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| Community Asset Transfer (CAT)Business Case proposal | logo placeholder |

## Some of the information can be taken from your Expression of Interest but will need to be expanded following any updates, changes, feedback, or further detail.

## Contact Information:

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| **Organisation Name** |  |
| Main Contact Name |  |
| Address |  |
| Post Code |  |
| Work Phone |  |
| Website Address |  |
| E-Mail Address |  |

## Reference:

Name of property/land, and confirm that it is eligible to be considered under the Community Asset Transfer Approach

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## Organisation Structure:

State type of organisation i.e. CIO, CIC, Charitable Company, Company Limited by Guarantee, Cooperative, Unincorporated Association/Group etc.

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| Company/Charity/Society Number (if applicable): |

## Board Members:

Trustee / Director –

Trustee / Director –

Trustee / Director –

Trustee / Director –

Trustee / Director –

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| Tell us a little about the board, their skills and knowledge: |

## History of Organisation:

### Overview, include your objects / purpose / charitable aims and objectives.

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## Planned use of building and/ or land.

### Detailed explanation of the activities to be provided from the property/ land.

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## Length of Lease required:

### Lease terms are usually starting at 25 years, up to 125 years. We know that funders may require long term, let us know what you feel comfortable with.

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## Repair and Maintenance obligations:

Usually any lease will be on full, repairing and insuring terms. What is the organisation willing to be obligated to; full repair and maintenance, road access, flood, utility services etc.

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## Rent free periods:

Is the organisation requesting any rent-free periods? If peppercorn, not applicable.

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## Break Clauses:

## Is the organisation needing any break clauses, as this could affect grant funding. Is it known if the Council is considering break clauses?

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## Skills and knowledge available within the organisation

### Outline the members of your group and their skills and knowledge relevant to the proposal.

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## Details of experience in delivering services/ activities within the local community.

### Provide details of track record, success stories, learnings in delivering activities.

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## Stakeholder Analysis

### List who in the local area will be benefit from your proposal. Is there competition? What challenges may you face and how would you overcome them? Do you need sponsorship, grant funding, other influence to deliver/ sustain your proposal? See further plan attached.

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## Market Research

### Have you considered gaining the view of local people that will benefit from your proposal? Consider the different methods of interacting with the local area, could you undertake a poll or opinion appraisal/ questionnaire that would support the need of the proposal?

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## Details of Community Need and Support

### Evidence of community and local ‘buy in’. Quotes, letters of support, survey findings, excerpts of conversations, local data that demonstrates a need.

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## Background research into the site, proposed use and restrictions, including knowledge of relevant legislation.

### Outline what you know about the property/ land. Have you visited site, think about the surroundings? (Park land, open space, type of property, adjacent neighbours etc.). Is there any specific legislation that needs to be adhered to for the site or activities you will be undertaking?

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## Other issues that may be relevant, i.e. TUPE

### This is more relevant when taking on a current service with employees, even within a certain time if that service is no longer operating. Think about whether the proposal is significant in needing resources that will no longer be provided by the Council.

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## Cash flow:

### Details of the proposed income and expenditure is required here for 3 years. You will not be held to account for this but have a think of how you will generate income (hiring, charging, grants and equally the expenditure associated with operating property/ land).

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## Capital and revenue resources:

### Linked to the above, there could be options of income and expenditure outside of a three (3) year cashflow. Have a think about other grants, sponsorship, crowd funding and if the proposal expands, fixed costs, staff, etc. Have you made any assumptions in your cash flow forecast, explain them if you have.

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## SWOT:

### Strengths, Weaknesses, Opportunities and Threats. What are they and how can you build on, overcome, seek out and maximise and compliment/ reduce them? Wherever possible identify something and then confirm how you are going to address it.

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## Risks and Opportunities:

### These are barriers/ challenges that you identify with your proposal and where you see a gap in the market for the need and how to grow your proposal. Note them all down and then revisit them once you explore in further detail, add new ones, and how you will overcome them.

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## Communications Plan:

### Linked to market research, this is who and how you will communicate your proposal. This could also include any proposed works you have outlined to the asset. Who and how will you share your proposal, requests for support, good news stories, activities with the community?

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## How do the community benefits of your organisation taking on the asset relate to the Council’s Priorities?

### Reference Strategic Priorities and Outcomes of NEL Council – Vision and Aims: [North East Lincolnshire Council vision and aims - NELC | NELC (nelincs.gov.uk)](https://www.nelincs.gov.uk/your-council/north-east-lincolnshire-council-vision-and-aims/) and relevant NEL Council Policies and strategies: <https://www.nelincs.gov.uk/your-council/policies-and-strategies/>

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## Cost Benefit Analysis:

### Use the Greater Manchester Combined Authority Research Team Cost Benefit Analysis - <https://www.greatermanchester-ca.gov.uk/what-we-do/research/research-cost-benefit-analysis/> The value of the asset included in your proposal will be provided by NEL Council. Include within the business case from the analysis, a copy of:

### Proposition summary

### Summary of outcomes and benefits used in the analysis

### Summary of costs used in the analysis (ensure aligned to cash flow forecast)

### Output metrics summary

### Support can be provided through [claire@nbforum.org.uk](mailto:claire@nbforum.org.uk)

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## Monitoring and Evaluation:

### How will your organisation regularly reflect on your Business Case proposal, how it has changed, how far you have come, what has gone well and not so well is invaluable to you. Continual engagement and challenges faced in the community and their needs will also assist if you approach the Council to discuss the activities you offer – i.e. change of use to support a gap in community provision.

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## Accounts:

### If you have been in operation for more than one (1) year, please provide your latest financial accounts. If you are a registered company or charity, you can provide a link to your accounts on the Charity Commission or Companies House websites.

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## Submission:

### Submission of this Business Case confirms that the organisation wishes to proceed with the Community Asset Transfer approach. This Business Case proposal may be subject to change as the community asset transfer and relevant negotiations evolve.

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| **Name (printed):** |  |
| **Signature:** |  |
| **Date:** |  |

## Further Information:

### Your organisation should have been invited to submit a proposal as a result of a successful Expression of Interest submission to NEL Council. If this is not the case, then please refer to the Community Asset Transfer Approach/ Toolkit and discuss your interest with a relevant Council Officer before proceeding.

### Once you have submitted the Business Case proposal it can be up to **30 days** before you receive feedback.

### The time taken to complete a Community Asset Transfer can fluctuate due to the negotiations and complexities of the asset.

Useful signposting for the applicant:

* Sector Support North East Lincolnshire Partnership can guide you through the process - this is a fully funded service. [https://www.sectorsupportnel.org.uk](https://www.sectorsupportnel.org.uk/)
* Code for leasing Business Premises - <https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/real-estate/code-for-leasing_ps-version_feb-2020.pdf>
* Ethical Property Foundation - <http://www.ethicalproperty.org.uk/>
* Locality - <https://locality.org.uk/services-tools/support-for-community-organisations/ownership-and-management-of-land-and-buildings/>
* MyCommunity - <https://mycommunity.org.uk/about-us>
* Plunkett Foundation - <https://plunkett.co.uk/>