

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?		
---	---	--	--

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:		