

Community Asset Transfer

Application Assessment Matrix – For internal use only

| | |
|--|--|
| Date Application Received | |
| Names of Applicant Names of Applicant Organisation | |
| Details of Asset | |

Pre-interview checklist

| A | Have the following documents been attached to the Application | Yes/No | Any comment |
|----------|--|---------------|--------------------|
| 1 | Copy of Governing document(s) | | |
| 2 | Business Plan | | |
| 3 | Copy of audited/independently examined accounts for the organisations last financial year | | |
| 4 | Copy of the latest bank statement | | |
| 5 | Copy of minutes or letter confirming authority to signatory to submit Application Form on behalf of the organisation | | |

| | | | |
|-----------|---|--|--|
| 6 | Has the legal standing of the organisation been clearly defined and established? | | |
| 7 | Has the organisational management and staffing structure been clearly defined? | | |
| 8 | Has the organisation demonstrated it is a financially sustainable/viable? | | |
| 9 | Does the organisation have written procedures covering: <ul style="list-style-type: none"> • Recruitment & Induction • Training & Development • Health & Safety • Equality & Diversity • Safeguarding • Disclosure Barring Service Checks • Grievances/complaints? | | |
| 10 | Have the organisation any current insurance policies in place or been refused insurance cover? | | |
| 11 | Does the organisation hold an AGM or similar governance meeting | | |

The Business Case for Awarding Asset Transfer:

A score of 1 to 10 will be awarded by the assessors on responses/information provided by the Applicant to each criterion.

Inadequate Acceptable Strong

1 ————— 5 ————— 10

The Proposal

| A | Criterion | Score | Any Comments |
|---|---|-------|--------------|
| 1 | Are the Aims and Objectives of the organisation clearly defined and in accordance with the applicant's proposal? | | |
| 2 | Are the organisations clients/users a priority group for the Council? | | |
| 3 | Does the executive summary clearly define why the organisation requires the asset and what difference it will make to the organisation? | | |
| 4 | Does the proposal assist with the delivery of the Councils Corporate Strategy? | | |
| 5 | Does the proposal assist the Council with other objectives? | | |
| 6 | Does the proposal meet the specific criteria relating to this particular asset – as detailed in the advert for the asset? (This may not always be applicable) | | |

Community and Partnership Impact (involvement/consultation/working)

| B | Criterion | Score | Any Comments |
|----------|---|--------------|---------------------|
| 1 | Has the organisation fully demonstrated a demand for their proposal and has the organisation undertaken consultation with the community and partners about their proposal | | |
| 2 | Has the organisation demonstrated how their proposal will provide added community benefit by them acquiring the asset and how they will measure and evidence this? | | |
| 3 | Is there evidence that the organisation works in partnership with other organisations and community groups in the area? | | |
| 4 | Is there evidence that the organisation has an inclusive approach to the needs of different groups of people within the wider community? | | |

Capacity to manage the asset

| C | Criterion | Score | Any Comments |
|----------|--|--------------|---------------------|
| 1 | Is the asset suitable to use for the organisation's proposal? | | |
| 2 | Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal? | | |

| | | | |
|---|--|--|--|
| 3 | <p>Has the organisation given comprehensive details of all proposed works they intend to carry out to the asset, including indicative costs and means of funding these and are these realistic?</p> | | |
| 4 | <p>Does the organisation demonstrate a clear understanding of the responsibilities and issues involved with managing and affecting the asset and delivering their proposal in areas such as?</p> <ul style="list-style-type: none"> • Health & Safety • Day to day maintenance • Risks and management/control • Business continuity • Training and development • Asset condition • Accessibility • Planning restrictions • Environmental <p>Specific criteria relating to this asset – as detailed in the advert for the asset? (This may not always be applicable)</p> | | |

Financial

| D | Criterion | Score | Any Comments |
|---|--|-------|--------------|
| 1 | <p>Has the organisation submitted a detailed cash flow forecast and budget which demonstrates their project is financially viable and sustainable – are the projected revenue and income sources reasonable?</p> | | |

| | | | |
|---|---|--|--|
| 2 | Has the organisation demonstrated their current financial position, are they solvent, level of liabilities etc? | | |
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Summary

| Area | Score | Any Comments |
|---|-------|--------------|
| A - The Proposal | | |
| B - Community and Partnership Impact | | |
| C - Capacity to Manage the Asset | | |
| D- Financial | | |
| TOTAL SCORE | | |
| Assessment Groups Recommendation: | | |
| | | |
| Members of Assessment Group: | | |
| | | |
| Date of Assessment: | | |