

**Community Asset Transfer**

**Stage 2 – Full Application\Business Plan**

Your organisation has been successful at stage 1, and has now been invited to complete Stage 2 of the submission of a full application/business plan; the Council would like to understand more about your plans for the use of this asset. You must give clear robust evidence that you are ready tomanage the asset appropriately, safely over the lease term, whilst delivering community benefits to the residents of the locality. If you require this document in an alternative format or language, please contact [communityassetmanagement@walsall.gov.uk](mailto:communityassetmanagement@walsall.gov.uk) or call 01922 658338.

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| **Name of Organisation** |  | | | |
| **Name of Asset(s)** |  | | | |
| **Reference Number** |  | | | |
| **Main Contact Name** | | |  | |
| **Your Role in the Organisation** | | |  | |
| **Contact address & Postcode** | | | | **Email address:**  **Telephone:** |
| * Are you working in partnership with another organisation? Yes  No   If ‘Yes’ please provide their details below and complete the rest of the form from the perspective of both organisations. | | | | |
| Name of partner  Organisation | |  | | |
| Address | |  | | |
| Postcode | |  | | |
| Company registration number | |  | | |

**IMPORTANT PLEASE READ**

Your completed submission of the Full Business Plan and supporting documents must be emailed to the specific email address by the deadline date, both of which can be found on the website. Failure to return by this date will mean we cannot accept your application. This email address will be locked and unable to access until the deadline for Full Business Plans has passed and the Board are reviewing.

For general enquires about the Community Asset Transfer please email: [communityassettransfer@walsall.gov.uk](mailto:communityassettransfer@walsall.gov.uk). Please do not send your Full Business Plan to this email address as it may no longer be eligible as a result.

**For office use**

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| **Date application received by Walsall Council** | ……./……/……... |
| **Date of panel** | ……./……/……... |
| **Recommendation** |  |

For this Stage 2 of the application you will need to:

* Create a business plan using the headings identified on the evaluation criteria.
* Ensure each section of your business plan addresses the questions raised within the evaluation criteria.
* Attach any documents which confirm your organisations eligibility to secure external grant funding to support your application.

**Evaluation Criteria and Scoring Methodology**

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| **Executive Summary** | |  |
| Provide a brief summarising your proposal.  Ensure you clearly cover the below points within your executive summary   * Background to your organisation * Your proposals aims and objectives you are seeking to deliver and how it will be funded initially and ongoing. * The type of transfer sought and why * The legal structure of the organisation that will take forward your proposal if your organisation is successful i.e. will your organisation setup a new legal entity etc. | |  |
| Executive Summary  Proposal aims and objectives  How it will be funded initially and ongoing  Type of transfer sought and why  The legal structure of the organisation that will take forward your proposal if your  organisation is successful i.e. will your organisation setup a new legal entity etc | |  |
| **Note: Each section below will be scored using the specified weighting** | |  |
| **About Your Organisation** | **Criteria Weightings**  **(%)** |  |
| Describe your organisations vision, aim and objectives for the project, including the outcomes and benefits the project aims to achieve. | 5% |  |
| Explain why you consider the outcomes and benefits to be attainable? Your response will need to demonstrate how the project will support the Council’s Corporate priorities and local neighbourhood priorities. |  |
| What is your organisations future strategy for the asset? Is your organisation planning to develop a trading arm? Explain your plans and provide details? |  |
| **Management and Operation** |  |  |
| Outline your management structure for this proposal including their roles and responsibilities? | 15% |  |
| Provide details of your proposed operational staffing structure for the running of the asset? |  |

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| Describe how your staff, volunteers, collaborative partners will be managed. Who will be responsible for the day to day management and operation of the asset and the project finances? |  |  |
| Explain how you will use the asset. If the asset is to be used by the general public please provide details of the letting policy and opening and closing times? |  |
| Explain how you will manage repairs and maintenance of the building and equipment and address health and safety issues and ensure that deadlines for annual statutory compliance testing checks are completed on time? |  |
| What processes and procedures will be in place to record, monitor and address customer complaints, incidents and emergencies on a day to day basis? Provide details of your proposed complaints resolution process for this project? |  |
| **Property** |  |  |
| Provide an annual rent figure that your organisation is able to offer, including requirement for any rent free period. (The Scoring criteria will compare levels of rent proposed). | 10% |  |
| **Community Needs Assessment** |  |  |
| Summarise your results from any community needs assessment, market research your organisation has undertaken (including the methodology used, the results and the conclusion you have drawn from this). | 25% |  |
| Provide evidence that there is a need and demand for this proposal. Explain how your organisation will meet this demand. Who will be your target market? Who will be your key beneficiaries? |  |
| Explain how your organisation will ensure equality, inclusion, diversity and social cohesion is delivered through the use of the asset. Describe how barriers to participation will be addressed? |  |
| Giving consideration to Social Value show how your organisations proposal will secure wider social, economic and environmental benefits, for example;   * Employment opportunities – temporary, permanent, voluntary and how many? * Income generation * Health & wellbeing * Quality of life benefits * Community safety |  |
| **Project Plan** |  |  |
| Provide a 5 year plan project plan detailing the key activities, milestones, timescales and action leads for all phases | 10% |  |
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| **Marketing Plan** |  |  |
| Provide details of how you are proposing to advertise and generate community interest in the asset and the services provided? | 5% |  |
| **Financial Plan** |  |  |
| Provide an overview of the 5 year income and expenditure (cash flow projection)? | 20% |  |
| How will you generate income whilst ensuring overheads are covered? What level of profit are you expecting to make over the 5 years? Provide expected profit details for each year. |  |
| Provide details of any assumptions you have made in your financial projections and your reasoning behind them e.g. pricing structure, capital expenditure, grants funding, income applied for/secured? |  |
| Provide details of any start up funding you would require and the potential sources of this funding? |  |
| Provide details of any grants that are relevant to this business plan and an overview of any conditions associated with them? |  |
| What will be your strategy to fund raise? |  |

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| **Monitoring and Evaluation** |  |  |
| Provide information of how the proposed use of the asset in relation to the delivery of activities and services will monitored and evaluated. What mechanisms and systems will you put in place? | 5% |  |
| Provide details of fall-back arrangements that your organisation will put in place should the transfer prove to be not sustainable? |  |
| **Risk Analysis** |  |  |
| Provide details of the risks associated with your plan and how you intend to manage them i.e. the key risks, their likelihood (of occurrence i.e. high, medium, low). How will you manage any liabilities and how they will be managed)?  Please see separate risk register | 5% |  |

**Scoring System**

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| Score | Score Classification | Scoring Definition |
| 4 | Excellent | * Response meets the specification requirements * Significant level of evidence that specification objectives and requirements have been met * Significant Added Value and Innovation evident |
| 3 | Good | * Response meets the specification requirements * Good level of evidence that specification objectives and requirements have been met * Limited Added Value and/or some innovation evident |
| 2 | Satisfactory | * Response meets the specification requirements * Adequate, basic level of evidence that specification objectives and requirements have been met * No Added Value evident |
| 1 | Poor | * Response does not meet some of the specification requirements * Limited level of evidence that specification objectives and requirements have been met * No Added Value evident |
| 0 | Fail | * Response does not meet any of the relevant specification requirements * No evidence that specification objectives and requirements have been met * No added Value evident |

**Definitions**

Adequate – Acceptable, ample, sufficient quantity and/or quality evidence

Basic – Critical, vital, essential, key main, components

Good – Suitable, sufficient and favourable good quality evidence

Limited – Minimal, incomplete, partial, restricted, inadequate evidence

Poor – Limited, insufficient, incomplete, partial, gaps, inadequate quality evidence

Significant – Considerable, substantial, extensive meticulous high quality evidence

**Legal information and declaration**

## Data Protection Statement

Any information you provide on this form will be held by Walsall Council in accordance with the Data Protection Act 1998.  The information you have provided will be used for the purposes of monitoring your community asset transfer application.  Any personal details retained by the Council will only be used in conjunction with the organisation in a contact capacity and will not be forwarded to any other organisation except as a contact for the said organisation or where we are required to do so under a legal duty or for the purposes of the prevention or detection of crime or for the apprehension or prosecution of offenders.

## 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.

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| Declaration This application is submitted on behalf of the organisation named at the front of the full application\business plan. I am duly authorised to represent. The information given is correct to our knowledge.  **We have read the declaration (please tick)**  **Signature:**  **Post in Organisation :**  **Date :** |

**Business Plan Checklist:**

Please tick against all of the following documents you are submitting along with your Business Plan:

Governing documents

Health and safety policy

Equality statement

Child Protection Policy

Modern Slavery Statement

Vulnerable adult policy

Induction policy

Recruitment policy

Volunteering policy

Complaints process

Disciplinary process

Conflict of interest policy

Regular minute committee meetings

Business plan