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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** |
| Kingdom Brass, 11 Rosebank, Dunfermline, Fife, KY11 4BD. |
| **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): SC047741  The organisation has insurance cover? Yes\*  No □  Number of people on the management committee: 8 Number of members: 35  Paid full-time staff: 0 Paid part-time staff: 0 Volunteers: 0  When was the organisation established? 1999  Is the organisation part of a national or local organisation? National  Local   Please give the name of the parent organisation: Fife Charities Band Association & Scottish Brass Band Association.  \*Please supply copy of constitution and insurance document. |

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| **Purpose and main activities of the organisation** |
| Kingdom Brass is a brass band providing musical education and performance within the community and the wider population.  The band regularly performs to the highest standard throughout Scotland and further afield, taking part in various competitions, festivals, tours and concerts. Kingdom Brass has successfully represented Scotland at National and International level, winning numerous awards and titles. The band also performs within the local community at various concerts and events, including local galas, Christmas events, Remembrance services etc.  Until recently the band also ran a successful youth development programme, with two youth bands and a percussion group. This was put on hold until the uncertainty over a long term home could be resolved. Part of that youth programme involved visiting schools to deliver workshops, organising performance master classes with young players in the local area and one to one and group tuition and performance. |
| **Previous experience of managing an asset** |
| Kingdom Brass moved into the Co-op Hall in Cowdenbeath in 2008. The band’s previous premises, the Haldane Hall, had been owned by the band since 1956 (Cowdenbeath Band merged with Kelty & Blairadam Band in 1999 to form Kingdom Brass). As a group we had been managing our own rehearsal hall for many years. Since 2008 we rented the Co-op Hall from Fife Council. |
| **Use of asset and benefit to the local community** |
| We will use the hall as our music hub, providing rehearsal space for groups and individuals.  Our regular rehearsals are twice weekly, but as we approach an event (approximately once a month) that increases to five or six nights a week. In addition, we rehearse in smaller groups of varying size depending on the complexity of the music involved for upcoming performances. Individuals also make use of the facilities for their own personal rehearsal (especially percussionists due to the size and cost of some of the equipment involved). The building will also provide a secure base for our large amounts of equipment, and our extensive music library.  While the uncertainty over our rehearsals facilities grew, we put on hold new recruitment to our youth programme and allowed the existing members to progress into adult bands and on to further education. The small numbers of youth members who remain will be able to use these new facilities as well, and hopefully we can start to recruit young players again from the local primary schools and offer them a very high standard of tuition and the chance to perform alongside other young players. Not only will we provide a band the local community can be proud of, but we can also deliver an outstanding level of education to young players giving them valuable life skills and opportunities.  Which asset is the group interested in? Ex Kelty Library  In relation to this asset, is the organisation interested in:  Owning  Managing 🞏 Leasing 🞏 Not sure yet 🞏 |

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**

**About the Property**

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| **Property Details** (see section 5 in the Interim Guidance Notes) – Provide details about the property including whether the owners have been contacted.  Ex Kelty Library Building, Cocklaw Street, Kelty.  We have been in discussion with the owners, Fife Council. |
| **Property Costs** (see section 8 in the Interim Guidance Notes) – Include information about known defects that require attention, estimated cost of repair etc.  We have received information on the maintenance schedule of the building, and the building has been well maintained over the previous years. No major defects need attention, and ongoing costs are for preventative maintenance.  We have also received details of running costs for the building, and have estimated the following as our annual running cost –  Utilities £3,000 (based on our usage being 50% of that previous)  Compliance £2,000 (certification and testing)  Insurances £1,000 (contents, building and public liability)  Rates £1,700 (based on 80% rates relief as a charity)  Misc. Costs £1,300 (to cover any regular maintenance, sundries etc.)  **Purchase Price or Annual Rental** – Include information on the purchase costs of the building or the rental cost to your organisation.  Our offer price for the building will be £0.  We had raised substantial funds (over £60,000) in the past few years to redevelop the Co-op Hall, the bulk of that being a £40,000 grant award from Creative Scotland. With the offer of the Co-op Hall premises removed, we sought permission from Creative Scotland to use those funds to do similar development work on other premises, which they approved. The funds from Creative Scotland are ring-fenced for development work, and cannot be used for purchase costs. The remaining funds we have raised are ring-fenced to ‘match fund’ the Creative Scotland award.  We generally fundraise throughout the year to cover our operating costs, and if we were required to fundraise any substantial amount to cover purchasing this building, it would probably be detrimental to our day to day running. |

**About the Proposal**

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| **Please provide a brief outline of your proposed initiative** (see section 2 in the Interim Guidance Notes)**.** This should include:   * The service you propose to deliver   As a brass band we allow a large group of musicians the opportunity to come together, rehearse regularly in a welcoming environment, and perform together at various events throughout the year. These events include festivals and competitions throughout the UK as well as local concerts and various community events. The band also releases CD recordings.  As a group we ran a successful youth development programme from 2007 until recently, delivering brass and percussion tuition in collaboration with the local primary schools. We stopped recruitment for the programme when we faced uncertainty over our rehearsal base, but would hopefully resume this programme once we had secure rehearsal facilities once more.   * The need for the project   Brass bands have been present in the area since the 1850’s. Kingdom Brass rehearsed in the Haldane Hall in Cowdenbeath until the wooden structure became unrepairable and unsafe. The band approached Fife Council to assist, and was given access to the Co-op Hall from 2008. As a group we have a large amount of equipment and music, and need a permanent, secure base to operate from.   * What community engagement has been undertaken   Bands in the community provide several functions. The majority of our members are based locally, and travel regularly to rehearsals. Our members come from all walks of life; students, teachers, unemployed, retired, office workers, council employees etc. and enjoy the social aspect of the band as well as the educational benefits it brings in enhancing their musical expertise and the experience of performing at varied events up and down the country.  The band also performs a crucial community role, performing at local galas, various events, and entertaining through formal concerts and more informal events such as the Santa Train, the switching on of the Christmas lights and primary school carol concerts.  Over the past decade Kingdom Brass has also worked closely with the community to tutor local primary school children in brass and percussion. Many of those children have now moved into adult bands, and onto further education, training to be music teachers or professional musicians, an opportunity they would not have had without the tutoring offered by the band.   * Other similar projects or services available in the area   There are no similar brass bands within the Cowdenbeath and Kelty area. The nearest brass bands are the Lochgelly Band, and Dunfermline Town band, who provide similar community roles in their areas. |

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| **Community Consultation** (see section 3 in the Interim Guidance Notes) - The Community Empowerment Act requires that the local community be consulted before an asset transfer application is submitted.  We undertook a series of Community Consultation exercises to discuss our proposal with local residents.  ***Initial Survey***  Initially we spoke to a small sample of Kelty residents in Kelty Main Street on Saturday 25th March 2017.  Of 20 people we discussed the proposal with, we received the following responses –  1 wasn’t in favour, thinking the Library was still open and we were proposing to close it.  1 wasn’t in favour as they “didn’t really like pipe bands”.  1 wasn’t in favour as they thought Kelty already had a brass band.  17 were in favour of our proposal, and saw the community benefits.  Of the 17 who were in favour, their comments were generally quite similar -  “It’s a great idea, it’ll be good to see the building get used for something worthwhile.”  “I think it’s great if you can continue your youth band in Kelty, it’ll give the kids something to do.”  “It’s been a long time since Kelty had a band to be proud of.”  “It’ll be nice to have something cultural in Kelty.”  “Who can I write to at the Council to lend my support?”  ***Online Survey***  We then set up an online survey in October 2017 with 4 questions, asking if people supported our application to use the Kelty Library building (and whether or not they were resident in Kelty). We also asked for comments on our application. The survey was posted to social media and was shared several times.  As at 23rd October 2017 we had 2,197 positive responses:  1,912 supported our application and were not resident in Kelty.  285 supported our application and were resident in Kelty.  We also had 17 negative responses, 15 of which were from the same IP address (i.e. the same person clicking a negative response) so counting those as 1 person gave 3 not in favour.    ***Secondary Survey***  Over the weekends of 14th and 21st October 2017, members spent some time in Kelty with paper copies of the online survey, gathering opinions from members of the public.  This gave an additional 258 responses:  **24** supported our application and were not resident in Kelty.  **232** supported our application and were resident in Kelty.  2 negative responses.  ***Total Responses***  This gave an accumulative response across all 3 surveys of:  1,945 in favour (but not resident in Kelty or not asked about residency)  511 in favour (and resident in Kelty)  8 not in favour  The surveys also asked for comments on the application. The following comments were all posted on the online survey:  "I have 2 primary school children, tuition sounds great."  "A band should be at the centre of its community and this move would help the band continue to play a part in the local community and provide great opportunities for further youth development. Such development will support young people's wellbeing and musical skills. Music has such a positive impact on young people and develops so much more than just musical skills."  "All musical activities within our communities should be supported and encouraged, particularly as council funding can be limited. We need to ensure we support those who work so hard to provide music for all."  "Any community would be proud to have a band of this quality at their disposal."  "As long as everybody is happy including the band :) "  "Both my kids would like to learn "  "Brass band are a great and free way for children to learn how to play instruments "  "continue to support children in the community"  "full range of music to attract all ages and free entertainment for locals"  "Having a band in the area will open opportunities for young and old to experience live music as well as the opportunity to learn to play an instrument."  "Having been formed from the former Cowdenbeath and Kelty bands, and having "resided" in Cowdenbeath for a good number of years, it would be nice to see it back in the other "home" town. They are a good band and I'm sure would be a credit to the community.”  "Having been involved in Brass Banding for over 35 years I know well the progress of this Band and how extremely difficult it is to move around from rehearsal venues. It is of paramount importance that this Band achieve its aim in procuring decent rehearsal facilities. I commend all involved and hope for satisfactory conclusion"  "I am a member of Kingdom Brass Band, having previously played with both Kelty & Blairadam and Cowdenbeath Brass Bands. I live in Kelty and would welcome the chance to have the band return to the village."  "I have children who would love to be a part of a kid’s band if this was available in the area."  "I have two nephews growing up in Kelty and Kingdom with their youth policy would give them a great chance to play Brass."  "I live in Kelty and was a member of Kelty and Blairadam Brass Band. It would be great to see the band back in the village"  "My daughter used to play the cornet and I’m keen to foster interest in music for the younger generation."  "I play for the band at the moment."  "I play in the band and it is an ambitious outfit with a good youth training band behind it."  "I play with Tullis Russell Band and would want Kingdom to get a better hall for their use"  "I teach pupils at Kelty Primary School to play brass instruments. It would be a wonderful idea to have a brass band based in the village."  "It's good to encourage hobbies and pastimes and of course the band originated in Kelty and was always part of the community."  "It’s great when a council can support a band in its area. Music can bring so much joy to folks and a band can help young folks stay out of trouble."  "It's important to have a decent rehearsal space. Kingdom Brass is Fife's top representative in Scotland. Support is essential"  "Keeping this talented group together within their own location is paramount. This group offer opportunities to children who may not have been given access to music."  "Kingdom Brass are one of the top bands in Scotland. I sincerely hope that they make this move and continue to provide musical opportunities for Fife communities for many years to come."  "Kingdom Brass is a top class outfit and the band would be available for Council events, Armistice day etc....Xmas time concert....and are available to teach the youth of the town for free!"  "Makes sense given the band's history in Kelty and the location of most of the players."  "More space for potential youth band development will ensure this fantastic organisation continues to flourish."  "My son and daughter are currently involved with Kingdom brass due to my brother who plays with the band. I used to play as did my Grandfather, mother, father and uncle. The band should be used more for young people to keep them off the streets and give them something to do but funding for such an enterprise is lacking and is difficult to sustain. The band should be given more coverage in the local area given it’s one of the top 50 brass bands in the world. They need help to sustain the joy they bring to many so they should be given every assistance in finding a new home "  "My son plays musical instruments and would love to be part of a brass band."  "The band are excellent at playing recognisable music i.e., movie themes, and also sometimes current music"  "Not all children get the opportunity to get lessons at school as there are limited places. The band welcomes all which will develop the next generation of musicians "  “The band are too important for the community and wider to not accommodate them."  "The band is hugely successful in developing a youth movement in Fife who play in the youth brass band, some hugely talented tutors helping to keep this hobby from the coal mining era alive."  "The band needs a home and if the building is empty then it only makes sense to let the band use it.”  "The band will be great for the local community giving concerts and playing music that suits all ages."  "The benefits of learning musical instruments of any sort are well documented. Supporting music making in local communities is essential."  "The history, and success of this band must be kept alive for future generations. Music is a knowledgeable element and should be enjoyed."  "These bands do great work and should be encouraged to have an active role in Community and schools."  "This could be a great opportunity to allow young people in the area chance to learn an instrument and raise aspirations."  "This is an award winning, local band whom deserve our support and they continue to support the community at local events and teaching children the value of learning a musical instrument. Some of whom go on to conduct and teach. A really valuable resource."  "To refuse a rehearsal space would be detrimental to the musical life in Fife. I am in complete support. The library will be better for accessibility and will offer disabled people better access to either join, learn or listen within the library venue. The rehearsal space at the moment is inaccessible to banders and supporters with limited mobility. Kelty is also easily accessible by car and bus so the location seems a sensible option.”  "Work with schools put on shared concerts to show the bands high standard and what can be achieved from playing an instrument.”  "Would be a good way to help reintegrate the band into the Kelty community!"  "Would be an ideal opportunity for local school children to be involved in music. Would like Christmas concerts etc."  "Yes. Kids do play in bands.” |
| **Advice and support received** (see section 4 in the Interim Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application.  Fife Council  DTA Scotland |
| **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 enclose our Business Plan and Cashflow Summary with this application. |

**Financial Information**

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| **What funding has the organisation obtained so far?**  Funding source:  Date of application:  Amount received:  Capital funding 🞏 and/or Revenue funding 🞏  Assuming this is for purchase costs, and is N/A for our application. |

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| **What funding has been applied for but a decision has not yet been received?**  Funding source:  Date of application:  Amount received:  Capital funding 🞏 and/or Revenue funding 🞏  Assuming this is for purchase costs, and is N/A for our application. |
| **Other sources of funding the organisation has access to** (e.g. voluntary donations, borrowing)  The band members pay a monthly subscription amount, usually £20 per month with exemptions for students and unemployed.  All members are paid expenses based on HMRC guidelines, and voluntarily donate those expenses back to the band, allowing gift aid to be claimed on the donations.  The band constitution allows a limited amount of borrowing to cover any unforeseen emergencies. |

**Other Information**

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| **Additional information in support of your application** (see sections 6 & 7 in the Interim 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.  We have discussed the proposal with Kelty Community Council. |

**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.