

Community Asset Transfer Evaluation Matrix

Date application received	
Name of applicant	
Details of asset	

Eligibility Checklist

Answering 'no' to any of the following questions may result in the application being declared ineligible and the application rejected.

Eligibility Criteria	Yes/No	Comments
Is the subject asset classed as potentially suitable for Community Asset Transfer?		
Is the applicant non-profit distributing?		
Is the applicant a community/voluntary sector organisation?		
Does the proposed use for the asset provide community, social and/or environmental benefit for the wider community?		
Does the proposed use assist in delivering the Council's corporate priorities?		

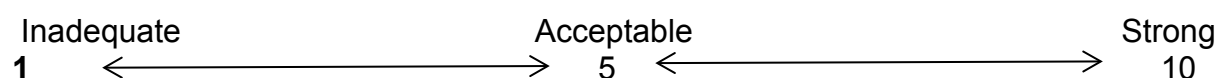
Information Checklist

Answering 'no' to any of the following questions may result in the application being declared ineligible and the application rejected.

Have the following documents been attached to the application?	Yes/No	Comments
Completed copy of the		

'Community Asset Transfer Application Form'.		
Business case, including cash flow forecast demonstrating the viability and sustainability of the organisation.		
Copy of the organisation's governing documents.		
Copy of minutes or letter confirming authority of signatory to submit Application Form on behalf of the organisation.		

Assessors will evaluate responses/information provided by applicant and award a score to each criteria. Please note if the information is deemed inadequate to any of the specified criteria, the Council reserves the right to reject the application.



The Applicant		
Criteria	Score	Comments
Has the legal standing of the organisation been clearly defined and established?		
Is organisation eligible for Community Asset Transfer as defined in the Council's adopted policy?		
Does the organisation demonstrate good governance i.e. can it demonstrate effective, open and ethical process that adhere to legal scrutiny?		
Are the group fully aware of the statutory and legal requirements necessary for the delivery of the proposal?		
Does the group accept the need to work jointly with the Council and agree to enter into a Joint Working Agreement that will be reviewed periodically?		
Has the group demonstrated prior experience of delivering community projects and/or the required skill set to deliver the proposed?		
Section total	/60	

The Proposal		
Criteria	Score	Comments
Does the executive summary clearly define why the organisation requires the asset and what difference it will make to the organisation?		
Are the aims and objectives of the organisation clearly defined in		

the applicant's proposal?		
Are the organisations prospective clients/users a priority group for the Council?		
Does the proposal assist with the delivery of the Council's Corporate Objectives?		
Has the group identified a wide range of users for the facility and are the services to be offered inclusive of the wider community?		
Has the group clearly demonstrated the need for the proposed service? Is the service offered replicated by a similar group/facility in the local area?		
Can the group demonstrate that they have engaged/consulted with the local community and that the community support their proposal?		
Section total	/70	

The Asset		
Criteria	Score	Comments
Is the asset suitable for the organisations proposed use?		
Does the group intend to carry out any improvements/alterations to the asset? If so have comprehensive details of the proposed improvements/alterations been provided, together with indicative costs and means of funding?		
Has the group demonstrated a full understanding of the issues affecting the asset, including (but not limited to) – condition, suitability, planning restrictions, health & safety, accessibility and environmental issues?		
Section total	/40	

Financial Implications		
Criteria	Score	Comments

Has the organisation submitted a detailed and realistic cash flow forecast and budget detailing the financial viability and sustainability of the organisation?		
Proposed level of subsidy required from the Council (contribution expressed as a percentage reduction from the market rent): Sliding score to be applied e.g. - up to 25% reduction in market rent = score of 10 - up to 50% reduction in market rent = score of 5 - up to 100% reduction in market rent = score of 1		
Have any capital costs, such as improvement works, been adequately accounted for?		
Section total	/30	

Summary

Section	Score	Comments
The Applicant	/60	
The Proposal	/70	
The Asset	/40	
Financial Implications	/30	
Total score	/200	

Recommendation:

Evaluation Panel Members:

Date: