

The Business Case made to MK Council by the Community Partner is the single most important document to inform the decision about whether to proceed with the transfer. If you have any queries about the form please contact neil.hanley@milton-keynes.gov.uk or 01908 253632.

Although Community Partners should feel free to structure the business plan in anyway they see fit, any business plan presented to the Council must *at minimum* contain the following:

CAT APPLICATION FORM

*Have you previously made a successful asset transfer? Y / N (circle as appropriate)

Applicant Details

Name of applicant: Tel:

Asset being applied for: E-mail:

Name of organisation: Web site:

Address of organisation:

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Legal status: (Charity / CIC / Parish Council/Town Council) / Other (please describe):

Registration Number: Date of incorporation / registration:/...../.....

Governing Document: Mem and Arts / Constitution / Standing Orders / Other (please describe):

Names of Trustees / Directors:

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Staff relevant to management of asset:

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Executive Summary

**No more than 1 side of A4. Note - this is your opportunity to demonstrate your business case and justify why you want to take this asset.*

Relevant Experience

**This is to demonstrate that you have experience in running an asset and/or managing a project. This section exists to give you a chance to prove that you understand governance and financial management, along with insurance and liabilities. You should show how your organisation plans / runs / manages a project and how you assess the viability of a project and respond to changes that might occur during the process. You may wish to demonstrate your experience in raising funding and managing policies.*

Policies we would expect to see include: Health and Safety, Equalities and Diversity, Financial Management and Reserves policy, Declaration of Interest, Safeguarding policy, (DBS), conflict of Interest

Managing the Asset / Community Service Delivery

**You must list all assets currently being managed by your organisation and indicate whether or not it is directly responsible for all aspects of management or under lease agreements. In the event of the organisation not having had this responsibility can you demonstrate that your organisation has these skills or that you would recruit someone with these skills. If you are recruiting please attach a job description. This is also your proposal for managing the asset. This should include staffing (including management structure and the roles taken by staff full and p/time)) volunteers, hiring policy, (what hire arrangements / lease user groups have and their booking status) hire rates. You must confirm suitable induction or training systems are in place and available for review by MKC if needed. You should indicate if you have any future plans for the asset e.g. development of the facility and explain the added/social value of your organisation managing the asset.*

Promoting the Asset

**What are your plans to advertise and generate community interest in the asset? Have you engaged with the users of the asset? If so describe how? You are required to demonstrate that your organisation has engaged with users and has discussed its application with them. Evidence of this can include leaflets, surveys, letters of support from user groups, list of groups currently using the asset (if applicable). A broad range of user-groups suggests that your organisation is genuinely open and accessible to all people it seeks to manage.*

Finances

**you must be able to supply a copy of your organisation's annual accounts for the last two accounting periods. Also please show the financial projections for the next 3 years. An example cashflow is available in the Toolkit document. You should increase your costs by 3% each year. If you are a Parish/Town Council you should demonstrate how the budget will be managed within your overall budget (budget code). What are your plans for covering any deficit? You should demonstrate how you will build a maintenance reserve.*

Risk Assessment

**Please complete a risk assessment for the project. How you will mitigate any risks? A template for risk assessment is provided in the Toolkit document.*

Please save this form for your own records and send as an e-mail attachment to: neil.hanley@milton-keynes.gov.uk along with any supporting documentation.

If you prefer to submit this application in hard copy then please print it out and post it, along with any supporting documentation, to:

Neil Hanley
Community Solutions Programme
Manager
2nd Floor, Saxon Court,
502 Avebury Boulevard
Milton Keynes
MK9 3HS

Scoring methodology for questions out of 3:

- 0 = response does not meet criteria and/or is unacceptable
- 1 = response partially meets requirements but contains material weakness, issues or omissions and/or is inconsistent
- 2 = Response fit for purpose. Good in many respects. No significant weaknesses, issues or omissions
- 3 = Response meets criteria to exceptional standard. Robust and detailed in all material respects. Minimal omissions