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| The Community Empowerment (Scotland) Act 2015 enables community organisations to request the ownership, lease or management of publicly owned buildings or land, whether or not these are available for sale or deemed surplus to requirements. | **Community Asset Transfer**  **Application Form** |

**Stage 1: Pre-Application Enquiry**

**About the Organisation**

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| **Name and address of organisation** |
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| **Name and position of main contact for the application** |
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| **Contact telephone number and e-mail address** |
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| **Type of organisation** |
| Scottish Charitable Incorporated Organisation □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Limited by Guarantee □  Community Group □ |
| **Other information about the organisation** |
| The organisation has a constitution? Yes\* □ No □  Charity No. (if appropriate):  The organisation has insurance cover? Yes\* □ No □  Number of people on the management committee: Number of members:  Paid full-time staff: Paid part-time staff: Volunteers:  When was the organisation established?  Is the organisation part of a national or local organisation? National □ Local □  Please give the name of the parent organisation:  \*Please supply copy of constitution and insurance document. |

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| **Purpose and main activities of the organisation** |
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| **Previous experience of managing an asset** |
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| **Use of asset and benefit to the local community** |
| Please briefly explain how the asset will be used and how the proposed initiative will benefit the local community.  Which asset is the group interested in? ……………………………………………………..  In relation to this asset, is the organisation interested in:  Owning 🞏 Managing 🞏 Leasing 🞏 Not sure yet 🞏 |

**Stage 2: Full Application**

**About the Property**

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| **Property Details** (see section 5 in the Interim Guidance Notes) – Provide details about the property including whether the owners have been contacted. |
| **Property Costs** (see section 8 in the Interim Guidance Notes) – Include information about known defects that require attention, estimated cost of repair etc. You may also wish to consider costs in relation to making the building accessible (e.g. a ramp).  **Purchase Price or Annual Rental** – Include information on the purchase costs of the building or the rental cost to your organisation. |

**About the Proposal**

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| **Please provide a brief outline of your proposed initiative** (see section 2 in the Interim Guidance Notes)**.** This should include:   * The service you propose to deliver * The need for the project * What community engagement has been undertaken * Other similar projects or services available in the area |

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| **Community Consultation** (see section 3 in the Interim Guidance Notes) – The Community Empowerment Act requires that the local community be consulted before an asset transfer application is submitted. |
| **Advice and support received** (see section 4 in the Interim Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application. |
| **Business plan and cash flow forecast** - Please provide a full business plan and cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here. |

**Financial Information**

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| **What funding has the organisation obtained so far?**  Funding source:  Date of application:  Amount received:  Capital funding 🞏 and/or Revenue funding 🞏 |

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| **What funding has been applied for but a decision has not yet been received?**  Funding source:  Date of application:  Amount received:  Capital funding 🞏 and/or Revenue funding 🞏 |
| **Other sources of funding the organisation has access to** (e.g. voluntary donations, borrowing) |

**Other Information**

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| **Additional information in support of your application** (see sections 6 & 7 in the Interim Guidance Notes) – Include information on how you have kept the community updated about the proposal and other stakeholders who have been approached who could work in partnership with your organisation. |

**FOR OFFICE USE ONLY**

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| Date initial request received |  |
| Date of initial assessment |  |
| Initial assessment decision | Provide Further support □ Proceed to full application □ |
| Council Ward |  |
| Full application date |  |
| Final Decision & Date |  |

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