**COMMUNITY ASSET TRANSFER**

# **CAT Application with Business Plan**

Now that you have been invited to complete the CAT Application, we would like to understand more about your plans for the asset. You must give clear robust evidence that you are ready tomanage the asset safely over the long term and deliver the outcomes of the Community Asset Transfer.

The purpose of this application is to ensure your organisation is ready to take on the asset within a reasonable timetable to enable a smooth, safe and sustainable transfer.

For this application you will need to:

* Complete the Business Plan template
* Complete the financial summary template
* Complete the risk assessment template
* Provide a copy of your community needs assessment

**NB:** We will accept your application in a different format as long as you provide **ALL** the required information as requested in the above documents.

The Community Asset Transfer Toolkit has information on what you need to think about for each section.

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| --- | --- |
| **Name of Organisation** |  |
| **Name of Asset** |  |

Bedford Borough Council has introduced a fair and transparent framework to support its Community Asset Transfer process. Please note that by completing this form you are agreeing for your organisation’s name to be used by the council for the purposes of publishing the status of your application. This is so your application can be publically tracked online throughout the process.

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| --- | --- | --- | --- | --- | --- | --- |
| Your organisation and its governance (See section 1 of Toolkit) | | | | | | |
| 1.1 Your organisation’s name and address: | | | | | | |
| Name of your organisation |  | | | | | |
| Address |  | | | | | |
| Postcode: |  | | | | | |
| 1.2. Main contact for this expression of interest  This must be someone who is authorised to represent your organisation, who can talk about your expression of interest and can be contacted during standard office hours (i.e. 9am to 5pm, Monday to Friday) | | | | | | |
| First Name | | Last Name | | | Role in organisation | |
| Phone numbers   * Landline: * Mobile: | | | | | | |
| Email address |  | | | | | |
| (Email is our preferred method of contact if we have any queries about your application. Please make sure that you give an email address that is checked daily) | | | | | | |
| 1.3 Are you working in partnership with another organisation? Yes No  **If ‘Yes’ please give their details below and provide joint answers to the remainder of questions where appropriate.** | | | | | | |
| Name of partner  organisation |  | | | | | |
| Address |  | | | | | |
| Postcode |  | | | | | |
| 1.4 Please tell us what type of organisation you are (tick all that apply, for your organisation and your partner if relevant) | | | | | | |
| Type | | | Please  tick | Type | | Please  tick |
| Parish/Town Council | | |  | Co-operative | |  |
| Charity  Registration No. | | |  | Partnership | |  |
| Company Ltd by Guarantee  Registration No. | | |  | Constituted Voluntary Group | |  |
| Community Interest Company (CIC)  Registration No. | | |  | Newly formed group for asset transfer | |  |
| Charitable Incorporated Organisation (CIO) | | |  | Other please specify | |  |
| 1.5 Tell us about your governance process e.g. committee/management board and how often you meet to make decisions including day to day and financial  Briefly describe using bullet points | | | | | | |
| 1.6 Does your governing document allow you to hold and operate property?  YES NO  If ‘No’ how will you change this? | | | | | | |
| 1.7 Please submit the following documents (please tick to confirm):-  \*\* Governing document  \*\* Equal Opportunities policy/ statement  (if this is included within your Governing document please tick here )    \*\* Safeguarding vulnerable people policies  \*\* Health and safety policy  \*\* If you have received a grant from Bedford Borough Council or The House of Industry in the past 3 years we most likely have some of these documents on file. By ticking this box you agree these documents can also be used for your CAT application | | | | | | |

**BUSINESS PLAN TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **Summary** | | |
| Please provide a simple outline describing:   * your objectives * proposed programme for delivery * how you will deliver innovation * proposed impact/benefits of the project * how you plan to manage the asset (including staff, volunteers) and, if relevant, information about how you will manage any refurbishment or extension of the asset * the financial offer you intend to make for the asset |  | |
| **Section 1 - Your organisation** | | |
| Please provide evidence of the track record of your organisation in delivering similar projects. If you are submitting a bid in partnership with another organisation then please submit evidence of their track record as well (for example annual reports, information about successful grant applications, expressions of support from partners or service users) | |  |
| Please provide details of any accreditation your organisation (and partners if appropriate) has or is working towards | |  |
| **Section 2 - Your plans for the asset** | | |
| Please describe how you plan to use the potential space and how you will join up services and activities with other organisations. If you have obtained professional advice in relation to your proposal please provide a copy | |  |
| 2.1 Please state your financial offer and any conditions attached to it. (NB: BBC are inviting ‘offers in the region of’ so if you are submitting a ‘lower’ bid please provide your reasoning behind this. Please be aware that the Council may choose to negotiate with you on your bid and reserves the right (1) to accept a lower bid when taking into consideration the broader economic, environmental, social and well-being benefits being put forward with any individual bidders` proposals; and (2) not to accept any bids at all). | | |
| 2.2 If you intend to bid for more than one asset, and this application forms part of your bigger plan, please give details. | | |
| **Section 3 - Community involvement & increasing use** | | |
| Summarise key findings from your community needs assessment and attach a separate copy of the full document | |  |
| **Please provide a copy of your full community needs assessment** | | |
| Please describe:   * What local needs the project is responding to i.e. who will benefit? * How many will benefit in the first year? e.g. community groups, local people | |  |
| Please describe how you will promote what you offer to local residents | |  |
| **Section 4 – Inclusion, diversity and social cohesion** | | |
| How will you be inclusive, enhance opportunity, challenge discrimination and foster a sustainable community? | |  |
| **Section 5 - Your organisation’s finances** | | |
| **Please provide a copy of:-**  Last three years annual accounts (audited, inspected accounts or current statement of accounts)  If your organisation is less than a year old please submit a recent bank statement dated within the last 3 months  Reserves policy if it is not included within your accounts  NB: If you are a new organisation forming for the purposes of CAT please provide evidence that you are in the process of setting up a bank account | | |
| **Please also complete the separate finance template** | | |
| Please explain any assumptions you have made in your financial projections and your reasoning behind them e.g. pricing structure, capital expenditure, grants, funding, loans applied for/secured.  Please include a copy of your  Please also include information about the offer you intend to make. | |  |
| **Section 6 - Managing people** | | |
| How will staff and/or volunteers be involved in delivering the project? | |  |
| If you currently or plan to employ staff, please provide information relating to your HR policies. | |  |
| **Part 7 - Planning for the future** | | |
| Do you have plans to improve or modify the asset? If so, please describe them and tell us how you will deliver these plans | |  |
| Please tell us about your longer to medium term plans. For example will you work with other partners? How will you develop new and innovative services? | |  |
| **Risk management**  Your proposals must show that you have considered **the key risks, their likelihood (of occurrence i.e. high, medium, low) and how they will be managed**.  Please include a description of any liabilities and how they will be managed | | **Please complete the separate risk assessment template in Appendix 7 (see Section 8 of the CAT Toolkit)** |
| **Monitoring and evaluation.**  Please describe how you will monitor and evaluate your work, considering:   * How do you know your procedures work and standards are maintained? * How do you monitor and address complaints, incidents and emergencies on a regular basis? * What will you do if things are not going to plan? * Long term how will you know you have been successful? | |  |
| **Part 8 – Additional information** | | |
| Is there any additional information you feel we should know? | | |
| **Legal information and declaration**  **Data Protection**  Under Data Protection regulations (GDPR) Bedford Borough Council needs to inform you of the reasons why we are capturing your data and what we will do with your data. Any personal data collected and/or processed under this policy/procedure will be dealt with in accordance with Data Protection Legislation and the Council’s Data Protection Policy. Data is held securely and accessed by and disclosed to individuals only where relevant to this policy/procedure.  To find out more information on this follow the link below. View the Council’s current Privacy Notices at [www.bedford.gov.uk/gdprprivacy](http://www.bedford.gov.uk/gdprprivacy).  **Freedom of Information Act**  The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, applicants for community asset transfers, contractors and people making a complaint.  If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.  **Declaration**  This application is submitted on behalf of the organisation named in Q1.1 which the contact named in question Q1.2 is duly authorised to represent. The information given is correct to our knowledge.  **We have read the legal information & declaration** (please tick) **Date :** | | |

## Please email your completed application form to:[property@bedford.gov.uk](mailto:property@bedford.gov.uk)