting as secretary for the club as she has a higher in administrationAnd is very organised and focused with her work commitments. She is currently studying to become a criminologist with the police, but also commits to volunteering within local community groups.  |
| 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.  |
| We have 30 volunteers who all support the club either by general delivery, transport, fund-raising/ admin. We have secured funding for three full-time staff. |
| 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, and compliance with legal issues e.g. health & safety.  |
| We have forwarded copies of our governance documents, we also have policies for child protection, health and safety, and emergency contacts etc, all of these can be forwarded on request. Our volunteers all work as a team and provide many different skills that we can utilise within the asset. We also communicate with many health professionals that provide us with vital training and advise we need to manage an asset. |
| 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 been tenants for 7 years self-funded and although not responsible for the building maintenance we do maintain our own equipment, we pay our insurances and are aware that we will need to budget for general and emergency maintenance and other costs that may arise, we are a very organised group that work together as a team to provide a good quality service for the community. This is evidenced in our financial forecast within our business plan. Our previous building was an old church and we helped to maintain it responsibly inside and contributed by maintaining the garden areas with the consideration of health and safety as we used it regularlyWith the children for activities.  |
| Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives.  |
| We have always continually assessed our work through service user evaluation and feedback- we will continue to do this alongside, consulting with the community at community events and on an informal basis.  |

**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.  |
| We have included a full five year forecast including this year as year 1.We have also included a Business plan of our aim’s and goal’s for the new location. |
| **What funding has the organisation obtained so far?**   |
| Funding source: Mary Leishman Foundation (ongoing support) £10,000; Big Lottery £40,000 over 3 yearsDate of application: October 2017 Amount received: Applied for £90,000 over 3 yearsCapital funding 🗸 and/or Revenue funding 🗸The funding we receive will be fully utilised for the purpose of introducing paid employees to manage the project and ensure successful running of the project  |
| **What funding has been applied for but a decision has not yet been received?**  |
| Funding source: Tudor Trust, BBC Children in Need, Robertson Trust Date of application: January 2018, January 2018, January 2018Amount received: Tudor Trust not known as not onto next steps stage yet. BBC applied for £210,000. Robertson Trust applied for £90,000 over 3 years. Capital funding 🞏 and/or Revenue funding 🗸 |
| **Other sources of funding the organisation has access to** (e.g. voluntary donations, borrowing).  |
| It is worth noting that we have been entirely self-funding since start up and currently pay £1000 pcm rent for a shared building. We generate our own income through affordable fees to our members, a small charity shop and continued fund-raising. The Hyperclub has several scheduled fund raising events throughout each year, Easter Fete, Summer Fete, Annual It’s a knockout event, charity evenings. We also have many local people raising funding throughout the year. Along with various funding grants and donations we have received and applied for funding to provide salaries for a structured management system. We have secured funding from the Mary Leishman foundation to buy the required equipment that is needed within the facility to allow carers access the services with people that require specialist changing facilities. We have also secured and received funding to introduce a payroll system and employ an accountant to manage this position. We are fortunate enough to have the expertise from a professional fund raiser whose previous job was to assess people applying for funding he has now joined the Hyperclub Team to assist us with applying to funders. |
| **Identify resources for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements.** |
| We have recently recruited someone who will work with us for a few hours per month to support us with funding applications, we will continue to work with the staff at Brag to look at our sustainability and external funding and we will continue to host annual fund-raising events alongside our other fund-raising activities.Continuing to communicate with Fife voluntary action and Fife council and other professionals to achieve the best we can while providing a vital service. |

**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.  |
| **£150000**  |
| Purchase price – State the price your organisation is willing to pay to acquire the asset.  |
| The group would like to offer a fee of £4000 for the purchase of the building. |
| Annual Rental  |
| Please state the: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.  |
| We currently provide a much needed service which is not available elsewhere in Fife, our social and community impact is huge, we are tackling social isolation, reducing inequalities and hopefully providing a community asset that will be utilised by the community and bring real value in terms of activities, a place to meet, a place to socialise and a place where a community can come together, we plan to continue to improve our service provision, to respond to the needs/ aspirations of the local community and to work with our partners within Fife Council to ensure that we fit within the Fife Plan.We currently support 50 families in our core service, our capacity would be increased so that we can accommodate around 200 families per week. In addition this this our out of school club currently accommodates 30 young people per evening, we plan to increase this service to a seven day provision. Our food bank provision would also be open seven days per 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.  |
| The building is currently vacant |

**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 Hyperclub already contributes to the goals of the Plan for Fife as follows. A move to the Rosyth Resource Centre will enable the Hyperclub to deliver a better service to a larger number of users.Our plans for the future would fit in with the plans for Fife as this will include creating more community led groups, that will benefit the local people also creating more stimulating activities for children and elderly bringing many volunteers together to help support people with special needs offering ongoing support within the area’s that are of limited means or resources available. Creating workshops to allow teenagers and people with learning difficulties the chance to obtain future employment or volunteer experience. Working with them to make a huge difference to their lifestyles by building their confidence and skills to enable them to access further opportunities.SEE PLAN FOR FIFEAmbition 3 - Fife has reduced levels of preventable ill health and premature mortality across all communities. The Health & Social Partnership already recognises the value of the Hyperclub’s services through referralsAmbition 6 - All our communities benefit from low levels of crime and anti-social behaviour. By delivering much needed care to young people with learning difficulties and other conditions, the Hyperclub enhances the life chances of those service users, thus reducing the risk that they may turn to crime or anti-social behaviour in later lifeAmbition 12 - Fife’s communities and individuals are more involved in local decision making and in helping to plan and deliver local services. Being volunteer-based, the Hyperclub is close to the community it serves and is able to adapt to the needs of that community and to recognise and fill gaps in provision.The Hyperclub is able to* Maintain a stronger focus on the wellbeing of children and young people including mental wellbeing.
* Foster innovation and collaboration through a focus on culture change and an engaged “workforce”. Volunteers are engaged by default.
* Invest in community capacity to get involved and develop confidence. The number and engagement of volunteers is constrained by the current building at Ballast Bank. A move to the RRC will enable more volunteers to deliver more services, thus increasing their and their community’s capacity.
 |
| How will the proposal impact on the Council’s own delivery of services?  |
| Our service is likely to enhance service provision in the area, we will have capacity for more referrals to the core activities, there will be capacity within the out of school activities and we will have a seven day food bank for those in crises.The Rosyth Resource Centre has a training kitchen which can be made available to adult learning staff and other groups as well as meeting rooms and training facilities. |
| Demonstrate how the proposal will contribute to national priorities (refer to National Priorities).  |
| In terms of national priorities we fit into two main themes: We have tackled the significant [inequalities](https://www.gov.scot/About/Performance/scotPerforms/outcome/inequalities) in Scottish society.We have strong, resilient and supportive [communities](https://www.gov.scot/About/Performance/scotPerforms/outcome/communities) where people take responsibility for their own actions and how they affect others.The proposal is focussed on real and lasting community empowerment, by enabling a community to manage an asset and provide a much needed service. We are tackling social isolation, supporting those living in food poverty, and delivering a service which aims to be a self sustaining social enterprise, responding to the needs of the local community whilst maintaining viable income streams and independent fund raising.  |

**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 Hyperclub work closely and communicate with various health professionals and support agencies to be able to offer a person centred plan for everyone accessing our services, This is vital in order for us to offer a good quality service and be able to keep up to date with new clients and groups working together to make a difference.We have created a support hub of various groups coming together as a team to enhance the support needed in our local community’s and surrounding areas, it is very person centred supporting each person as an individual.We have built up good relationships with many health professionals’ clinics and schools who now refer clients to us on a daily basis.We are extremely fortunate to have the support from many local businesses and local people that do volunteer fund raising throughout the year to help support the club and the cost of keeping successful.Creating workshops to allow teenagers and people with learning difficulties the chance to obtain future employment or volunteer experience. Working with them to make a huge difference to their lifestyles by building their confidence and skills to enable them to access more ready available services.  |

**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 □
3. Constitution/governance document □
4. Supporting material from community members □
5. 5 year cash flow forecast □

**Signatures**

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******.***

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| 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 or post to Zahida Ramzan, Policy Co-ordinator, 5th Floor, Fife House (West), North Street, Glenrothes, Fife, KY7 5LT.