

Community Asset Transfer and Business Case Application Form

Version 3 March 2015

Reference Number :(for office use only)

Expression of interest approved

Name of officer

Date

Please read through the guidance notes below before you start to fill in this form. It has been designed so you can provide the standard information we need to assess your application. Your answers should show that have thoroughly considered every aspect of your proposal. The council is unlikely to consider proposals that have not had expression of interest approval.

Before you fill in this form please make sure that both your organisation and your proposal can meet **ALL** the criteria set out in the **Community Asset Transfers Policy Position and Guidance Document**. If your organisation or your proposal cannot does not meet all of the general criteria then it is unlikely we will consider your application.

It is vital your proposal contributes to the council's priorities, the Cumbria Community Strategy which focus on better outcomes for the people of Cumbria and has the support of the community in which it is based/serves. Sustainability for your service delivery and therefore asset use is also a key element.

Please provide us with as much detail as you can, particularly on how the transfer of the asset will bring benefits to the both the wider community and community it currently serves. Once your application has been received a named council officer will be appointed as your contact throughout the application process

Please provide us with as much detail as you can, the boxes on the form expand to fit the content so that you can do this. Tell us how the transfer of the asset will bring benefits to the both the wider community and the community it currently serves. Once your application has been received a named council officer will be appointed as your contact throughout the application process.

We would prefer to receive proposals electronically, but will accept hard copies by post where necessary. If you have any queries, please contact

Allerdale – Lizzy Shaw 01900 706189 lizzy.shaw@cumbria.gov.uk

Barrow – Tracey Ingham 01229 407578 tracey.ingham@cumbria.gov.uk

Carlisle – Ted Thwaites 01228 226747 ted.thwaites@cumbria.gov.uk

Copeland – Gillian Elliot 07966 116941 gillian.elliott@cumbria.gov.uk

Eden – Paul Dodson 07875 340594 paul.dodson@cumbria.gov.uk

South Lakes – Karen Johnson 01539 713157 karen.johnson@cumbria.gov.uk

Contact Details

Describe the asset for which transfer is request (e.g. playing field, retail unit, community hall, residential property, office building, farm building, agricultural land, industrial unit etc.)

Name of Organisation

Person to be contacted regarding this application

Address

Post Code

Is this the same address as the asset you are applying for transfer? If no please give address and postcode

Telephone Number

Email address

Organisation Profile

Are you a voluntary and community sector organisation which is a legal entity, or a legally constituted through a consortia agreement?

What type of organisation are you? (E.g. a registered charity, community interest company or charitable incorporated organisation, a not for profit company etc.)

When was it established?

Your charity registration number is

Is your organisation a branch of or affiliated to a national or regional organisation? If yes please give details here including contact name, address and charity registration number.

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How many people are involved in running your organisation/group?

Board/ committee members/ trustees

Paid employees: full time

Paid employees: part time

Volunteers

Please list below who has responsibility in your organisation for

Finance	Legal Compliance	Insurance
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Health & Safety	Operations	Equality & Diversity
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Business Continuity	Human Resources	

Organisation/Group aims and objectives.

Describe your organisation/group's main aims, objectives and activities

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Legal Compliance

Please confirm that, to the best of your knowledge, the organisation named above is not in breach of the provisions of Regulation 23(1) of the Public Contracts Regulations 2006 as summarised below.

The organisation (or its directors or any other person who has powers of representation, decision or control of such organisation) has not been convicted of any of the following offences:-

Conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA; or	YES/NO (Delete as appropriate)
Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; or	YES/NO (Delete as appropriate)
The offence of bribery; or	YES/NO (Delete as appropriate)
<p>Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:-</p> <ul style="list-style-type: none"> the offence of cheating the Revenue; or the offence of conspiracy to defraud; or fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; or fraudulent trading within the meaning of section 458 of the Companies Act 1985; or defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; or an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or destroying defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968; or 	YES/NO (Delete as appropriate)
Money laundering within the meaning of the Money Laundering Regulations 2003; or	YES/NO (Delete as appropriate)

Any other offence within the meaning of Article 45(1) of the Public Sector Directive.	YES/NO (Delete as appropriate)
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If you are unable to confirm any of the above, please give details below, including any action taken to resolve the situation.

Please confirm the following statements or give details if you answer no to any of the questions.

The organisation (or its directors or any other person who has powers of representation, decision or control of such organisation) confirms that:-

Being an individual he is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear able to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state; or	YES/NO (Delete as appropriate)
Being a partnership constituted under Scots law it has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate; or	YES/NO (Delete as appropriate)
Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has not had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of the above procedures or is not the subject of similar procedures under the law of any other state; or	YES/NO (Delete as appropriate)
It has not been convicted of a criminal offence relating to the conduct of his business or profession; or	YES/NO (Delete as appropriate)
It has not committed an act of grave misconduct in the course of his business or profession; or	YES/NO (Delete as appropriate)
It has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established; or	YES/NO (Delete as appropriate)
It has fulfilled obligations relating to the payment of taxes under the law of	YES/NO

any part of the United Kingdom or of the relevant State in which the economic operator is established; or	<i>(Delete as appropriate)</i>
It is not guilty of serious misrepresentation in providing any information required of him under this regulation; or	YES/NO <i>(Delete as appropriate)</i>
In relation to procedures for the award of a public services contract, it is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member; or	YES/NO <i>(Delete as appropriate)</i>
Where applicable, it is registered with the appropriate trade or professional register(s) in the EU Member State where it is established (as set out in Annex IXB of Directive 2004/18/EC) under the conditions laid down by that Member State.	YES/NO <i>(Delete as appropriate)</i>

Insurance

Please provide details of your current insurance cover and confirm your intentions should the transfer application be successful

Public liability

Employers liability

Property/contents

Financial Information

What was your turnover (income) in the last two years (if this applies)?

£ for year ended __ / __ / ____	£..... for year ended __ / __ / ____
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Has your organisation met all its obligations to pay its creditors and employees during the past year?

YES/NO *(delete as appropriate)*

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

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What is the name and branch of your bankers who could provide a reference?

Name	
Branch	
Contact Details	

If asked, would you be able to provide **at least one of the following?**

A copy of your most recent accounts, audited if applicable (for the last two years if this applies)

YES/NO <i>(delete as appropriate)</i>
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A statement of your turnover, profit & loss account and cash flow for the most recent year of trading

YES/NO <i>(delete as appropriate)</i>
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A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position

YES/NO <i>(delete as appropriate)</i>
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Health and Safety

You agree to ensure that all your staff and volunteers will comply with all relevant health and safety legislation.

Signed	
Name	
Position in Organisation	
Date	

Please provide an up-to-date copy of your health and safety policy. If you don't have a health and safety policy please explain why.

Equality & Diversity

Does your organisation comply with its legal obligations relating to the following?

Race	YES/NO <i>(delete as appropriate)</i>
Sex or sexual orientation	YES/NO <i>(delete as appropriate)</i>
Disability	YES/NO <i>(delete as appropriate)</i>
Age	YES/NO <i>(delete as appropriate)</i>
Religion or Belief	YES/NO <i>(delete as appropriate)</i>
Gender reassignment	YES/NO <i>(delete as appropriate)</i>
Marriage and Civil Partnership	YES/NO <i>(delete as appropriate)</i>
Human Rights	YES/NO <i>(delete as appropriate)</i>
Pregnancy and Maternity	YES/NO <i>(delete as appropriate)</i>
NOTE TO ORGANISATION: You must keep up to date with relevant changes in legislation.	

Do you have policies in place to ensure that you as an employer and as a service provider comply with your statutory obligations under the equality legislation, which applies to Great Britain, or equivalent legislation in the countries in which you employ staff?

YES/NO *(delete as appropriate)*

If the answer is **NO** please explain why.

In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?

YES/NO *(delete as appropriate)*

If the answer is YES please provide full details.

In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC), Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?

YES/NO *(delete as appropriate)*

If the answer is YES please provide full details.

In the last three years, has any contract with you or your firm been terminated on grounds of your failure to comply with legislation prohibiting discrimination?

YES/NO (delete as appropriate)

If the answer is YES please provide full details.

Aims and objectives of your proposal

The council expects an outline the current and proposed use of the building and how the asset transfer would enable and enhance the activities within the community.

Proposals should:

- *Demonstrate that the asset will continue to support community and voluntary activities within the area and protect the use of the facility by other voluntary organisations;*
- *Outline the future opportunities for enhancing the use of the asset as a community facility that transfer would bring;*
- *Identify opportunities for using the assets to develop and provide new and innovative services, which may be linked to current council service provision*

Need and support

How do you know that there is a need for this proposal (activity) and how can you demonstrate wider community support?

What happens if this proposal is unsuccessful?

Please explain what, if anything will happen if this proposal is unsuccessful?

Council Plan Priorities and Community Strategy Outcomes

This section must show how the proposal will deliver on the Council Plan priorities - *To safeguard children, and ensure that Cumbria is a great place to be a child and grow up; To enable communities to live safely and shape services locally; To promote health and wellbeing, and tackle poverty; to protect and enhance Cumbria's world class environment; To provide safe and well maintained roads and an effective transport network; To promote sustainable economic growth, and create jobs; To support older and vulnerable people to live healthy and independent lives and to be a modern efficient council and Community Strategy Outcomes – Safe, strong and inclusive communities; Health & Wellbeing throughout life; a Sustainable & Prosperous economy; Effective connections between people and places and World Class Environmental quality.*

NOTE – YOU ONLY HAVE TO DEMONSTRATE WHICH OF THE PRIORITIES AND OUTCOMES YOU WILL DELIVER WITH YOUR PROPOSAL

Sustainability

This section needs to demonstrate that once your organisation takes on the asset it will be able to keep up the running costs, maintenance requirements and any improvements needed for future use. It is necessary to show that the organisation has a sound long term business plan in place with realistic financial projections to cover income requirements for all organisational costs. Please include a copy of the Business Plan with this submission. The council reserves the right to seek confirmation of funding streams.

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20. Declaration of interest

The staff and/or councillors of Cumbria County Council must declare any relationships or interests with individuals or organisations who apply for an asset transfer. This will include any elected members or members of staff who are trustees of the apply organisation. Please list below

Name:
Nature of relationship:
Name:
Nature of relationship:
Name:
Nature of relationship:

Data Protection

The information on this form will be processed by or for Cumbria County Council. We may hold the information you give us on computer and use it for statistical purposes. We may provide copies of the information to other individuals or organisations in helping us assess applications.

We confirm that to the best of our knowledge and belief, all of the information provided in this proposal form is true and correct, and that we will inform the council immediately of any changes to the information provided.

We also confirm that the proposal in the application falls within the objects and powers of the constitution or Memorandum and Articles of Association (where applicable)

Name:	Name:
Position:	Position:
Signed:	Signed:
Date:	Date:

Your completed proposal form can be emailed or a signed hard copy sent to the contacts below:

Allerdale

Lizzy Shaw – Area Manager

lizzy.shaw@cumbria.gov.uk

Environment & Communities | Cumbria County Council
2nd Floor / Workington Library / Vulcan's Lane / Workington / CA14 2ND

Barrow

Tracey Ingham – Area Manager

tracey.ingham@cumbria.gov.uk

Environment & Communities | Cumbria County Council
Nan Tait Centre | Abbey Road | Barrow in Furness | LA14 ILG

Carlisle

Ted Thwaites – Area Manager

ted.thwaites@cumbria.gov.uk

Environment & Communities | Cumbria County Council
The Courts | Carlisle | CA3 8NA

Copeland

Gillian Elliot – Area Manager

gillian.elliott@cumbria.gov.uk

Environment & Communities | Cumbria County Council
Cleator Moor Council Centre | The Square | Cleator Moor CA25 5AP

Eden

Paul Dodson – Area Manager

Environment & Communities | Cumbria County Council
Penrith Community Fire Station | Penrith | CA10 2FA

South Lakeland

Karen Johnson – Area Manager

karen.johnson@cumbria.gov.uk

Environment & Communities | Cumbria County Council
County Offices | Busher Walk | Kendal | LA9 4RQ