**FORGAN ARTS CENTRE**

**Community Asset Transfer Application**

**Stage 2**

**01.04.2020**

**Proposed Acquisition of Leng Home**

**Via**

**Community Asset Transfer**



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**Section A – About the Proposal**

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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. |
| **BACKGROUND**  Forgan Arts Centre aims to promote arts, heritage, culture and science, the advancement of education and community development in the Tay Bridgehead area. ***We have done this very successfully for the last 42 years in our current location.***  The Forgan Arts Centre (FAC) has grown from operating classes and workshops and other activities 22 weeks a year to now delivering all our services and activities over 50 weeks annually. This is achieved from three multi- purpose classrooms, a small office, one toilet, a boiler room housing our kilns and an external work-shed for storage.  Forgan Arts Centre is now operating at full capacity, with over 30 weekly classes plus up to 15 workshops each term over 50 weeks each year - and yet **many classes have waiting lists** and could be run several times over if we had the space, resources and facilities to do so.  We currently offer over 32 classes in our programme, supporting over 290 people each week. We run on average, a further 12 weekend workshops which often attracts an additional 50 new people to the Centre. Our kid’s art and ceramics clubs run throughout each of the Fife school holidays supporting 125 children and their families each term. We have up to 110 people who cannot attend our programme due to lack of available classrooms to hold additional classes. Where possible, we have exceeded our ideal class capacity to try to accommodate the demands without detriment to the classes, tutors or students.  We also have a variety of much needed projects which we are currently not able to provide to other charities and social enterprises, such as regular sessions for ‘Options’, an activity group for Assisted Support Learning which would like to have 3 full day sessions at Forgan Arts Centre each week, requiring too the use of a kitchen/dining area for lunch.  **Past and recent research we have undertaken with our members and the wider community has indicated a further projected increase in demand. We believe that the new facility would enable us to increase our work in the first year alone, by ~30%. This would grow term on term as we expanded to work with further organisations.**  The co-ordinator regularly monitors and reports on the growth of the centre and its activities, analysing and presenting data on membership, attendance and demand for classes, workshops and events. In this way we can plan future programmes and events and evaluate how what we do and how we do it impacts upon our activities, support, delivery of our services and demand in the community. (This data is available for reference if required upon request).  The table below summaries the growth FAC has achieved since appointing a Centre Coordinator and becoming a SCIO.    \*Gross profit delivered from classes  We have had requests for additional and a broader range of classes and workshops. We have also had requests to partner with many external organisations *(additional to those we already work with)* in delivering our community focused services as a much-valued local SCIO.  In our current premises **we have never had** **the access to the type or level of funding** to enable FAC to expand or add facilities and resources to accommodate these demands from our community. The nature of the property also limits the extent to which we would be able to do so, even if funding was possible. Importantly and critically, due to recent significant changes in the terms of our lease, FAC **remaining in this property is** **no longer financially sustainable**.  **ASSET TRANSFER**  As a consequence of the aforementioned issues, FAC needs to relocate to different and larger premises. Therefore, FAC Management Committee is requesting that Leng Home as an asset is transferred into community ownership to enable the work of the FAC to grow and develop in order to address the needs of the Centre and most importantly the community.  **Leng Home will offer FAC the opportunity to increase the volume and range of classes and activities as well as widen the scope of the benefits we can offer our community**.  We propose to develop FAC as a **community hive**, where local members feel comfortable spending time and socialising, as well as furthering their interests and skills in the arts, education and culture.  C:\Users\User\AppData\Local\Microsoft\Windows\INetCache\Content.Word\image-02-10-19-13-06-1.jpeg  In Leng Home we will be able to provide social areas to **facilitate communication and wider community engagement** beyond the classes alone. We plan to expand into **health and wellbeing** activities alongside our current arts and crafts offerings. The larger premises will enable us to **increase and extend member diversity and accessibility** within the new location, improved parking capacity and disabled access. There will also be some scope to be able to offer spaces for studios, hot-desking and flexible, interim use by other third sector groups.  Acquiring Leng Home would give us **more opportunities to partner and work with other local charities, special interest/needs groups and social enterprises**.  Our primary aims are therefore to  **acquire a larger premises** – Leng Home - to house FAC with more and better facilities to enable us to expand and meet our community demands and needs and become more financially sustainable through generating an increased turnover and the chance to diversify services   * **increase the range and volume of the classes, workshops and events** that FAC can offer beyond our core arts and crafts to include more options for activities directly linked to improving health and wellbeing * **be able** **to apply for relevant funding and investment** to support our extended activities and maintain and operate a larger premises and grounds and invest in relevant equipment and human resources required * be able to be **more diverse and accessible** to everyone in our community * build **new local partnerships** with businesses, artists and social enterprises * operate and manage FAC at Leng Home with attention to the **environment, climate change and sustainability** in our policy and practice and services * **enhance and increase the intangible benefits we deliver** to our community in terms of addressing education, inclusivity, social isolation, health, wellbeing, community spirit and culture   **take FAC into the future as** **a community hive** and a place of peace, vitality, creativity, learning and support  **to continue to change lives through access to art and creativity.** FAC is a much valued organisation and is working through a strategic change to the nature of what it does. Acquiring Leng Home will allow us to be much more place based, with a clear objective to improve the community of Tay bridgehead, making it a **better place to live, work and visit and further developing a local social economy**  **to contribute to** **Community Wealth Building** by using social enterprise and local suppliers to provide e.g. repairs, maintenance, catering, printing and develop a strong local supply chain for the FAC and its partners |
| The demand/need for the proposal and why it is required. |
| **THE DEMAND AND NEED FOR A BIGGER, BETTER FORGAN ARTS CENTRE**  Forgan Arts Centre (FAC) provides a **wide range of learning opportunities** for children, families and adults in a variety of arts and crafts*.* Following extensive - *and continuing* - membership and community consultation, we can clearly demonstrate and evidence that **relocating FAC to larger improved premises with more facilities and scope to expand our offerings will meet the demands and needs of our community**.  (*More detail of this is provided in Section B and an example of our range of classes and workshops is demonstrated in a brochure in our Appendices)*  FAC has a current membership of 260 people and we expect that the expansion of our services from a larger property, with more accessibility and more appropriate facilities, will enable us to reach a larger and wider proportion of the community.  *C:\Users\User\Dropbox\Forgan Arts Centre\Forgan Arts Centre PHOTOS for general use\Craft and Stained Glass classes_Mar 15\_DSC8118.jpgC:\Users\User\Dropbox\Forgan Arts Centre\Forgan Arts Centre PHOTOS for general use\Autumn Brochure pictures\pottery 1 .JPG*  **Where our Members come from**  The 223 Members for whom we have address information live in:   |  |  |  | | --- | --- | --- | | Area | No. | Percentage | | Tay Bridgehead | 122 | 55% | | Elsewhere in Fife | 42 | 19% | | Tayside and Angus | 53 | 24% | | Elsewhere in Scotland | 6 | 3% |     Image: Alana Peden. Pottery Workshop Image: Stained Glass Classes  We provide an **important opportunity for our community to engage** in arts, culture and heritage and to learn traditional and contemporary artistic skills. The FAC provides a caring, friendly and supporting environment and atmosphere for people to meet and socialise whilst learning or improving skills and knowledge.  Many of our **classes are oversubscribed** – *especially pottery and upholstery* - and we would like everyone who wants to, to be able to participate and benefit from engagement at and with the FAC.  We have had many **requests for additional and different types of classes** - *such as woodworking, cookery, art therapy, drama and music* - that we currently cannot offer or deliver.  There have been **requests for classes at times that we currently cannot offer** – for example classes that run on weekdays to be repeated at the weekends or classes running during the day to be repeated in the evening. Without appropriate facilities **we cannot design or offer classes or provide access to people with specific needs**, **assisted support or who use wheelchairs**. The main reason for this inability to meet the fully expressed needs of our community comes primarily from the **limitations of the building and the grounds** we occupy e.g. cannot build a ramp into the building or deliver outdoor activities.  The management committee at FAC therefore wants to be able add more of the same range of classes and workshops to meet the existing demands for more of all that we currently offer in arts and crafts.  We also want to meet the demand to offer additional arts and crafts classes that add to and complement what we already offer such as woodwork, upcycling, art therapy and cake decoration and others. More than that we want to add classes and activities that are more directly connected to **supporting, encouraging and enabling health and well-being** such as gardening, cookery, tai chi, shiatsu, relaxation and meditation.  A particular demand and desire to fulfil is to have the space and grounds to be able to have **social and community gatherings**, internal and external, and Leng Home will make that possible.  **Everything that FAC offers and delivers creates an environment to feed the soul, make people feel happy, welcomed, cared for and supported. We build confidence and resilience through learning, education and participation, helping people to feel part of something special, giving them a reason to leave the house, not be alone or feel isolated, something to look forward to and a supportive Community to be part of.**  Quote from letter of support from Councillor and community resident Jonny Tepp:  *‘What I would like to convey with this letter of support is the fact that the Forgan Arts Centre contributes so much to the people of Newport, Wormit and the wider Tay Bridgehead community. It reaches across the community and helps to forge links between people that might otherwise not be made. It adds something important to our ‘sense of place’ and we are all better for it being here.’*  No photo description available.No photo description available.No photo description available.  Everything that the FAC wants to offer and deliver relates to the building and grounds it occcupies and we cannot realise our ambitions, our full potential or meet our community’s expressed needs and ensure that the FAC is sustainable for the long term because -   * There is a **limit** to the number of classes we can run with only 3 classrooms which have to be multi-functional and changed around between classes * Without appropriate **facilities** - *a ramp, more and improved parking space, disabled toilet etc.* - we cannot offer classes to those who have specific needs or are disabled * We have **insufficient space** for teaching and storage and social interacting * Our **location** makes it challenging for many to attend without their own transport or help to get to the FAC * Our **leased building is not suitable** and does **not offer us the scope to expand** via modifications to the building to enable us to increase our services to meet community demands * We **do not have the space or the grounds** to offer other therapeutic activities, run community events or generate essential, sustainable income streams to support our operation   There is no similar, comparable range of classes or services offered nearby. Therefore, increasing and expanding the operation of Forgan Arts Centre from a larger property would meet these unmet community needs and more. As the offerings, facilities, resources and capabilities at FAC expand and increase, so would the opportunities and benefits to the community expand and increase accordingly. **Specifically the FAC wants to continue to address our community’s needs for more opportunities to have and develop good mental health and wellbeing, make new friends, practice existing skills, uncover hidden talents and learn new skills in an environment and culture designed entirely for this purpose.**  *“Friendly, great tutoring, gives purpose to me, good getting to know other participants & improve my skill base”*  *“It is the reason why I am the best at art in my class”*  *“bringing together a diverse group (age, nationality, interests etc.) a great place for people to catch up, be distracted, care for one another, there isn’t another like it”*  Image may contain: one or more people, people sitting, table and indoorC:\Users\User\Dropbox\Forgan Arts Centre\Forgan Arts Centre PHOTOS for general use\_DSC4254.jpgNo photo description available.  **Such a relocation and large expansion of operation requires significant business planning and also involves major change management**. The highly experienced FAC Management Committee is very aware and understanding of this and its critical importance to the success of this project. Hence, we have contracted the social enterprise organisation, **Community Enterprise**, to work with us in conducting a comprehensive feasibility study and extended community consultation in order to develop a robust and realistic long-term business plan. It is anticipated that the outputs of this work would form the basis of a future application to the Scottish Land Fund to secure finance to facilitate the purchase of Leng Home should our CAT2 application be successful. |
| Why you require the asset in order to deliver your proposal and what difference this will make to delivery of services in your area. |
| **WHY FORGAN NEEDS LENG HOME AS A COMMUNITY ASSET**  **Forgan Arts Centre requires a bigger premises and better facilities in order to realise the full potential of the services and benefits that it can offer, and which are not possible from its current property.** **FAC needs more space, facilities and resources in order to meet the needs that have been expressed by our community for some time and more recently restated via community consultations.**  The extra internal and external space and facilities at Leng Home will:     * Provide FAC with more capacity to ***increase the general health and wellbeing*** of our community with expansion of existing activities and introduction of new initiatives * Offer green space, studio space and ***opportunities for employment and volunteering*** * Present ***opportunities for (regular) social and community events*** e.g. festivals and exhibitions * Deliver ***potential new income streams*** from a proposed café, shop, gallery and events calendar * Permit ***increased accessibility*** ***and diversity*** with a central location, improved parking capacity and wider access to include specific and disabled needs. * Give our members and visitors ***the opportunity to mix and socialise*** around classes * Enable the outdoor space at Leng Home to be utilised for e.g. a ***community allotment or sensory garden or outdoor classes***   C:\Users\User\AppData\Local\Microsoft\Windows\INetCache\Content.Word\image-02-10-19-13-06-4.jpeg  The greater space and improved facilities at Leng Home will enable Forgan to become more of a community hive which is accessible and open to all. It will also give FAC the chance to consolidate and **develop its partnerships with other local businesses and social enterprises**.  Acquiring Leng Home will place FAC in a position where it can **apply for the funding and investment** it requires to deliver its ambitions for its community and sustain and maintain its home. In order to apply for significant levels of funding from e.g. Creative Scotland, Community Assets at the Lottery, Climate Challenge, Robertson Trust or Trusthouse Foundation, it is necessary to either demonstrate ownership/title of the premises from which the organisation operates or have in place a long term lease of the order of 10-20 years depending upon the level of funding being sought. **FAC has neither of these nor cannot possibly obtain either in the current premises.**  The FAC had been operating for many years with a lease from Fife Council which had been previously gifted the property to be managed and run for educational purposes. Recently the council handed back the property to the owner St Fort Estate and a new (short term) lease was agreed with the FAC. Therefore throughout the last 42 years and continuing now, FAC has been unable to meet capital funding criteria and has **built up its successful operation solely from within**.  **Imagine how much more the FAC will be able to achieve and deliver from moving into**  **Leng Home, being able to access, apply and secure significant funding, attract investment and see so many of the limitations that are currently placed upon it be removed.** |
| If already operational, provide details of the anticipated additional activity or outputs resulting from the acquisition of the property. |
| We plan to expand our current arts and crafts class offerings to meet the demand expressed by members and others in the community. This expansion includes the **number and range of classes** as well as running them over a greater time period – where demand requires for am and pm classes, weekdays and weekends. Such an expansion will deliver the opportunities for new members – *e.g.* *previously limited by class times and sizes or access* - to join and provide new learning and skills development for existing and new members. It is also clear that operating from a more central facility such as Leng Home will open up the opportunities to **reach more widely and deeply within our community** to attract new members that previously were unaware of FAC and all that it could offer them.  It is a feature of how FAC wants to use Leng Home to develop its offerings to build on the links and complementarity between different classes. So, **in addition** to more of our current classes we will seek to include the following, in a sensible and realistic timeframe over the next 3 to 5 years.  **Music** – this was the most requested in our initial community consultation with people asking for rehearsal space; recording studio, music and singing classes and unsurprisingly a folk club and concerts or similar music related events. Therefore, we aim to offer a **Music Programme** of classes and events would provide people with any level of musical interest, a chance to try their hand at singing, song writing and musical instruments, to learn or increase musical skills.  Music in has long been recognised as a route to recovery of health, feelings of wellbeing, reducing stress and inducing calm and relaxation. Listening, playing and learning together in groups are part of an **inclusive and collective approach** **to increase self- esteem and build the confidence of participants and reduce social isolation**. A music programme/group will also support people with significant health issues, such as dementia, where it has been demonstrated that sufferers can respond positively to the benefits that music can generate.  Whether it is learning how to play an instrument, sing in harmony or being involved in planning and organising musical events, participants will learn, gain confidence and ability and have real purpose and enjoyment.  Leng Home has the space that will enable us to offer such a variety of music-oriented activities which contribute to community wellbeing and also offer potential for additional revenue streams via running of concerts and music-oriented festivals.  **Drama** –classes and a club have been requested and this fits alongside a provision for the aforementioned musical activities. The grounds of Leng Home also offer a possible ‘outdoor theatre’ space. This is another opportunity for FAC to work with local enterprises to inform, advise and partner in delivering a range of activities which will also include inputs from other creative arts classes already running.  **Woodwork** –has been requested regularly along with woodturning. However, we do not have space or room for the facilities that would be required in our current property and Leng Home has both internal and external options that would enable us to run such classes. We have engaged with **Taywood Woodturning Club** that has expressed an interest in working with us to develop classes. This provision could possibly include a Men’s Shed/Repair Shop further meeting community demand for more male oriented activities – though not exclusive to men!  **Repair and Refurbish** - with the rise of people wanting to ‘upcycle’ this is another activity that fits well with the types of arts and craft classes that the centre already offers but which needs space for storage and a suitable environment for operating tools which Leng Home can offer. A Repair Shop, encouraging skill-sharing in order to repair rather than replace broken items, could be offered. This would result in fewer items ending up in landfill while encouraging electrical, mechanical and other applicable knowledge and skills to be used and shared.  Several other types of arts and crafts classes have been requested and suggested but the aforementioned are the most asked for and most realistic to introduce to widen our scope and be operational in a short timeframe.  As well as our core arts and craft classes, we will provide classes and activities more directly within the field of **health and wellbeing**.  The classes that have been requested by our members include –   * yoga and mindfulness * meditation and relaxation * tai chi & shiatsu * aromatherapy & massage   We will consult with local experts in health and wellbeing initiatives to ensure we offer appropriate activities and involve local businesses and organisations e.g. **Fife Health and Wellbeing Alliance**, in partnership, to develop and deliver classes, drop-in sessions and workshops.  There are other activities that contribute to health and wellbeing that FAC will introduce as a consequence of the expressed community demand and the opportunities afforded by Leng Home.  **Cooking & Baking** – Leng Home has an industrial kitchen which offers both an ideal opportunity to run cooking and baking classes and also partner with local social enterprises to provide catering for a café and events. We already work with the Sunshine Kitchen on our open days and fairs and would hope to work with other local businesses to run specialist cooking/baking courses.   * **Cooking & Baking classes** – from learning basic cooking and baking skills to specialist classes e.g. vegan & vegetarian, chocolate, bread, curries and other local and international cuisines. We will develop a range of classes to suit our community demands and include classes for individual age ranges as well as mixed classes for families. In addition to the practical skills that people can develop so will communication and co-operation abilities be enhanced. Cooking and baking together and sharing the choices, preparation and eating of the results supports people to think more about their food, where food comes from, make healthier choices, what can be made on a budget and also to explore and try new and different foods. * **Cooking & Baking clubs/workshops** – following on from gaining basic cooking and baking skills, special interest clubs and workshops will provide opportunities for those who want to learn more and hone their skills in specific culinary areas. These clubs will take more time to introduce and may be delivered by invited experts e.g. sugarwork and cake decorating, patisserie.   **Team Workshops** – FAC is already in discussion with the Leng Growers and Community Allotments to explore offering educational workshops on growing herbs, fruit and vegetables at home then learning how to prepare and cook them at home. Such workshops will contribute towards learning more about a zero-waste lifestyle, life skills and assist those on limited incomes or facing financial barriers.  We aim to use the additional internal accommodation to provide a **social space** for our members and class attendees to interact and hope to introduce a café – ideally involving local social enterprises. The extra space could also be used for a **retail outlet** to sell our handcrafted, locally produced crafts and supplies for the classes, **a drop-in studio** for those who want to do art outside of class and a **music rehearsal room** which has been highly requested.  **Community Café** – utilising the industrial kitchen in Leng Home to run a café to cater for staff, tutors and class members as well as visitors to the FAC. Potentially staffed by volunteers and supported by local social enterprises and charities such as the **Sunshine Kitchen and Options in Life**. Volunteers may be experienced in catering or benefit from learning and acquiring the skills to prepare, cook and serve drinks, snacks and meals. The café will provide a much needed and requested facility and space for people to socialise with other classes and members, permit parents to stay/wait for their children attending classes and kids clubs. In a much larger property, more of the community can access the café and take time to find out more about how they can readily engage with the FAC and its activities. The more central location of Leng Home also means that more of the community may be able to access the FAC.  **Retail Shop** – our tutors and students produce a wide array of hand-made arts and crafts that can be **sold to** **raise funds** for the FAC. Currently some tools and materials required for our classes are supplied by the FAC and other consumables by our tutors. With a retail outlet FAC can then **supply all class needs** and make it easier for students. This is another opportunity for volunteers to learn and acquire skills in sales, marketing and dealing with customers  **Artist Studios & Gallery** – the top floor of Leng Home has several small rooms with suitable facilities to support local artists in residence. These spaces could be rented by artists as they grow their fledgling practices and provide FAC with additional revenue. A gallery (*in the gatehouse eventually)* will offer space for artists, tutors and students to display their work to encourage visitors, potential new members, partners, supporters and funders to see the tangible creative outputs from FAC.  **Hot-desking and Interim Use Spaces** - there is some potential to offer limited ‘hot-desking’ facilities and/or flexible, interim room space to creative or well-being start-ups or other third sector organisations. Every idea and opportunity to fully utilise the space that Leng Home offers to bring in much needed income combined with supporting other social enterprises and creatives will be fully explored and assessed before incorporating into the operation.  **Excursions** – it has often been suggested that FAC organise excursions to museums, galleries, exhibition, festivals and fairs and outreach workshops. In the future we plan to fundraise for a Centre minibus or similar to provide transportation for group outings such as these to support well-being, social interaction and also offer possible income streams. The same transport could be further utilised in helping those who need it to get to FAC.  The **external spaces and grounds** around Leng Home offer FAC the chance to be especially creative in utilising them for e.g. **sensory gardens, exhibitions, hosting events and festivals**. These activities offer tremendous scope for enhancing the community’s health and wellbeing in being outside, being creative and productive, working with others with shared interests in gardening and growing. This can also be a space that other classes can access such as relaxation, meditation and tai chi.  C:\Users\User\AppData\Local\Microsoft\Windows\INetCache\Content.Word\image-02-10-19-13-06-5.jpeg  With support and a desire to work with us already expressed by the **Leng Growers**, we want to offer **gardening classes to all ages and abilities**. Developing a **community garden** and fully exploiting the greenhouse that will eventually supply the kitchen with some ingredients for cooking classes and the café. We will engage with the ‘Food is Free’ and similar initiatives and aim to offer this service if we generate sufficient supplies.  The Leng Home gardens and grounds as well as the building offer FAC the opportunity to address the many issues around **the environment, climate change and sustainability** both through the practices we adopt in managing the facility and in the classes, we offer to the community. The operation, maintenance and management of such a large property and grounds are a significant responsibility. It is therefore a key element of our business plan to incorporate **a building and grounds management strategy to implement policies and practices around ensuring we follow local and national initiatives to reduce waste, reuse and recycle where possible, utilise energy saving measures and employ renewable energy sources**.    Working with local and national bodies e.g. **Fife Environmental Partnership and Zero Waste Scotland** will ensure our goals in this area are realistic and achievable.  New classes and workshops to teach members of our community how they can also apply these approaches in their homes and gardens will be another benefit of partnering with these organisations.  There are many other suggestions and ideas that have been put forward which we will be assessing for incorporation into our longer-term business plans. Those ideas already described, and the following will form part of a detailed feasibility study to inform the long term strategic business plan and will be carried out by **Community Enterprise**. Some of these include   * To be able to offer a **local volunteers transport service and liaise with other existing transport services** to ensure those who want to use the centre, either because of location or lack of transport are able to do so. * Potential for ‘hot-desking’ facilities for **start-up social enterprises** * A formal **volunteering scheme** to ensure that our plans for expansion of the FAC’s offerings are fully resourced * A **range of membership/discount options** to enable those less able to pay to participate   The major outputs arising from the expansion of the activities and offerings of Forgan Arts Centre from Leng Home will comprise   * the ***meeting of the community demands*** already expressed and in evidence for more of what we currently provide as well as demand for new activities and better facilities * the consequent ***increase in local community involvement*** in FAC including members, partners, volunteers, visitors, supporters etc. due to easier and wider accessibility for all * the subsequent ***increase in community health and wellbeing*** that will be derived from participation in the FAC’s core and extended activities and events * the ***increased opportunities*** for local artists to build awareness of their work and social enterprises and businesses to benefit from working with FAC at Leng Home * the ***increased community benefit*** from the development of a local supply chain utilising local businesses and providing employment opportunities   Our project to acquire Leng Home meets several of Fife Council’s aims and objectives and if successful will enable the delivery of additional services and support for our community in Tay Bridgehead and beyond.  **Inclusive Fife** – moving to Leng Home will enable FAC to become even more inclusive for all in our community via location and improved facilities  **Opportunities for all** – a wider range of classes, activities and events - catering for more community needs and desires  **Improve Health and Wellbeing** – continuing the offer of a warm, welcoming and creative place with added specialist classes to support and promote health and wellbeing  **Increased Quality of life for older people** –via intergenerational projects involving small children and older people, teenagers and retirees in joint projects and activities, adding value and giving benefits to each group  **Community led services** – developing and designing our offerings as expressed through continual consultation with and feedback from our community of users, tutors, staff and supporters  **Reducing inequality** – through having better access, facilities and funding to enable those with specific needs to be able to engage readily and easily with FAC  **Greater access for low income families** – with new income streams and ideas for revenue generation FAC will be better able to offer discount schemes, free places and access to training or work experience  **Sustainability** **& Climate Change**– working with key agencies as partners to implement best practices in the sustainable operation and management of the property to e.g. reduce, reuse and recycle, reduce energy consumption, minimise waste and protect the environment. |
| Your experience in delivering the services. |
| **DELIVERING FORGAN ARTS CENTRE SERVICES**  **Forgan Arts Centre has been running for 42 years** and has a current membership of 260. In addition, we have a number of non-members who also participate and attend classes and workshops and often volunteer to help out at events. The membership, in line with the limitations on expansion of FAC activities, is restricted in growth. It has been stable over the last few years after an increase concurrent with the increased and extended operation of the centre. The core membership tends to renew annually. Until FAC can offer more places in more classes and activities it will be unable to stimulate growth in the membership which will lead to associated increased income and opportunities for the centre.  *(current membership demographic P7)*  We currently run over 30 weekly classes and a further 15 workshops per term. We also run kids’ clubs during 8 weeks of the school holidays with an average attendance of 55 children per week. The main body of our membership has been **renewing regularly, demonstrating their satisfaction** with our services. Our impact case studies (>125) illustrate how long people have been using the centre and the difference it has made to them. Some examples of the impact case studies and analysis are provided in the appendices.  *“I am a new arrival in Scotland and Forgan has been one of the places that have made me feel that this is home”*  *“it encourages a sense of achievement and personal satisfaction”*  *“until joining Forgan I felt isolated and something was lacking in my life”*  The delivery of the Centre’s services is enabled through a volunteer management Committee of 10 members, 1 full-time employee (Centre Coordinator) and 2 part time employees (Assistant Centre Coordinator and Cleaner) and our cohort of superb tutors (pool of ~30).  **Our staff and Volunteer Management Committee is comprised of a varied group of individuals with extensive and significant knowledge and experience** in the key skills *e.g. business development, operations, buildings, contracts and financial management; IT, sales and marketing and education*, required to deliver this project. Several have had or currently run their own businesses, worked in the creative industries and third sector and managed comparable operations. Their **combined skills are reinforcing and also complementary** ensuring that Forgan Arts Centre has the management structure and leadership required to continue the success achieved to date well into the next 42 years. The skills matrix presented later aims to provide a summary of the combined capabilities of the management team and the staff that run and co-ordinate the centre activities. (*examples of the Committee and Staff CVs are provided in the Appendices)*   |  |  | | --- | --- | |  | **The chair of the Management Committee ---** has over twenty years of experience in senior management within the third sector and teaching, writing, producing and performing within the arts industry. She spent twelve years managing science centres’ leading development, fundraising and marketing while supporting the education program and she has a particular interest in access to the arts for all. She has worked with European partners to deliver a 40 million Euro project on renewable energy and is mindful of environmental impact. ---- trained in acting before pursuing her second passion for science communication. She now runs her own company producing shows and providing specialist education and entertainment for schools, events and kids clubs. | |  | **Committee Treasurer, ----** grew up in South Yorkshire and attended Birmingham University, gaining a degree in Civil Engineering. He moved to London where he worked for the DHSS and then BT, first in the Finance Department and then as a Senior Computer Auditor. He then gained a PGCE in Mathematics and taught GCSE and A Level Math’s and Further Math’s for 15 Years. After retiring in 2012 he volunteered at a local community garden; after helping the garden become a CIO, he became Treasurer and helped develop extensive links with local schools.  In 2017 he and his wife moved to Fife to be nearer their family. | |  | **Committee Member ---** has a background in photography and science, including 10 years’ experience working in the public sector (NHS, Police and SNH). Having returned to study a postgraduate degree in Environmental Management, she went on to work in a number of charities and third sector organisations, carrying out research and gaining understanding of the grass roots environmental sector in Scotland. Since finishing with Zero Waste Scotland in 2013, she has built up a small freelance photography business working with primarily museums and charities, teaching photographic processes and exhibiting her work. With a passion for arts and community, she has been on the committee at FAC since 2013, holding the position of secretary for 5 years and developing a strong understanding of the Centre and its community. | |  | **Committee Secretary Carol Scullion** brings over 35 years of experience in sales, marketing, business planning & development including innovation support, IPR & Intellectual Capital Management and Reporting with extensive expertise in writing and assessing funding applications local, national and international. Carol had her own consultancy for over 20 years working with both private and public sector in the UK and abroad. Whilst primarily qualified in science and technology, she has experience of working across the boundaries of academia, industry and business. Over her career Carol has advised start-ups and established businesses, worked across industries from textiles to life sciences to design, creative industries and IT to services & manufacturing. Carol attends the upholstery class and has been a member of FAC for over 2 years and on the Management Committee |   The **Centre Coordinator ---** has been instrumental for the operations and growth of the Forgan Arts Centre since she was appointed four years ago.  --- has a Degree in Design and Business and worked in Business and Retail management for over 15 years before starting her own Jewellery business and school which she still runs successfully today. Her dynamic approach to leading and promoting the Centre has led to Forgan’s success today. With classes and workshops now being available all year round, she has grown all areas of the Centre (classes, profits, demographic and attendance) by over 100% through increasing awareness of Forgan Arts and introducing a broad programme and Outreach  Activities. -- manages all aspects of Centre business and development.  **Assistant Coordinator - ­­** has a degree in Knitted Textiles and worked for over 10 years within industry.  Through her work in design, sourcing and manufacture, she has a brought a broad range of experiences and diverse skills to Forgan. -- has her own Upholstery Design business as well as working at Forgan part time, assisting --- with the day to day running of the Centre. Working in an administrative role, she has taken control of the Data and Membership maintenance for the Centre and works closely with the Coordinator, taking lead on the update of Policies and procedures. Organisation and Communication are two of --- key skills here. --- works daily with bookings, enquiries, general administration and arising maintenance issues.  Our **tutors** are the primary deliverers of our classes and workshops, and we are very fortunate to have some **incredibly talented people** working with us. Some of our tutors started out as students at FAC and have come back as teachers and others have been teaching at FAC for many years. We have a cohort of around 30 tutors to call upon with ~15- 20 of them to teach our regular classes and workshops, many delivering more than one class per week. The FAC is especially proud of the wide range of arts and crafts skills we can offer from traditional to contemporary for people of all ages and abilities.  *A selection of our regular tutors teaching at Forgan Arts Centre*  ----**:  Painting -** John was born in Forfar in 1941.  He studied at Duncan of Jordanstone College of Art from 1959 to 1964 and was highly commended.  He received a major travelling scholarship to visit European capitals and was a part-time lecturer at Duncan of Jordanstone for many years.  He has exhibited several times in London and is a professional member of the Society of Scottish Artists and Visual Arts Scotland.  **----:  Stained Glass Classes-** has years of experience teaching crafts, including embroidery, crewel, tapestry, hardanger or any other type of stitching.  --- has been a member of FAC for over 30 years, attending classes in Crafts, Painting, Felting and Languages. She has been a tutor at Forgan Arts since 1999, teaching Crafts and for the last 13 years Stained Glass.  **---:  Upholstery for Beginners and For All –**Jacqueline runs Funky Bobbin, an upholstery service in Fife. She has completed her level three Master Upholsterer Qualification, passing with a mark of Distinction and holds an Association of Master Upholsterers & Soft Furnishers Diploma. Jackie has taught Upholstery classes at Forgan Arts for 6 years.  **---:  Pottery for adults, children, families and holiday clubs-** With a BA (HONS) in Fine Art, --- has been teaching locally for over 15 years. She covers all methods of making, from hand building techniques such as coiling, pinching and slab work, to throwing pots on the wheel! Heather leads our Kids arts & ceramic holiday club and has taught at our Outreach workshops.  **---: Skate Rejuvenate** holds a degree in Applied Graphic Design and has had his own illustration business, working independently as an artist and designer, for the last 15 years. --- has been teaching Skate Rejuvenate at Forgan Arts for 4 years, upcycling and spray-painting skateboards with children and youths. He has contributed work to Oor Wullies Bucket Trail and Maggie’s Penguin Parade raising over £25k for charity. With a team of local skateboarders and Community voices, --- headed the fundraising and implementation of the Newport on Tay skatepark which is situated just next to Leng Home grounds.  ----: **Wonders of Watercolour** has been teaching for over 10 years and joined Forgan as the Watercolour Tutor in 2014. --- has been awarded numerous art prizes and **has had work selected and hung with The Royal Scottish Society of Watercolour in Annual Open Exhibitions at the Maclaurin Gallery, Lillie Gallery, Meffan and currently at The Royal Scottish Academy Building, Edinburgh. Teaching 3 classes per week at Forgan,** --- also enjoys the challenge of exploring watercolour and developing paintings in her Studio at home.  **Forgan Arts Centre opened its doors in March 1977** working in partnership with the Council until 2014, when we became independent. In 2016 FAC became a SCIO and has managed to remain self-sustaining throughout the years. This has been possible through the provision of our classes and workshops, donations, small project funding and **support from a Recurring Grant awarded by Fife Council**. This is an incredible achievement without access to the more considerable funding sources that are available to other comparable operations with either long term leases or ownership on their premises.  **It is our ambition to remain self-sustaining and to continue to build upon this success. We can do this by acquiring Leng Home to enable us to expand what we do and what we offer to more of our community and in doing so deliver even greater and wider benefits to the community.** |
| Other similar projects or services available in the area. |
| In the Tay Bridgehead area, there are a number of ‘community centres’ offering a range of classes and activities. However, none of these offer the range or indeed the specific types of classes and workshops that FAC provides. **It would also not be possible for many of FAC classes to be run anywhere else due to the nature of the equipment and facilities required to do so – FAC needs bespoke space.**  Here is an example of some other Centre’s around Fife and Dundee:   |  |  | | --- | --- | | **Artist Studio Space**  The Steeple,  Newburgh | WASPS studios, with studio space for a visiting artist for time-limited periods. | | **Council Run**  Rio Centre,  Newport-on-Tay | Hire for community use  Dundee acoustic Club  Film screenings  Community group meets  After school childcare  Art/craft for children  Charity shop  Computers for community use | | Dolphin Centre,  Tayport | Hire for community use  Youth clubs  Bingo | | Cosmos,  St Andrews | Adult Sewing, Sewing Classes for youngsters, Lace Making  Adult Tap Dance  Choir  Various language classes  Homestart Family Group  After School & Holiday Club  Fitness Classes & Various sports clubs | | Madras College,  St Andrews | Stained Glass  Pottery  VC Figure Drawing | | Waid Community Use | Pottery for children and adults  Art for children | | YMCA Cupar | Yoga /Tai chi / boxing classes  Young gardeners  Various youth clubs  Women’s Group  Drumming and Singing | | **Volunteer led**  Off the Rails, Ladybank | Volunteer run programme of art and craft workshops at weekends and week-long classes at holiday periods. | | Letham Village Hall | Letham Nights; live music events | | Falkland Community Hall | Operated on behalf of the community by Falkland Community Development Trust  Live music performances | | **Other (funded with staff and volunteers)**  Falkland Centre for Stewardship, Falkland Estate | An array of projects, activities and events based around stewardship of the land, zero waste, local food production and creativity. |   The table below aims to summarise the difference in the offerings from the local ‘arts’ centres’ for classes, courses and workshops.   |  |  |  |  | | --- | --- | --- | --- | | **Organisation** | **Forgan Arts Centre** | **Dundee Contemporary Arts** | **Dundee**  **Ceramics Studio** | | **Location** | Rural location | Urban, High street location | Urban location | | **Class Range** | 25 different classes 11 different workshops  Typically organised through 7-8 week blocks over 50 weeks of the year | +40 different classes in Sep-Dec 2019 period Offer a range of 1 day-4 week courses Different workshops each month | 7 different classes  Structured solely around ceramics  Separated into 4-7 week blocks | | **Motivators to visit** | Class attendance | Class attendance  Services like cinema, cafe, exhibitions | Class attendance | | **Structure** | SCIO | SCIO | SCIO |   Upon consultation, our customers also come to Forgan specifically for the **atmosphere and experience**, so on a course-to-course basis, we’re not facing direct competition from other arts providers in the Dundee area.  Therefore, we do not believe that these centres’ would have any measurable impact on our proposed project. In fact, the FAC has worked with the DCA in the past to deliver summer outreach workshops. |

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

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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. |
| **COMMUNITY CONSULTATION**  In designing and organising our community consultations there has been wide ranging discussion between our staff and management committee to ensure that we were utilising as many methods as possible to inform our community about our plans and seek their input and response. **Every member of staff and the committee, as well as volunteers have helped to consult widely within the community**.  Hence, we have used   * paper **feedback forms** at events, classes and workshops * direct **email** to membership, tutors, our full database and key contacts * information placed on our **website and our social media channels** to stimulate comment and feedback on our plans * a **public meeting** in the local community * engaged with the public, members and existing partners and supporters at **open days and local events** * the **local press** to seek wider feedback on our plans via an article featuring the Forgan Arts Centre   The staff and management committee have used every opportunity to engage directly with people in the community and seek comments and feedback. *(In our appendices are a range of examples of letters of support, impact case studies, tutor, member and public consultation and some analysis of the consultations)*  *“Forgan is a really friendly, supportive, welcoming organisation. Every aspect of the centre attributes to this.”*  *“Friendly, great tutoring, gives purpose to me, good getting to know other participants & improve my skill base”*  *Committee – “they work behind the scenes to keep Forgan Art Centre going”*  *“People work together – exemplified in the multi section of art work of all classes work”*  We have been keeping our members – ***who are our stakeholders*** - up to date with our progress since the start of the year and gaining their feedback through surveys and direct consultation.  *“I do hope the plans for Leng House come to fruition as this will create great opportunity to develop the community aspect”*  *“people cooperating, ideas, sharing Thank you!”*  *“probably if the premises was bigger & then could offer more crafts & skills to try”*  *“I would like to enjoy and try more new activities and this could maybe become available”*  *“Local easy access to art lessons and art related local events. That would help to promote art in the area that it would not do otherwise”*  A **public community consultation** was held on Sunday 20th October, when people from the local community were invited to ask questions and give their opinion on what they would like to see in the FAC’s future in order to ensure that their demands and needs are identified and met.    C:\Users\User\Dropbox\Forgan Arts Centre\Forgan Arts Centre PHOTOS for general use\Consultation at Rio_20 Oct 2019\40634F09-E869-4CB7-9DDD-D3A8531197C5_1_105_c.jpeg   |  | | --- | | **STICKY NOTE SUGGESTIONS – RIO CONSULTATION** | | Men’s Shed Fly Tying Wood Sculpting | | Painting Clay Moulding Printmaking | | Mould Making Photoshop Languages | | Movement / Dance Outdoor Tai Chi Yoga | | Café Chat Groups Singing | | Recording Studio Video Production Music - jamming | | DIY Gardening Dry Stone Walling | | Perma-culture Design courses Peer Tutoring | | Wellbeing classes - aromatherapy etc. | | Talks & workshops - visiting artists/craft people | | Redecorating using Community Skills Transfer - teach and do. | |  |   An article announcing the plans for the CAT application was published in *The Courier*. This led to a surge of people getting in touch to convey their support  <https://www.thecourier.co.uk/fp/news/local/fife/996500/popular-newport-community-arts-centre-plans-major-expansion-into-new-premises/>  We have an **online survey** available on our website enabling people to continue to contribute their ideas and wishes and remain involved in the process.   * **Member consultation** was in March 2019 to ~300 and a response of 63 via online and hard copy responses; an additional 6 online to date from recent update of the survey online * **Courier article** ( Dundee and Fife ) seeking comment about Forgan Arts Centre plans to acquire Leng Home via Community Asset Transfer * **Public/Community Consultation** in Newport on Oct 20, 2019  - 40 people attended * **Kids Club Consultation** over holiday period ~35 * **Tutor Consultation** ( ongoing, not all regular)  >30 tutors, 11 responses to date * **Impact case Studies** ( ongoing ) responses from class participants 126 to date * **Public/Community Consultation** on November 28th in Newport on Tay during late night Christmas shopping event – over 30 people engaged and several offer of letters of support were secured * **Local Schools consultation *in planning*** – Newport (250) Wormit (169) Tayport (236) Balmerino (60) Balmullo (128) Leuchars (218)     The key points that were raised during all of these community consultations were as follows  The need for better **Facilities and Spaces:**   * **Improved parking** – for everyone and also specifically to make disabled access easier and allow for deliveries of supplies and service contractors * **Step free access** – for those who require wheelchair access or have difficulty with stairs * **A communal/social area** - for a variety of needs and uses to promote social interaction, catering, display, events…… * **A café** – currently FAC has no provision for basic catering other than a fridge and a tea tray in the hall so there is a real need for proper catering facilities for social and events purposes * **Exhibition/Gallery** the only space FAC has is in the classrooms and hallway which limits any exhibition to weekends only as the rooms have to be set up the day (often the night before) before and dismantled at the end to ensure classrooms are available and ready. * **Extra technology**, e.g. large projection screen for photography and communal photocopier * **Extra space** for: drop-in studio time, therapy & yoga rooms, men’s shed * **Suitable toilet accommodation** – only one toilet is in the current building * **More fit for purpose storage space** for tutors, students work, supplies and equipment – many tutors have to spend time before and after classes putting out and putting back equipment as the rooms need to be shared * **Central location –** to make it easier for more people to attend and access transport to more readily get to FAC * **Shared Space -** for partner charities, social enterprise and council run groups offering opportunities to apply for joint funding of projects     C:\Users\User\Pictures\new classes.png  The needs/requests for more **Classes/Workshops/ Events –** from initial members consultation:   * more class capacity and class times i.e. **more classes at more times** to enable more people to attend * new classes not yet run – **extending range of classes** within and beyond existing core of arts and crafts * more classes that will enable us to widen our demographic to be **more diverse and inclusive e.g. young adults and men**   Throughout the community consultations that have taken place, to date there has yet to be any voice indicating objection or lack of support for the Forgan Arts Centre to relocate to Leng Home. Indeed, we have been sincerely appreciative of the **positive support and encouragement** from our local community, the councilors, members, tutors, staff, partners, funders and supporters. Following contact with developer of the residential properties to the north of the Leng Home regarding access rights, we are currently undertaking research into the legal situation regarding these to ensure ourselves that access rights will continue after any asset transfer and of any obligations to be shared on maintenance with other users of the Leng Home Access Road. |
| Please detail any partnership arrangements and state if these are required to deliver the project successfully. |
| **ORGANISATION CONSULTATION**  In addition to local community consultation we have been talking to our current partner organisations and others that have expressed interest in working with us and who we also will seek to work with in the future in a new premise.  Whilst we do not believe that any of our partnership arrangements are critical to the delivery of the project, undoubtedly many of them would significantly impact on the success of the project in the long term as they are linked to our ability to deliver classes, workshops, events, services and develop income streams to support FAC operations.  We have **existing** partnership arrangements and requests to partner with the following organisations –   * **Options in Life** * **Sunshine Kitchen** * Community Growers * Leng Growers * **St Andrews University** * Newport Skate Park * Brownies, Guides, Scouts, Boys Brigade etc. * Uphill Trust charity * **Newport & Wormit in Bloom** * **Dundee Photographic Society** * Hospitalfield, Arbroath * Taywood Woodturning Club * Dog Training groups * Off the Rails, Ladybank * Wormit Foodbank * **Fife Council Groups** such as:   + **First Steps** *(activities to motivate and promote confidence to help getting people back into work)*   + **16+** (*A group providing activities to add skills, confidence and motivation to children and young adults who had left school early and do not know which step to take next. This also enables them to claim EMA allowance to help them financially until they get on their new path)*   We plan to continue to approach other local organisations, especially social enterprises, to seek out additional partners. These current partnerships exist in the form, mainly of **space sharing**, something that can continue at Leng Home. Many of the extra rooms at the property, we will share with our partners, to further their individual endeavors as well as contributing to the building of FAC as a community hive.  For example, the **Sunshine Kitchen** can share/access the industrial kitchen at Leng Home and the **Taywood Woodturners** can access some of the outbuilding spaces. For other partnerships we act as a host venue for the group such as **Options for Life** who bring with them their own volunteer support staff. Quote from Hamish Evatt’s letter of support  *‘I am also the Vice Chairman of Taywood Woodturners – a long established 60+ strong group of enthusiastic amateur woodturners who are currently based at the Scout Hall in Monifieth. Our present problem is lack of storage space at our current location and the possibility Leng Home might offer together with possible permanent workshop space in this respect is a very exciting opportunity which we may consider for relocation if this facility became available. I should add that our current membership includes a fair number of Fife residents and we would look forward to being able to expand that group.*  Target organisations for us to work with include   * **More of the local schools and colleges –** We have worked with the following previously - Newport, Tayport, Wormit, Balmerino Balmullo, Leuchars, Canongate & Burnside Primary Schools – but are keen to extend outreach towards Cupar and other surrounding areas * **Health and Social Care Organisations –** e.g. contacting local health visitors and social workers will enable us to inform them of what FAC can offer and develop a referral or similar process to extend reach and offer taster sessions for prospective new members/participants * **Fife Health and Wellbeing Alliance** – to help us develop a wider range of classes and activities to increase further our delivery of benefit to our community * **Fife Environmental Partnership** – to guide us towards sustainable operation and management of the new premises and grounds * **Zero Waste Scotland** – to guide us in the practices we need to follow to minimise waste, reuse and recycling at FAC * **CARES/Climate Challenge Fund /Climate Action Network/Resource Efficient Scotland/Local Energy Scotland** – to help advise on good practice and funding opportunities to implement in the new property * **Fife Tourism Partnership** – to explore ways in which the expanded FAC in Leng Home may offer opportunities within the tourism sector to bring benefits to the local community   Other supporting organisations we have and will continue to consult with include   * **Community Enterprise** – delivering our feasibility study and business plan and ongoing support. CE conducted further community consultation *(an on-line survey attracted >200 responses) and* telephone interviews with business and other organisations -an interim report of their findings is contained in OUR APPENDICES*.* * **The Circle** – social enterprise offering support and services to other social enterprises based in Dundee * **Social Good** - social enterprise offering support and services to other social enterprises based in Dundee * **Scottish Land Fund** – Advice and support for funding applications * **BRAG** – providing ongoing support in several areas, * **COSS/DTAS** – providing ongoing support on CAT, SLF and other areas * **FVA** - providing ongoing support in finance and CAT * **Freshsights** – delivered specific consultancy work, aiming to work with again   Another key group of individuals we want to partner with are **local, emerging artists**, to offer low cost, studio space on the top floor of Leng Home. It may be possible to offer existing office space and equipment to provide hot-desking facilities e.g. to start-up artists and other community-based businesses and social enterprises. Hence in addition to offering support and partnership to individuals and organisations we are seeking to **create new income streams** as a consequence of such partnerships. Please refer to our examples and full list of letters of support in our appendices for further information.  Quote from Susan Oak, Social Enterprise Manager, BRAG  *‘Our business/organisation has supported the Forgan Arts Centre for 2 years, initially via our partners Business Gateway and then referred to ourselves. One of our business advisors went to see the organisation to help advise on funding and CAT’.*  Quote from Thomas Ballam of the Freshsight team –  *“As a student working on behalf of the Forgan Arts Centre, I could not help but share their excitement for the future of this special group of extraordinary people. From the beginning, I felt included into their community and wanted to start one of their classes as soon as possible. I feel that the centre has a lot more to offer than just arts and craft-based tuition and that their plans to move to Leng Home will allow for this to shine through even more. Forgan’s friendly staff and members are open and willing to chat about absolutely anything over a cup of tea and it is clear that their energy and passion for what they do is limitless! I wish Forgan all the best with their future plans and really hope they get the chance for their ideas to flourish at the Leng Home Centre.”* |
| Please demonstrate how you will take into account the different needs of the community, including addressing inequalities. |
| **COMMUNITY NEEDS AND INEQUALITIES**  Our FAC community and culture is **inclusive and welcoming to all** and the proposed move to Leng Home would enable us to take this further and overcome existing limitations on accessibility and diversity. The FAC adheres to a range of policies in line with Keystone, which we are still working on completing, to include:   * GDPR * Equal Opportunities * Risk Assessment * Health & Safety * Accident and Staff Policies in relation the Kids Club     The Forgan Arts Centre offers a wide range of classes aiming to **cover all ages, backgrounds and abilities.** *( see our programme in the appendices)*  We offer traditional classes such as life drawing, alongside tuition in upholstery but also more contemporary classes such as Adobe Lightroom and Skateboard Art, thus catering to **different needs, interests and passions.** There are **specific programs** for children (holiday kids clubs) and families (pottery) as well as a social sewing bee aimed at older clients.  Our workshops are often taught by **invited tutors** to test out new ideas for future classes or may be run following requests from students to **try something new** that we cannot accommodate in a full course.  Our current premises are not fully accessible, especially to those with specific needs and disabilities. The building from which FAC operates does not have an appropriate parking area to permit larger vehicles that may be used to transport those in wheelchairs, nor is there a ramp to gain access to FAC. Inside there is only one toilet, which also would not permit access by wheelchair. Leng Home is already well adapted externally and internally with the range of facilities to fully cater for special needs, disabled and wheelchair users and this would address accessibility issues. This also means that it would **not be necessary to seek funding to make the building more accessible**.  In addition, we are aware that there are many people in the local community who would like to come to FAC but have **no means of transport or need special support** to be transported. Our location is on the edge of Newport on Tay and not easily reached without a car. There is a bus service which passes nearby but several services require people to cross a dual carriageway and walk a tricky gravel pavement to the Centre. Some provision to FAC premises is available from the Flexibus for some but does not cover all potential users. .  Moving to Leng Home will place FAC closer to the centre of population in Newport and is more proximate to further reaching bus routes. The 77 bus service and other less regular buses such as the 92, 69 and 70 pass the bottom of Castle Brae; however this leaves a steep uphill walk to Leng Home. Some people may struggle with this hill, so we do need to consider how to manage this. In the past Kirk Road was on the bus route. Now may be the time for FAC and our Community to discuss its reinstatement with the Council. The Flexibus remains an option. Another way in which this can be addressed is to **recruit volunteer drivers** to bring people to FAC – especially if they also happen to be attending classes at the centre. In the future it is hoped to **raise funds for a Forgan Arts Centre people carrier or minibus** which could be used for this purpose but also be utilised for **excursions** related to FAC activities.  As a charity, we offer our classes at pricesdesigned toenable the greatest level of accessibility. Relocating to Leng Home will give us the chance to be able to develop and offer more choices in accessing FAC with **different fees/discounts for different groups** whilst maintaining financial sustainability. We currently have an **Anti-Poverty award** which has enabled us to offer a few free places to adults on our classes.  With access to the Leng Growers and the community allotments and plans to further exploit the grounds to develop the Waterstone Crook Community Garden, we would be able to provide some supplies to both cookery classes and community café enabling further discount/subsidy to be applied to facilitate wider access for those on limited incomes.  With increased capacity to **run more classes and new potential revenue streams** coming into the FAC, there will be **more scope to target those in poverty or on low incomes** by offering choices in accessing FAC with **different fees/discounts for different groups**. We currently have an **Anti-Poverty award** which has enabled us to offer a few free places to adults on our classes. With access to the Leng Growers and the community allotments and plans to further exploit the grounds to develop the Waterstone Crook Community Garden, we would be able to provide some supplies to both cookery classes and community café enabling further discount/subsidy to be applied to facilitate wider access for those on limited incomes.  With increased capacity to **run more classes and new potential revenue streams** coming into the FAC, there will be **more scope to help those in poverty or on low incomes** by offering reduced cost classes, or where possible free classes. FAC will fully research what other options and initiatives that it can adopt and support to further reduce the financial barriers and increase access.  There will be a need to **increase our resources** in line with increased numbers of classes, activities and the maintenance and management of a much larger building and grounds. Therefore, we plan to **develop a volunteer scheme which could lead to employment opportunities** as our operation expands. All our consultations were **unanimous in asking for social and communal spaces** to enable all users to mix, mingle, socialise, relax, eat, drink and chat. Leng Home provides those extra, additional spaces so that we can **continue to address loneliness, social isolation and community well-being** on a much larger scale.  Furthermore, there is the opportunity to use the extra space in Leng Home to grow and develop our **partnerships with local social enterprises** including the **Leng Growers and Sunshine Kitchen.**  *“It was most welcome, therefore, to hear the news that the Forgan Arts Centre is keen to relocate and expand its activities to the Leng Home. The Centre is an ideal fit for the Home – it has decades of experience in running courses for the community, and would be able to utilise the extensive facilities offered by the buildings and grounds to their full potential.*  *In addition to its existing range of arts and crafts classes and workshops, the Centre would be able to expand its scope to include a variety of health and wellbeing activities both inside and outside the Home. There would be greater opportunity to work with local social enterprises, community groups, artists and relevant businesses in an integrated way by using the facilities such as kitchens, studio spaces, gardens and greenhouse. The Home already has links with children at Newport Primary School nursery via the Forest Schools initiative and there is the possibility of connecting with the Community Garden located to the rear of the Waterstone Crook leisure centre.”*  extract of letter from Dr PJ Romilly, Chair Leng Growers |
| 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. |
| **FAC has been very fortunate to have received tremendous support from a range of organisations, especially Fife Council, over the 42 years of its operation.** More recently as we have sought to plan for the future of FAC other related agencies have added their support and invaluable guidance in developing this project, seeking funding, input and feedback.  The Forgan Management Committee and staff at FAC are incredibly grateful and will continue to work together with these organisations to deliver maximum benefit to our community. |
| **Fife Council**  Janice Laird - Community Manager for North East Fife  Sheena Watson - Community Development Team Manager  Karen Scott - Fife Community Link Officer  Jonny Tepp and Tim Brett - Fife Councilors  Zahida Ramzan - official policy coordinator for CAT  All above have been instrumental in giving guidance and advice of funding, support initiatives and interpretation of requirements for the CAT process  **Fife Voluntary Action**  Helen Rorrison – Head of Community Development  Sue Jack – Finance Manager  Maureen Burgess – Capacity Building Manager    All have given input and feedback to various elements of our applications to Scottish Land Fund and CAT.  **Community Ownership Support Service (COSS/DTAS)** – Nicky Donald – has given advice and also feedback on the CAT Stage 2 application  **BRAG** – Susan Oak - Social Enterprise Manager – letter of support and input  Lee Walls – Former Employee working on business planning and CAT transfer advice.  **Scottish Land Fund** - Calum Couston – has advised on Stage 1 and future Stage 2 applications for funding and relationship to CAT  **Community Enterprise** - Douglas Westwater – ongoing support on CAT/SLF and delivering feasibility study and long-term business plan for FAC in Leng Home.  **FreshSight** – Hannah Whybrow and Caroline Norton – headed up the student consultancy team that worked on research on CAT and SLF, marketing and business strategy development – *a copy of their report is available upon request*  The relationships developed between the staff and the management committee of Forgan Arts Centre with all of the aforementioned organisations and individuals we believe are and will continue to be instrumental in guiding us to the successful delivery of this proposed community asset transfer. |
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**Section C – Impacts / Benefits**

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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? |
| **IMPACTS AND BENEFITS**  Forgan Arts Centre has been delivering a wide range of impacts and benefits to the local community and beyond for over 42 years. It is critical to acknowledge and understand that the greatest impacts and benefits that are delivered to our staff, members, users, tutors, supporters, partners and community are **INTANGIBLE AND INVALUABLE**. Therefore, it is not always possible to measure or indeed attach monetary, numerical or statistical values to the many benefits and impacts derived from interaction with and the operation of Forgan Arts Centre.  *How do you measure wellbeing?*  *How do you value a child’s feeling of achievement in acquiring a new skill?*  *How much is a new friendship worth?*  *What is the saving from reducing loneliness?*  *What is community spirit, a place of safety, a creative culture or a welcoming and warm atmosphere worth?*  *How much does a sense of satisfaction cost?*  Some tangible benefits may be inferred and indirectly ‘calculated’ if members and participants indicate reduced visits to GPs or need for social care *(this may be reported by social workers and health visitors if they become more involved with FAC)*. Feedback from teachers may indicate increased confidence in children attending FAC resulting in better performance in school – but how do you assign a value that can then be offset against reduction in costs and over what timeframe?  We know from our community and members consultation what people think of FAC and what benefits and impacts they have experienced. This information is fully presented in our appendices and where possible it is ‘evaluated and reported’.  We believe that by relocating to larger premises such as Leng Home that FAC will be able to deliver what it has always delivered, more successfully, more widely, more inclusively, generating even more value to the community via an invaluable resource and asset.  FROM COLLATED CONSULTATION DATA  The FAC has carefully considered how acquiring Leng Home will deliver positive effects with respect to specific areas of impact and benefit as follows:  ***Economic development*** *–* FAC has already identified ways in which to generate new income streams which will go towards funding the operation, management and maintenance of FAC at Leng Home. Scaling up the FAC operation will require more people to manage it and hence offer some employment opportunities within the local community alongside an expanded volunteer team.  **Outputs from the feasibility study and business plan development will inform the specifics of the required scale up of staff and volunteers**. However, a general indication on further staff changes we believe are essential to the success of FAC in Leng Home is given in the table below. It is anticipated that this indicative plan for staff expansion will be informed by further discussion, consultation and the Feasibility Study and Business Plan currently being researched and developed by Community Enterprise on our behalf. Current plans for staff growth are show in the 5 Year Financial Forecast in our appendices.  *Estimated* Staff Expansion based upon current knowledge and understanding and linked to the business plan objectives is given below.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **CURRENT** | **YEAR 1** | **YEAR 2** | **YEAR 3** | | Management Committee(V) | 10 | 10 | 12 | 12 | | Staff | 1.5 FTE  Co-Ordinators  0.5 FTE Cleaner | 0.6 FTE  Director  1.5 FTE  Co-ordinators  1 FTE Cleaner | 0.75 FTE  Director  0.25 FTE Communications  1.5 FTE  Co-ordinators  1 FTE Cleaner | 1FTE  Director  0.25 FTE  Communications  1.5 FTE  Co-ordinators  1 FTE Cleaner | | Volunteers | for retail, cafe, events | for retail, café, events | for retail, café, events | for retail, café, events | | Social Enterprise Partnerships | local supply chain; retail, café, events | local supply chain; retail, café, events | local supply chain; retail, café, events | local supply chain; retail, café, events | |  |  |  |  |  |   In addition, through working with other local social enterprises FAC will be able to provide opportunities for these partner organisations to extend and increase their own economic development, income and employment capacity. Linking communications and presence on each other’s websites, social media platforms and visibly promoting each other within the FAC and externally will **strengthen the relationships and build more opportunities to be creative together, generating ideas for local economic benefits to be realised and shared.**  ***Regeneration*** *–* Leng Home has been used minimally over the last few years and in many ways, this has contributed to the need for substantial forward looking maintenance and repair to enable it to be fully utilised in a safe and sustainable manner. Whilst at first glance this could be seen as a major challenge as well as a source of financial stress, this situation does offer opportunities to introduce a range of initiatives such as **renewable technologies for energy generation, saving and reduction, good practices in waste management, renew, reuse and recycle**. All of these initiatives attract funding towards implementation and installation working with the various agencies already mentioned. Hence by FAC acquiring Leng Home, and with determined efforts to seek funding and investment, it offers the chance to fully regenerate the building and grounds and **revitalise it within the community** for generations to come. In regenerating the property and its grounds, ***EVERYONE – regardless of age, income, employment, background, experience or skill*** - who gets involved with FAC at Leng Home will benefit from feeling included, energised, useful, employed, stimulated, productive and WELL.  ***Public Health & Social wellbeing*** - As previously stated, at FAC we provide a welcoming environment focused on **fostering social wellbeing**. We help our community not just through **enriching them through the arts**, but also by bringing them together. Moving to Leng Home gives FAC the chance to do even more in this respect. As well as the internally based classes and activities, adding in the use of the grounds and gardens ensures that everyone can benefit from participating, joining in and working together in the fresh air, in green spaces, so helping our community to **become healthier, recover fitness, feel purposeful and happy**.  ***Environmental Wellbeing*** *–* a direct benefit to the community of FAC employing green technology and practices in its operations means that FAC will be seeking volunteers to help out and also offering classes and workshops to help members of our community learn with us how they can access and **put into practice green methods in their own home and spaces** to address climate change. By directly taking some responsibility and contributing to FAC effort this should broaden their experience of environmental wellbeing.  ***Reducing inequalities of outcome from socio-economic disadvantage -*** Currently we have funding in place to offer free spaces on our courses to people on low income This is confidential, and they do not have to fill in paperwork to do so. We also provide a very low-cost social group each week (£2 drop in attendance) which is open to all ages and abilities and has proved to be a nurturing, supportive and organised group.  We have previously run projects such as **Fresh Forms**, **offering Young people aged 14-24 free places in pottery** with a chance to exhibit also. FAC runs regular **free activities and demonstrations** at the Centre on our Open Days and have taken **free art projects into schools** during term and at social events. Our **family pottery is low cost and offered on a drop-in basis** (as with our Children’s sewing and fabric crafts classes), for those who cannot afford to pay for an entire block. The firing is free, and we offer the option of free recycled clay, all to meet low budgets. We also **offer free Wi-Fi** to community commuters passing en route to the bus stop.  Another socioeconomic disadvantage group FAC helps with is the **First Steps group, a project run by the council** in which we provide outreach of various arts & crafts that are not readily available to the public without expense. The project offers a range of educational subjects to help people out of work to get the confidence to consider work, or simply to promote confidence in themselves. So, whilst FAC has been limited in its current premises by how much it has been able to offer to those who experience any form of socio-economic disadvantage, we have been providing as much as possible where and when the opportunities arise.  FAC has a number of ideas and plans that once evaluated and implemented would seek to reduce the impact on this group much further. Having already successfully secured funding for Anti-Poverty measures previously we will investigate other sources of similar funding. However, any additional income streams and fundraising we do at FAC will provide resources to expand our ability to offer discount schemes, free places and specific types of support to further benefit the community in this way. With access to gardens and greenhouse, working with the Leng Growers and the development of a community allotment, there is scope to offer low cost veggie boxes or operate a ‘food for free’ programme.  ***Any other benefits that might arise through the alternative use of the asset.***  As there is office space and computer facilities that are currently under-utilised in Leng Home, these could be offered for hot-desking to local start-ups and individual who do not have access to these resources thereby **supporting local economic development.**  Also, from research, we’ve also discovered there are relatively high proportions of adults struggling with literacy, (15% of the adult population having received no education). In order to **boost local economic development, and reduce educational inequality,** FAC could partner with organisations like ReTweed, to add this retraining and education aspect to our social mission.  Our activities help to **build self-confidence and resilience in our users** and feeds directly into the Scottish Government desire for Scotland to become an **ACE aware nation (Adverse Childhood Experiences)**.Comprehensive research has shown an indisputable link between adverse childhood experiences and serious ill health later in life. Everything FAC offers is designed and chosen with the intention of developing and growing confidence and resilience which in turn promotes better health and wellbeing for all who participate. |

**Section D – Organisational Viability**

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| Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation. |
| **ORGANISATIONAL VIABILITY**  A management committee and more recently, centre staff, have been delivering FAC services since 1977. Working together they have been responsible for running a fairly sizeable older building and have adhered to the relevant health and safety laws associated with our services and activities.  There is a record of Fire safety certificates and checks, PAT testing, daily & weekly risk assessments, GDPR compliancy, PVG monitoring for our Children’s classes, Chemical safety sheets, Class waivers, First Aid kit checks and Centre policies with regards to Health and Safety, Equality etc.  As described in earlier sections and in our example CVs in the appendices, the staff and members of the management committee have significant experience in business, industry and third sector to include asset management and relevant legislation. Our chair has managed sciences centres in Dundee and Aberdeen, several members have (and still do) run their own businesses and another was Buildings Manager for Sports Scotland for 9 years. |
| Demonstrate any previous experience your organisation has in delivering the community benefit. |
| **Forgan Arts Centre has been delivering classes and working with the Community, delivering a range of benefits with great success, for more than 42 years.**  As we are not proposing a new venture but growing a well-established Community Hive, we are able to demonstrate our experience and our ability to grow and adapt throughout this document.  Since taking on a part time Coordinator in 2016, we have had extensive growth within the Centre; our Programme and offerings, our demographic, our attendance and our finances. After a bid to raise funds to increase our staffing at FAC was unsuccessful and aware that our position (no lease or ownership) left us ineligible to apply for Capital funding, efforts focused on growing the Centre from within. The centre is now at full capacity, unable to expand to meet community demand, limited by the building, the lease and the consequent inability to seek the critical funding that would enable the centre to realise its full potential in delivering benefit to its community.  **Working together, a strong relationship between the Committee, Staff and the Forgan Arts Centre Community has been built to create a resilient and sustainable model going forward for years to come**.  Speaking to the Community about what they wanted from the Centre, creating data analysis and key performance indicator trackers to plot the successes and weaknesses in our programme delivery and slowly implementing positive changes within the Centre were key actions in achieving the demonstrated growth to this point.  We have created an **Outreach Service** providing activities to groups outside of Forgan and to support the Council where possible in delivering activities for their Community projects. We are keen to continue to develop this outreach activity into its own programme in the future thereby extending our community benefit impact. |
| Please state the names, skills and experience of the individuals who intend to deliver the proposal. |
| The existing Forgan Management Committee (FMC) and staff of the FAC will not suffice to manage Leng Home and deliver the full aims and objectives of our proposed plans to expand. As part of the feasibility study to be conducted by Community Enterprise, defining the management and staff needs for the increased operation of FAC will be core to the development of the business plan and strategy. However, the breadth and strength of expertise and experience of the FMC and centre staff mean that there is significant capability and understanding around the management of the changes that acquiring Leng Home as a community asset will present.  The current **Forgan Management Committee** comprise the following:  **Centre Staff**  The following gives an overview of the skills and experience of this team that will work together to deliver this exciting and ambitious project for Forgan Arts Centre |
| 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. |
| In addition to the Forgan Management Team and Staff, there will be a need to recruit a number of full and part time staff and volunteers to ensure that FAC can meet its business aims and objectives to expand its operation from Leng Home. Since these people can only be recruited once the project is approved it is not possible to provide their names, skills and experience. However considering the range of new and expanded activities we propose then a very wide range of volunteers with varying skills and experience and enthusiasm, will both be needed and, we hope, attracted to work with us.  As part of the feasibility study and business plan development, the specific and realistic requirements for employees and volunteers will be identified over the first five years.  **A Director for the Centre** will be essential to manage the delivery of the business plan and lead the development of the Centre’s activities. As such they will be expected to have significant and relevant experience in this type of role. The role of Centre Director will be an evolving one and it is anticipated that this role will grow over time from a start of taking on all the key responsibilities that will be required and establishing and growing elements to then be taken on by other employees and volunteers.  Our highly skilled and capable **coordinating staff** will oversee the transfer and continued running of the centre and work closely with the Director and Management Committee to deliver the objectives of the business plan.  Supporting positions for the various additional administration and/or management functions may be offered on employed and volunteer basis. These could eventually include **communications, marketing, promotion, funding, events management, maintenance, caretaking etc**.  We know from the depth and range of experience and expertise in our own volunteer management committee that there are many in our community who could fulfil these requirements to underpin the continued success of Forgan in Leng Home. In recruiting from the community the centre ensures that even greater benefits are delivered to the community. |
| 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. |
| Governance and Decision Making.  The Trustees of Forgan Arts Centre are responsible for the proper administration of the centre in accordance with the Constitution and the principles and recommendations of the OSCR. Where it is necessary, for the efficient administration of the Centre, to deviate from the recommendations of the OSCR, the Trustees will discuss any proposed change and assess the risks involved at a Committee Meeting and record the decision in the minutes.  The Financial Procedures will be reviewed annually, or when necessary for the efficient administration of the Centre, and all changes will be recorded as above. The procedures will include financial spending or authorisation limits for members of staff or Trustees, the need for individual or dual authority and time limits for the production of financial information. In particular the annual accounts must be ready for audit within two months of the end of the Financial Year (currently 31st December) and audited accounts must be submitted to the OSCR in accordance with their requirements (currently by 30th September).  Current Banking Procedures.  Our current banking arrangements only allow direct access to the online banking system by the Chair. Other users (the Treasurer and Coordinator) must request online access from the Chair who subsequently reviews the account and transactions. Monthly bank statements are filed in the Centre. Salaries payments and payments to HMRC are only made by the Chair or Treasurer. Bank deposits must be signed by the Coordinator and Assistant Coordinator, filed in the Centre and checked by the Treasurer.  Safety and Regular Checks.  Forgan Arts Centre will comply with all legal requirements and discharge other duties in a proper manner. In particular all necessary insurance will be obtained and checks such as PAT and other regular checks on electrical and fire prevention systems will be carried out in accordance with legal requirements. Forgan Arts Centre will obtain advice on fire and accident prevention at the earliest opportunity.   * **Key Holders** will be: Centre Staff and out of office hours tutors, the Caretaker and Key Committee members. * **Emergencies** shall be dealt with by the Centre Coordinator/Director and or Caretaker, and by calling any relevant parties (Police/Ambulance/Fire Brigade/ Emergency Repairs etc.) following the correct procedures for such an emergency and logging the issues and details in the related log books, such as Accident reporting. * **Compliance with Legal & Safety** issues - Issues will be raised by Caretaker & Coordinator/Centre Director with the Committee for decision making and Minuted. Health and safety management will be followed by all personnel (Staff & Tutors) for their area. We would create a new toolkit that will be specifically for these premises. * **Problems within the Centre** will be reported first to the Tutor and or in turn the Coordinator. Where the problem needs further resolution, it will be logged and raised with the Committee to be Minuted and discussed/resolved. Confidential matters will be dealt with sensitively on a case by case scenario. * In case of **Tutor illness or cancellation of classes**, the Coordinator/Director will be informed and all Centre users on the register will be contacted by email, and in short time scales, each Centre user will also receive a text to their mobile or call to their landline. * All **Banking Logs** will be double signed by Coordinators and receipts from bank/post office logged and filed. * An upper limit is set for any Centre staff with purchasing responsibilities. * **The Accounts** will be prepared for audit no less than 8 weeks after the end of the Financial Year * **Accounts will be sent to OSCR** in compliance with our SCIO constitution and OSCRs policies * A **range of resources** including bookings form, information sheet (general and safety information), invoice and room rota / registration book will be created for the new premises for staff to register for and book room hire. |
| 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. |
| The Management Committee are fully aware of the technical/ and professional skills required in taking on a facility of the nature of Leng Home and the responsibilities of FAC in operating a multifunctional public space. These factors will be taken into account when recruiting a Centre Director and staff to ensure that Leng Home is managed as a valuable community asset in a professional manner.  FAC had a condition survey of Leng Home carried out on March 19, 2020. Whilst the full report has not yet been received the headline information has been used to inform our financial forecast over the next 5 years. The full survey report will provide the detail of all essential and non-essential repairs and maintenance requirements related to but not limited to the following areas:   * Building Fabric * Building Mechanical & Electrical Systems * Gas, Water & Utility Systems * Fire Safety Systems * Security Systems * Grounds: Services, Surfaces, Horticulture, Fixtures & Structures   The aim of the survey will be to provide Forgan Arts Centre with a comprehensive view on the condition of Leng Home in relation to current legislative requirements i.e. Health & Safety at Work etc. Act 1974 and Equal Opportunity Act 2010.  It is intended to use this information to establish revenue and capital investment requirements for the next ten years in addition to detailing any liabilities with Leng Home.  Forgan Arts Centre will appoint a suitably qualified individual to undertake a comprehensive fire risk assessment in line with the Fire (Scotland) Act 2005, This in turn will give Forgan a clear understanding of all potential fire safety risks associated with utilising Leng House i.e. who may be affected; what measures are required to mitigate these risks; identifying both staff and management boards roles and responsibilities; setting up and maintaining fire safety log book/evacuation plan.  Additionally, Forgan Arts Centre will appoint suitably qualified individual to undertake a comprehensive review of the health and safety arrangements required at Leng Home. Thereafter prepare a health & safety toolkit including policies on first aid arrangements; maintenance arrangements; lone working; display screen equipment; COSHH; workplace risk assessments etc.  All of which will be reviewed on an annual basis or following a significant incident by the management board with support from a suitably qualified individual. |
| Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives. |
| The FAC already carries out a range of monitoring and reporting activities for funders such as the Council and as a prerequisite of being a SCIO. We hold Annual General Meetings and where required additional special meetings can be arranged. All our classes are regularly asked for feedback and evaluation. Members and participant are encouraged to provide comments, suggestion, feedback at any time via paper form, email or direct contact with the Co-Ordinator or Management Committee.  However, the proposed move to larger premises and scale up of activities requires more ongoing monitoring with regards to the property and the business. Key areas for the project management and monitoring are as follows:   |  |  |  | | --- | --- | --- | | **PM Task** | **Owner** | **Responsibilities** | | Project/FAC Management | Forgan Management Committee working with a Centre Director | Successful delivery of the business plan to affect the relocation into Leng Home and build a sustainable community asset | | Impact and Risk Management | Forgan Management Committee working with a Centre Director and Centre Co-ordinator | Management of the monitoring and measurement of the impacts of the project to include community, social, environmental, health and safety, economic benefits. KPIs will be developed for measurement and reporting on the impacts. A Risk Management Plan and Risk Register will be constructed and updated on a regular basis. Risks will be managed within the project taking mitigating action where necessary to ensure the project continues towards a successful outcome. | | Operations and Administration Management | Centre Director and Centre Co-ordinator | Management of all classes, workshops and events co-ordination and booking, membership management, contractual and financial aspects of the project including delivery of regular progress and interim reports, invoicing, sales, contracts, Partnership agreements, communications with funders, partners and supporting parties | | Intellectual Capital and Intellectual Property Rights Management | Forgan Management Committee working with a Centre Director | Commence IC Audit, Register and Report; IPR Audit and Portfolio Development to include Branding and Copyright | | Data, Marketing and Communications | Centre Director *( eventually working with IT and Communications & Marketing Managers)* | Data Capture and Management for use in centre communications, funding, planning and reporting  Marketing and promotion of all aspects of FAC to stimulate participation, membership, partnership, sponsorship  Communications internally and externally to support all business development and marketing activities with emphasis on regular consultation with members and local community via class evaluation and feedback forms *(on-line and paper )* annual surveys, interactive AGMS etc. | | Funding & Investment | Centre Director *( eventually working with Funding Manager)* | Implementation of Funding & Investment Strategy to organise and manage funding and investment bids, events and related activities | | Advisory Board | Forgan Management Committee working with a Centre Director | Recruit representatives from funders, supporters and relevant advisory organisations from third sector, creative industries, health and wellbeing communities and social enterprise to advise, support and guide FAC to fulfil its business plans and ambitions |   **Monitoring Management**  All aspects of this project based upon FAC current and future business plans will be regularly and carefully monitored and reported. In addition to the KPIs for Impact Assessment a similar approach will be taken to monitoring of the project with relevant KPIs identified.  In the first year following successful acquisition of Leng Home there will be monthly Management Meetings with the FAC Management Committee and the Centre Director. As necessary there will be interim reporting and communications between the Centre Director and Management Committee. Quarterly meetings will include other centre managers where required. Progress towards business aims and objectives determined by the feasibility study and business plan will be reviewed and appropriate actions taken to ensure continued progress. There will be an AGM at the end of the first year to report to our community, membership and other stakeholders of our achievements, successes and progress.  In the following years of operation it is anticipated that quarterly management meetings and an AGM will suffice with options for additional local (internal) management meetings as required. |

**Section E - Financial Information**

**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. |
| The Business Plan can be found in ***APPENDIX 1*** which takes account of the resources required to move to larger, more complex premises to offer an enlarged programme of courses, workshops, events and facilities for the local community. The Business Plan addresses the short and long term aims and ambitions for an expanded FAC operation and the management, volunteer, financial and additional resources required to achieve these objectives. The Business Plan is a dynamic document which will be updated and amended with findings from the current consultative contract with Community Enterprise.  The Executive Summary is presented below for reference. **FORGAN ARTS CENTRE BUSINESS PLAN - EXECUTIVE SUMMARY**  Forgan Arts is a registered charity, which seeks to provide education, advance arts and heritage and promote community development through the provision of a variety of arts and crafts classes and workshops. It has been running since 1977 on the site of an old school in Newport-on-Tay. Forgan Arts currently offer a number of classes and workshops in modern and traditional art forms including pottery, upholstery, different styles of painting, jewellery making, dressmaking, photography and IT based courses such as Introduction to Photoshop. In providing these offerings, the organisation has cemented itself as a welcoming and inclusive environment for all members of the community with a shared passion for the arts.  The organisation is applying for approval from Fife Council for a transfer of ownership of Leng Home to Forgan Arts. Acquiring Leng Home will enable the organisation to scale up their current offerings and extend and increase impact the community. At present, Forgan Arts is financially self-sustainable; however, a narrow annual surplus limits capacity for self-funded growth.  In addition the terms of the current lease make any external funding impossible, as most funds require asset ownership or long term leases. Recently the Forgan Arts Centre has been pursuing the opportunity to move to a larger building in Newport through a Community Asset Transfer .This would allow Forgan Arts Centre build on its current strong trajectory of growth, enable it to offer a wider and expanded range of activities which fit with the organisation’s stated aims and objectives and would enable the organisation to apply to external funding schemes.  Forgan Arts aims to extend its education and creative, and community strengthening activities in larger and more suitable premises to grow revenue and to raise external funding to increase the volume and range of activities it can offer. In addition, Forgan Arts aims to increase its partnership work with other community based organisations to achieve future ambitions. The following business plan demonstrates the short term and long-term growth plans for Forgan Arts in order to develop their position as a thriving and inclusive facility for the regional community.  ***FAC will achieve growth by following a steady and carefully phased expansion programme. This expansion will depend on securing additional external funding and investment.***  *The Feasibility Study and Business Plan carried out by Community Enterprise are not yet complete at the time of application. However if it is available prior to the Assessment Panel meeting we will be very happy to provide it.*  **Five Year Financial Forecast**  The figures below show continued financial sustainability based on demonstrated growth in income in the past 5 years. The key areas that FAC is investigating through Community Enterprise are staffing levels and the anticipated sources of external funding if the CAT is successful. Both areas impact on the income and expenditure lines.  It is anticipated that any building costs in Leng Home would also be met from external fundraising. A survey has just been carried out for FAC to estimate possible costs and staging of required expenditure to maintain the fabric of the property as it is currently configured and a relevant amount built into the budget as far as timing and current lack of access to the property allows. The full survey report will not be available until April 7, 2020 hence these figures have been arrived at from initial comment from the surveyor. There is no understanding as yet of the urgent/not urgent timelines and priorities of any work required. However our aim is to represent our best estimate of costs required to maintain the building as wind and watertight and longer term costs.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Forgan Arts Centre 5 Year Finance Plan** | | | | | | | **ASSUMES EXPENDITURE IN YEAR 1 FOR RELOCATION TO LENG HOME** | | | | | | | | | Year 1 | | | Year 2 | | | Year 3 | | Year 4 | | | Year 5 | | | | | *Amount (£)* | *Totals* | | *Amount (£)* | *Totals* | | *Amount (£)* | *Totals* | *Amount (£)* | | *Totals* | *Amount (£)* | | *Totals* | | **Brought Forward** | | 65000 | | | 38195 | | 33125 | | 33251 | | | 24116 | | | | **Fee and Membership Income** | | 106116 | | | 132645 | | 165681 | | 181949 | | | 199844 | | | | **Funding (Grants )** | | 16000 | | | 24000 | | 26000 | | 26000 | | | 24000 | | | | **Restricted Fund Income** | | | | | | | | | | | | | | | | SLF for Leng purchase | | | | | | | 160000 | | | | | | | | | LENG Crowdfunder | | | | | | | 20000 | | | | | | | | | Other | | | 40000 | | | 45000 | | 50000 | | | 55000 | | | | | **Total** | | 180000 | | | 40000 | | 45000 | | 50000 | | | 55000 | | | | **Fundraising Events and Activities** | | 10828 | | | 19250 | | 19400 | | 19400 | | | 29400 | | | | **Room Hire** | | 2500 | | | 5000 | | 5000 | | 5500 | | | 6000 | | | | Shop | | 0 | | | 1200 | | 1200 | | 1200 | | | 1200 | | | | Café | | 0 | | | 2500 | | 5000 | | 5000 | | | 5000 | | | | Donations | | 1500 | | | 1500 | | 1500 | | 1500 | | | 1500 | | | | **Total Income** | | **316944** | | | **226095** | | **268781** | | **290549** | | | **321944** | | | | (Of which Restricted) | | 180000 | | | 40000 | | 45000 | | 50000 | | | 55000 | | | | **Total Unrestricted Income** | | **136944** | | | **186095** | | **223781** | | **240549** | | | **266944** | | | | **Expenditure** | | | | | | | | | | | | | | | | CAT Payment | | | | | | | 200000 | | | | | | | | | Total Payroll Costs | | 33000 | | | 60000 | | 75000 | | 83750 | | | 83750 | | | | Total Other Staff Costs | | 491 | | | 600 | | 600 | | 650 | | | 650 | | | | Total Office Costs | | 863 | | | 980 | | 1000 | | 1050 | | | 1050 | | | | Tutor Fees | | 54000 | | | 67500 | | 81000 | | 89100 | | | 94500 | | | | Course Costs | | 4000 | | | 5500 | | 6000 | | 7300 | | | 7500 | | | | Buildings Costs | | 25000 | | | 25000 | | 25000 | | 31300 | | | 36500 | | | | Heating and Light | | 17000 | | | 21250 | | 25500 | | 26010 | | | 26530 | | | | Broadband | | 480 | | | 550 | | 600 | | 650 | | | 650 | | | | Insurance | | 1275 | | | 1300 | | 1325 | | 1350 | | | 1375 | | | | Marketing | | 1500 | | | 2000 | | 2500 | | 3000 | | | 3500 | | | | Cost of Fundraising | | 500 | | | 500 | | 500 | | 500 | | | 500 | | | | Grounds Maintenance | | 3000 | | | 3200 | | 3200 | | 3500 | | | 3500 | | | | Professional Services | | 2640 | | | 2785 | | 1430 | | 1525 | | | 1595 | | | | **Total Expenditure** | | **343749** | | | **191165** | | **223655** | | **249685** | | | **261600** | | | | (of which Restricted) | | 0 | | | 0 | | 0 | | 0 | | | 0 | | | | **Tot. Unrestricted Expenditure** | | **343749** | | | **191165** | | **223655** | | **249685** | | | **261600** | | | | **Net Surplus/Loss** | | **-26805** | | | **-5070** | | **126** | | **-9136** | | | **5344** | | | | **Unrestricted Funds C/F** | | **38195** | | | **33125** | | **33251** | | **24116** | | | **29460** | | | | Assumptions | | | | | | | | | | | | | | | | \*membership and class fees will increase by 75% over the first 5 years 0% Year 1, 25% in both Years 2 and 3 , 10% in Year 4 and 5. | | | | | | | | | | | | | | | | \*Running costs based on Fife Council data on Leng e.g. utilities which have been increased on the assumption of additional use of space. | | | | | | | | | | | | | | | | \*Estates costs based on interim estimates from Hardies and subject to final report due on 07.03.20 | | | | | | | | | | | | | | | |
| **What funding has the organisation obtained so far?** |
| In November 2019 FAC applied for Stage 1 funding from the Scottish Land Fund (SLF) to cover costs for an external contractor to conduct a feasibility study and develop the long term business plan for the Forgan Arts Centre to acquire and manage Leng Home via a community asset transfer. This work would also contribute directly to a Stage 2 SLF application to help fund the asset transfer of Leng Home. This first attempt at Stage 1 SLF funding failed mainly due to FAC having a healthy financial reserve which it was advised by SLF could be utilised for this purpose. We have subsequently submitted another Stage 1 bid on March 18, 2020 and await the outcome.  Following SLF advice and, due to the critical nature of this work and the urgency with which it is required, FAC took the decision to fund the feasibility study and business plan development from the current financial reserves. FAC contracted the preferred supplier, Community Enterprise, to undertake the feasibility study and business plan development as soon as possible such that there is the potential for some of its findings and output to be incorporated into this application prior to examination. Initial feedback from their community consultation is therefore presented in our appendices.  In December 2019, as advised by Fife Council, FAC applied for and successfully secured £5K funding from the Community Planning Budget towards the costs of having an updated Condition Survey on Leng Home carried out. The output from this work will inform the financial forecast and maintenance plans for the project. The survey was conducted on March 19, 2020 and we are anticipating a full report on March 30th.  Discussions and plans are already ongoing with regards to seeking funding from various sources to support the development of FAC services and operation of FAC in Leng Home. Information about possible sources of funding and strategy to secure funding and investment are described in the business plan and deliverables. The Management Committee are keen to investigate all possible routes to funding and investment, involving as wide a range of sources and mechanisms as possible and exploring with our community and supporters how they can play a pivotal part in helping FAC secure funding for the future.  **Funding source**: **Fife Council Community Planning Budget**  Date of application: Dec 2019  Amount received: £5000.00  Capital funding x and/or Revenue funding o  **Funding source**: **Leng Home Trust**  Date of Application: Jan 2020  Amount Received: £1000.00  Capital Funding x and/or Revenue funding o |
| **What funding has been applied for but a decision has not yet been received?** |
| At this point in time **FAC is not eligible to apply for large scale funding** or investment since we do not own the building we currently lease, and the lease is not considered appropriate to facilitate most funding applications. This is a principle reason why FAC needs to relocate to premises that it either owns or has a very long term (>20 years) lease.  We have identified a range of funders, including the Lottery, Creative Scotland and other major charitable trusts, to whom we could apply for substantial funding to help with both the capital costs involved in adapting new premises and acquiring new equipment, and the longer-term revenue costs of new programmes and activities, including staff costs, overheads and expenditure directly related to new and expanded projects.  However, **major funders require grant recipients to have the stability and capacity** to use and manage any funds granted appropriately. We therefore need either to own, or have a very long lease (around 20 to 30 years) on suitable premises such as Leng Home to be able to demonstrate to funders that we are in a position to bring our development plans to successful fruition.  As advised by Fife Council we have made several efforts to apply for funding ‘in principle’ i.e. asking funders to indicate if applications from the FAC, assuming it relocated to Leng Home, would be likely to be considered positively. So far only local charities have indicated they would fund specific small-scale applications for funding of e.g. capital equipment.  Other larger scale funders such as the Lottery and Creative Scotland are currently unable to assist, because it would not as yet be considered a ‘real‘ application for funding and we are not in a position to submit a real application until and unless we secure Leng Home via asset transfer. |
| **Other sources of funding the organisation have access to** (e.g. voluntary donations, borrowing). |
| The sources of funding that FAC currently accesses include **–**   * Income for services – classes, clubs and workshops * Income from events e.g. Open days * Income from centre hire * Fife Council community funding * Fife Council Recurring Grant * Small project funds from e.g. Anti-Poverty Funding, Digital Skills, Prevent * Voluntary Donations     With limited resources it has not been possible to do as much proactive fundraising as FAC would like to do. Also, our location makes it hard for us to put on fundraisers for the wider community with limited parking and being so far out of town. This is another example of how relocating to a larger premises and expanding our activities would in fact stimulate more opportunities to   * **apply for large scale funding** for e.g. business and service development, capital equipment and facilities, property management and maintenance * **develop new income streams** e.g. with local social enterprises and businesses in partnership, establishing a retail outlet, gallery and café and offering studio spaces * **carry out regular fundraising** activities and events * **drive up voluntary donations** to include crowdfunding for specific purposes/projects * **investigate other innovative routes** to obtain key investment for long term sustainability e.g. potentially partner with other local CAT projects to discuss developing a model for ‘shared’ maintenance contract and estates management which offer enhanced leverage and reduced costs to all parties.   As part of our business development, a robust funding and investment strategy will be developed and incorporated into our sales, marketing, events and promotion plans for FAC. To date the centre has not considered borrowing of funds as, in its current location and under existing lease terms, it is too great a risk to take without a guaranteed long-term future income assured for FAC. Acquisition of Leng Home will enable FAC to build the foundation it needs and place it in a stronger position to consider borrowing in the future for particular purposes. |
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| We have identified a few key sources from which we are likely to obtain funding. Some like the Lottery and Creative Scotland can offer access to large scale funding and others like The CAF Tourle Foundation Fund provide smaller levels of funding for specific projects. These sources will be constantly monitored to ensure that every opportunity to acquire enabling financial support is not missed. Freshsight also identified a funding database that we can register on to follow funding opportunities.  Additionally, we have identified a few strategies that, at minimal cost to us, could bring in additional revenue. These include renting out the vacant studio space to local artists, providing co-working space and having a small retail area to sell the excess works we accumulate to provide a supplementary income. Until demand for these streams have been researched more rigorously only conservative estimates have been included in financial forecasts to date despite early positive indications. |

**Section F – Property**

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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. |
| **PROPERTY**  A current market valuation has been requested from the District Value for March 19, 2020 and we await the outcome of this action.  We believe that it is possible to relocate all the current services and activities delivered by the Forgan Arts Centre (FAC) directly into Leng Home with no requirements to modify the property prior to entry. The facilities available at Leng Home mean that FAC could immediately continue to operate as normal and follow a staged plan for expansion of classes and workshops and introduction of new initiatives and new income streams. This will be informed by our Feasibility Study and Business Plan.  At present FAC is awaiting the report from a Condition Survey on Leng Home in order to assist our financial forecasts and accurately determine any requirements for any immediate as well as future maintenance and repair. Our presented Financial Forecast is based upon headline initial findings of a Condition Survey carried out on March 19, 2020. Once we have the full report we will be able to amend our Financial Forecast as necessary. FAC successfully secured £5k funding from Fife Council Community Planning Budget to assist in covering the costs of this Condition Survey. |
| Purchase price – State the price your organisation is willing to pay to acquire the asset. |
| The current market valuation for the property has been reported as .  We would seek to purchase the building for a figure in the region of £200,000 and this would be part funded by FAC (~£20k from reserves), community and public fundraising (target of approx. £20k) and a Stage 2 application to the Scottish Land Fund for £160,000.  The Management Committee at FAC reached this offer price based upon the knowledge of our financial reserves and our capacity to raise additional funds in the community and beyond, in an achievable and realistic manner. The value on Leng Home does not influence this figure. |
| Annual Rental |
| *N/A* |
| 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 would be asking to have the asset transferred for as little as possible and seek maximum discount from the council in consideration of the significantly increased and enhanced community benefit FAC will be able to deliver as a consequence of relocating to Leng Home.  **Forgan Arts Centre has been in operation for over 42 years**, we have a good knowledge and understanding of not only the needs of our local people and communities but in delivery of services and management of projects, outreach, classes and workshops.  **We fully comply with all relevant legislation** – required by: Fife Council; OSCR; Companies House; Scottish Government etc. We have well developed and annually updated policies which are utilised to protect those we are working with and those who volunteer for/work with us. We have around 9 volunteers on our Management Committee and a staff team of 2 (1 full-time and 1 part-time).  Across the organisation, we have a raft of **experience and knowledge which has enabled the centre to thrive**. Our Management Board has a majority of people with professional qualifications in arts, science and business sectors. A significant number of our Management Board has extensive experience of working in the third sector and in the creative industries. All members of our Management Committee are people who either now or at an earlier point in their life have engaged with/attended FAC, thus they have a sound knowledge and understanding of our ethos, culture, activities and aims.  We utilise a risk register in regard to financial planning (updated and reported to the Board every 6 months) and have recently been reviewing and updating our business plans with a view to relocating to larger premises. For the past 3 years, we have had an income in the region of £100,000  Forgan Arts is an established cultural stronghold, having provided courses and support to Newport on Tay for more than 40 years. Year after year, we have retained members and kept growing, adding more classes and engaging more talented tutors. We provide huge cultural benefit through every one of our classes, but are also focused on helping the community in every area. We strive to engage other organisations, providing facilities to aid them to succeed in providing their community benefit. We want to remain central to the charitable and social enterprise landscape of the area. To do so requires feeding as much money as possible back into the centre and community, rather than extracting it from residents to pool for asset acquisition.  Having clearly demonstrated in this application   * Proven ability to deliver a range of benefits to the community, for over 42 years * A strong, experienced and capable staff and management team * Presented a clear vision of Forgan Arts Centre as an invaluable community asset * **PASSION, ENTHUSIASM, DRIVE, KNOWLEDGE, EXPERIENCE & VISION**   We believe that the maximum amount of discount possible is justified.  Some ways in which we are reducing cost burden on the Council services through supporting health and wellbeing include the following -.   * By providing suitable activities and keeping OAPs active, we are reducing the need for Carers and health care in the community. * By capturing children young and engaging them in the arts, crafts and drama classes designed for them, we are building resilience, self-confidence and improving the life-long health of the young users of FAC. * Working with the Leng Growers and the Forestry Commission – e.g. gardening, beekeeping, growing vegetables - provides outdoor activity opportunities for people thus promoting good health and good eating * FOOD IS FREE initiative will help ensure that families in the community can access fresh vegetables regardless of income   Working with other social and community care and healthcare agencies, it may be possible in the future, and over a realistic timeframe, to link and relate the intangible benefits delivered by FAC to reported outcomes and positive impacts on KPIs in these agencies and derive some indirect ‘financial valuations and savings’ as a consequence of transferring Leng Home via CAT. |
| 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. |
| Leng Home is currently managed by Fife Council Health and Social Care Partnership and caters for a small group of adults with specific needs. This group has been using the asset as a day care centre, five days a week from 9am to 3pm, occupying and using just a few rooms. Our understanding is that the day care centre is in the process of closing and will be transferring its operation to Tayport |

**Section G - Local and National Outcomes**

**LOCAL AND NATIONAL OUTCOMES**

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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. |
| **Opportunities for all**  At Forgan Arts Centre, we exclusively try to recruit tutors and individuals from the community, to ensure we stay grounded and local and maximise employment opportunities for local artists and craft people. Our support of local groups facilitating assisted learning in adults also promotes the offering of accessible opportunities and our classes are open to all ages and generations and abilities. Our Outreach workshops with Assisted Learning Groups, those looking to return to work, and youth participation workshops have been a great success and the benefits have shone through in feedback from the group organisers and our service users.  Whilst we try to provide as many opportunities as we can for these groups, we are limited by lack of availability in our timetable to offer these ‘in house’ and many of the groups require the purpose orientated and safe space that we provide at the Centre when hosting the sessions. In our current location whilst we are open to all, not everyone can gain access to the centre, whether that be lack of suitable availability, its location on the outskirts of town, or due to sub optimal public transport in the centre’s rural hinterland, or lack of disabled access. Moving to Leng Home will mean that these barriers will be lowered to those who want to participate in the FAC as appropriate facilities are in place to meet a wide variety of special needs and disabilities. Further opportunities in volunteering and employment will also be open to all who wish to access them.  **Thriving Places**   * As there have been extensive housing developments in Newport on Tay / Wormit recently, we would aim to service the extra people in the area, providing classes, wellbeing, creative childcare and Carers relief through a variety of activities and projects at the Centre. * We would continue to offer and expand activities and Outreach that would use any public money in an efficient and productive way. * Utilising the greenspace and being able to teach families and underserved groups how to grow your own vegetables, how to upcycle etc. This will in turn help the Community to be more energy efficient and promote zero waste. Renewable energy is something that we plan to implement in the future at Leng home, with help from relevant funding streams and from the community itself. These areas also give back to the Community through self-empowerment. * We would hope that the Council would be able to utilise our grounds and dynamic range of activities, working with us to further invest in their invaluable CLD projects. * **Inclusive growth and jobs** * As previously mentioned, we will look to recruit staff and volunteers from the area, and where possible invite people to work with us with internships or skills banking where we can help remove barriers that some people face when looking for work. * Our Outreach work with the Councils 16+ group already touches on an example of the importance of this work, where young people attend the group to learn new skills, gain confidence in themselves and perhaps find a route that will lead them to work. In the interim, the young people still receive their EMA allowance, which is crucial to them not becoming isolated and being able to travel, socialise and continue to learn and advance themselves. * Our broad range of offerings at Leng home should mean that there will be a subject or group that will be of interest to most people, so volunteering or finding an access point to learning and skills development will be possible. Continuing to work closely with the Council, we would hope that we will be able to provide placements for people coming from CLD programmes, in which they might find an interest or opportunity to further themselves at FAC based in the new premises, where these aspirations can be realised. * **Community led services** * Consultation with the Community shapes our classes, workshops and activities and a move to Leng Home would see this increase enormously due to the opportunities that the building and grounds would offer the Community. We aim to embrace a grass roots community, bringing people and partnerships together to tackle underlying difficulties in the area through our activities and Outreach groups. * We will work closely with the neighboring Skate Park and schools, and plan to host intergenerational projects that have proved beneficial to both young and elderly participants. We plan to engage with Men’s Shed groups (as one example), putting together community led projects to build relations early with troubled teens and for adults who perhaps feel they don’t have a place in the Community, sharing stories and life lessons through active participation. * The same principles can be applied to many of our Community plans, including the growing and cooking classes as well as drop-in workshops. We have a CLD officer who regularly attends our Committee meetings, and will continue to take advice from our officer on projects, programmes or unique community groups/individuals that have been identified as needing support or that could benefit in any way from our work. |
| How will the proposal impact on the Council’s own delivery of services? |
| We do not deliver any services that the Council already provides but we DO help the Council to deliver some of their projects, namely 16+ & 1st Steps.  We also provide services for other organisations that the Council would Support, such as Options in Life and Sunshine Kitchen. We see our role in the Community to provide services which are beneficial to all but currently not available.  We compliment the work of the Council and Community and Government, such as the NHS by providing well-being through our services. Our classes create a variety of wellbeing experiences for our users and visitors. Where the Council provides a service project to the community, Forgan Arts Centre can play a pivotal role in the delivery of the relevant activities. E.g. Metal work, creating ceramic pots from coils, How to cut and print with lino.  **Forgan Arts’ existence helps to alleviate, compliment and complete certain programmes run by the Council and other organisations and we anticipate that this partnership**  **model will only increase in coming years.** |
| Demonstrate how the proposal will contribute to national priorities (refer to National Priorities). |
| Sixteen National Outcomes describe what the Scottish Government wants to achieve over the next ten years, articulating more fully the Government’s purpose. The following table indicates how FAC believes it contributes to these priorities in delivering this project to transfer, translate and amplify the last 42 years of successful community service provided by the Forgan Arts Centre into a new future at Leng Home.   |  |  | | --- | --- | | **National Outcomes** | **FAC Contribution** | | We realise our full economic potential with more and better employment opportunities for our people | Relocating FAC to Leng Home will open up new local employment opportunities and provide support for people to get back into work via council initiatives | | We are better educated, more skilled and more successful, renowned for our research and innovation | FAC offers further education and supports creativity which is the bedrock for innovation and inspiration for research | | Our young people are successful learners, confident individuals, effective contributors and responsible citizens; our children have the best start in life and are ready to succeed | FAC supports the Curriculum for Excellence by offering activities and opportunities that schools often struggle to provide which feeds into improving resilience and builds self-confidence as part of an all aware nation | | We have tackled the significant inequalities in Scottish Society | FAC will be able to offer access FOR ALL to the creative arts, education, heritage, culture and wellbeing | | We have improved the life chances for children, young people and families at risk | Working with the social enterprise OPTIONS IN LIFE, FAC provides a safe space to deliver its support in partnership | | We live our lives safe from crime, disorder and danger. We live in well designed, sustainable places where we are able to access the amenities and services we need | From Leng Home, FAC can provide the whole community – from child to youth to aged – with a focus, a place to be that offers services and amenities to improve community spirit and leads to lower crime. | | We have strong resilient and supportive communities where people take responsibility for their own actions and how they affect others | FAC will provide a community hub with shared spaces to enable people to come together and through shared experiences and activities improve the community as a whole | | We value and enjoy our built and natural environment and protect and enhance it for future generations | In taking over Leng Home the FAC will be regenerating and revitalising an historic community property and its greenspace, protecting it from demolition or being built on for development causing the community to lose an invaluable asset and the benefits it can deliver | | We reduce the local and global environmental impact of our consumption and production | Through implementation of green, renewable and sustainable operations and management of Leng Home, combined with practical classes on reuse, recycling, upcycling the FAC will lead by example | | Our people are able to maintain their independence as they get older and are able to access appropriate support when they need it | FAC supports this by providing a place to be, a focus for activity, opportunity to interact and share experience across generations | | Our public services are high quality, continually improving, efficient and responsive to local people’s needs | Due to austerity it has been increasingly difficult for the council to provide services that are not seen as essential, FAC will provide public services via its social enterprise activities and involvement in relevant schemes such as Back to Work |   **Growing children deserve the best start in life-** we would like to work to introduce messy play sessions, mothers relaxing in café/tea area, child and parent cooking classes from a young age, growing veg together, holiday play clubs for family and for children to attend on their own and to continue having forestry school activities in the grounds.  We would look to **tackle inequalities** through low income places, garden to table classes (grow & cook) to equip people with the knowledge of how to grow and cook to a budget, financial skills classes : how to upcycle, build, recycle, reuse, repair, skill share, time banking etc.    Currently we have an elderly sewing group who enjoy organising events, creating products, setting targets and executing our annual Christmas fayre. We intend to expand our social groups and aim to invite the Community here for **intergenerational activities** that benefit everyone. |

**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. |
| In addition to the required information in the form of Appendices we also include the following  Letters of support  Impact Case studies  Public & Community Consultation  Tutor Consultation  Press Article  Community Enterprise Interim Report  FAC is currently working with Community Enterprise and COSS/DTAS on further Consultation, Business Plan, Funding and Feasibility Study.  Throughout this process we have regularly communicated with our members and community (stakeholders) via direct interaction and posters at the centre, email, website and social media. Regular contact with advisory, supportive and partner organisations has been maintained and indeed expanded. |

**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 01.04.2020

Senior Director/Trustee/Committee Member

Name… Committee Member (former Secretary) Date………01.04.2020

Person submitting the application…

Name… (Centre Coordinator) Date…01.04.2020

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)***.***

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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.