

# Community Asset Transfer

## Application Form

The purpose of Northumberland County Council's community asset transfer policy is to give eligible organisations the opportunity to take over the ownership either through a freehold transfer or the granting of a lease, those buildings that Northumberland County Council has deemed as surplus to the organisation's needs. The following 'Application Form' seeks to capture the information necessary to enable Northumberland County Council to make a decision regarding the suitability of an eligible organisation to be considered for a transfer of an asset.

Once completed please return the application form to:

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### Section 1: About the property to be nominated

|                     |  |
|---------------------|--|
| Name of Property    |  |
| Address of Property |  |
| Postcode            |  |

### Section 2: About your Community Organisation

|                          |  |          |  |
|--------------------------|--|----------|--|
| Name of Organisation     |  |          |  |
| First Name:              |  | Surname: |  |
| Position in Organisation |  |          |  |
| Email Address            |  |          |  |
| Address                  |  |          |  |
| Postcode                 |  |          |  |
| Telephone:               |  | Mobile:  |  |

### Section 3: Status of your organisation

|                          |                                       |                          |                                |
|--------------------------|---------------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Constituted Community/Voluntary Group | <input type="checkbox"/> | Parish/Town Council            |
| <input type="checkbox"/> | Neighbourhood Forum                   | <input type="checkbox"/> | Un-constituted Community Group |

|  |                                |  |                            |
|--|--------------------------------|--|----------------------------|
|  | Industrial & Provident Society |  | Community Interest Company |
|  | Company Limited by Guarantee   |  | Charity                    |

#### Section 4: Governance

|                                    |      |
|------------------------------------|------|
|                                    | Year |
| When was your organisation set up? |      |

|   |     |    |
|---|-----|----|
|   | Yes | No |
| Does your organisation have a written constitution, governing document or set of rules? |     |    |

|  |  |                      |  |
|--|--|----------------------|--|
| How many people are involved in your organisation? |  |                      |  |
| Management committee                               |  | Paid staff full-time |  |
| Paid staff part-time                               |  | Volunteers           |  |

|   |     |    |
|---|-----|----|
|   | Yes | No |
| Does your organisation have an equal opportunities policy, and has this policy been adopted at an Annual General Meeting? |     |    |

|   |  |                    |  |                        |  |
|---|--|--------------------|--|------------------------|--|
| Please mark which of the following insurance cover your organisation holds and provide levels of cover? |  |                    |  |                        |  |
| Public Liability  |  | Employer Liability |  | Professional Indemnity |  |

#### Section 5: Financial Stability

|   |  |                       |  |
|---|--|-----------------------|--|
| What was your turnover on the last two years? |  |                       |  |
| Year ending 2012/2013                         |  | Year ending 2011/2012 |  |

|  |  |
|--|--|
| Please provide copies of your audited Financial Accounts for the last two years. |  |
| Financial Accounts <i>(tick to confirm attached)</i>                             |  |

|  |     |    |
|--|-----|----|
|  | Yes | No |
| Has your organisation met all its obligations to pay its creditors and employees during the past year? |     |    |

If the answer to the above question is no, please explain why not:

#### Section 6: What is the purpose and main activities of your organisation

## Section 7: Executive Summary

No more than 1 side of A4. Note – this is your opportunity to demonstrate your business case and justify why you want to take this asset, and what developments you plan for this asset.

## Section 8: Relevant Experience

This is to demonstrate that you have experience in running an asset and/or managing a project. This section exists to give you a chance to prove that you understand governance and financial management, along with insurance and liabilities. You should show how your organisation plans/runs/manages a project and how you assess the viability of a project and respond to changes that might occur during the process. You may wish to demonstrate your experience in raising funding and managing policies.

Policies we would expect to see include: Health and Safety, Equalities and Diversity, Financial Management and Reserves policy, Declaration of Interest, Safeguarding Policy (if appropriate), Risk Management.

## Section 9: Promoting the Asset

What are your plans to advertise and generate community interest in the asset?

## Section 10: What are the Community Benefits

If you are successful in securing the land/building, what would be the social and economic benefits to both the local community and wider Northumberland? Please provide evidence of need, and details of any consultation or engagement undertaken.

### Section 11: Evidence of Need

Please provide any surveys, research etc. In order to evidence a genuine need for the service/asset.

### Section 12: Future Use

If you were successful in securing this property, what would your organisation use this building/Land for? (Please give as much information as possible)

### Section 13: Risk of displacing current activity and undermining existing services

Are there any other organisations delivering what you are planning in the area, if so please give details of discussions on collaboration and on how your proposal will complement existing activity.

### Section 14: Boundary of Property

What do you consider to be the boundary of the property? Please give as much detail as possible (if possible, please include a plan).

### Section 15. Risk Assessment

Please complete a risk assessment for the project, including how you plan to mitigate these risks?

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**Section 16: Supporting Information for Nomination**

Please provide any additional information concerning your application including were appropriate evidence of any funds secured to finance the project.

**Section 17. Finances**

Please show the financial projections for the next 3 years by completing the following cash-flow forecast. You should increase your costs by 3% each year. If you are a Parish/Town Council you should demonstrate how the budget will be managed within your overall budget. What are your plans for covering any deficit? You should demonstrate how you will build a maintenance reserve?

|                          |                                       |        |        |
|--------------------------|---------------------------------------|--------|--------|
| <b>Name of Building:</b> | <i>[insert name of building here]</i> |        |        |
|                          | Year 1                                | Year 2 | Year 3 |

| <b>Income</b>  |  |  |  |
|--|--|--|--|
| Room Hire  |  |  |  |
| Membership Fees  |  |  |  |
| Fundraising/Grants   |  |  |  |
| Parish Councils  |  |  |  |
| Other <i>[please specify, insert additional lines as required]</i> |  |  |  |
| <b>Total Income for Year</b>                                       |  |  |  |

| <b>Expenditure</b> |  |  |  |
|--------------------|--|--|--|
| Electricity        |  |  |  |
| Gas/Oil            |  |  |  |

|   |  |  |  |
|---|--|--|--|
| Water   |  |  |  |
| Rates   |  |  |  |
| Insurance   |  |  |  |
| Compliance Testing  |  |  |  |
| Licences  |  |  |  |
| Administration Cost   |  |  |  |
| Marketing /Promotion codes                                  |  |  |  |
| Stationary  |  |  |  |
| Cleaning Materials  |  |  |  |
| Staff-Wages   |  |  |  |
| Staff- Employers NI/Pension                                 |  |  |  |
| Repair & Renewals   |  |  |  |
| Building Maintenance  |  |  |  |
| Sundry Expenses   |  |  |  |
| Bank Charges  |  |  |  |
| Other [please specify, insert additional lines as required] |  |  |  |
| <b>Total Expenditure for Year</b>                           |  |  |  |

|                            |  |  |  |
|----------------------------|--|--|--|
| <b>Net Surplus/Deficit</b> |  |  |  |
|----------------------------|--|--|--|

**Section 18. Details of additional documents submitted in support of the application (insert additional lines as necessary)**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

**Section 19. Declaration**

I confirm that I have the authority to submit this nomination on behalf of the relevant body and that to the best of my knowledge the information contained in the application is complete and accurate.

|                              |  |
|------------------------------|--|
| Signed                       |  |
| Position in the organisation |  |
| Dated                        |  |

#### Scoring methodology for weighted questions out of 3

|          |  |
|----------|--|
| <b>0</b> | Response does not meet criteria and/or is unacceptable   |
| <b>1</b> | Response partially meets requirements but contains material weakness, issues or omissions and/or is inconsistent |
| <b>2</b> | Response fit for purpose. Good in many respects. No significant weaknesses, issues or omission                   |
| <b>3</b> | Response meets criteria to exceptional standard. Robust and detailed in all material respects. Minimal omissions |