



# THE BROWNSOVER COMMUNITY FACILITY

## Expression of interest to lease the facility

Please read the guidance notes before completing this form. Please use black ink or typescript.

SECTION A – HEADLINE INFORMATION	
<b>1. Name of group, organisation or partnership applying</b>	
<b>2. Contact details:</b>  Your name:  Position within organisation:  Address:  Postcode:  E-mail:  Telephone:  Mobile phone number:	

**SECTION B – WHAT YOU ARE PLANNING TO USE THE COMMUNITY FACILITY FOR**

**3. Aims – please clarify what you are aiming to achieve through running the community facility**

*Who have you spoken to / involved when considering this?*

What other options have you considered?

*Who will benefit from the proposed community facility programme of activities / uses that you plan to run?*

**4. Following on from the Q3 -  
how do you know that this is  
what is needed?**

*How has this need been  
identified?*

*How have you sought the views  
of potential beneficiaries?*

*What did they tell you?*

**5. How do you intend to use the community provision to address identified needs and meet your aims?**

*What do you intend to do to address the need identified above?*

*What are your objectives?*

*What activities will you undertake?*

*How will you promote activities?*

*How will you know if the activities have met your aims?*

**6. Contributing to the priorities outlined in the:**

- **Council's Corporate Strategy**
- **Equality and Diversity objectives**
- **Local Strategic Partnership's Regeneration Strategy**

*Please identify if / how your planned use of the facility will contribute to each of the above (see appendices 4, 5 and 6 of the information pack for more information).*

**7. Relationship to other projects, partnerships and services.**

*How will your running the community facility fit in with any related projects or services in the wider locality?*

*What other organisations will be involved in providing services / events from the facility?*

**8. How will you know you have achieved your aims?**

*Please relate this to your answer in Question 3.*

**9. What benefits will your running the facility bring to the community?**

*How many people do you expect will benefit from the community room?*

*How many new volunteers do you hope to recruit to run the community room?*

*Are there any other benefits / added value that your managing this facility will achieve?*

<b>BENEFIT</b>	<b>TARGET</b>
Number of beneficiaries	
Number of new volunteers (if applicable)	
Other (please state):	





<p><b>12. Budget – INCOME</b></p> <p><i>Where will you derive the income from to run the building?</i></p> <p><i>What income do you anticipate generating from the delivery of activities?</i></p>	<table border="1"> <thead> <tr> <th data-bbox="687 136 1031 215"><b>Income / Funding Source</b></th> <th data-bbox="1031 136 1182 215"><b>Amount</b></th> <th data-bbox="1182 136 1489 215"><b>Status of funding application</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="687 215 1031 327"><i>(e.g. Lettings / Lottery)</i></td> <td data-bbox="1031 215 1182 327"><i>(e.g. £5,000)</i></td> <td data-bbox="1182 215 1489 327"><i>(e.g. submission date, awaiting decision, confirmed)</i></td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td data-bbox="687 853 1031 927" style="text-align: right;"><b>TOTAL:</b></td> <td data-bbox="1031 853 1182 927"> </td> <td data-bbox="1182 853 1489 927"> </td> </tr> </tbody> </table>	<b>Income / Funding Source</b>	<b>Amount</b>	<b>Status of funding application</b>	<i>(e.g. Lettings / Lottery)</i>	<i>(e.g. £5,000)</i>	<i>(e.g. submission date, awaiting decision, confirmed)</i>																									<b>TOTAL:</b>		
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<p><b>13. Possible risks to delivery</b></p> <p><i>What factors might delay your taking on the management of the community provision or prevent you from delivering your aims? (for example: failure to secure additional funding; failure to recruit volunteers / staff)</i></p> <p><i>How will you minimise these risks?</i></p>																																		
<p><b>14. What will be the legacies from your managing the community provision?</b></p> <p><i>How will you provide lasting benefit to the Brownsver community and beyond?</i></p> <p><i>How do you plan to obtain funding required to sustain the provision for the term of the lease?</i></p>																																		

**SECTION C – YOUR ORGANISATION**

<p><b>15. Status of your organisation</b></p> <p><i>Please explain the status of your organisation. (For example: independent voluntary organisation, registered charity, company limited by guarantee, affiliated to national association, etc.)</i></p>																											
<p><b>16. How many people are currently involved in your organisation?</b></p>	<p><b>Management committee</b></p> <p><b>Other volunteers</b></p> <p><b>Paid staff</b></p> <p><b>Service-users</b></p> <p><b>Other members</b></p>																										
<p><b>17. Documents</b></p> <p><i>A copy of your organisation’s constitution, audited balance sheet / profit and loss, health and safety policy, equalities policy and safeguarding policy <b>must</b> be submitted with your completed expression of interest.</i></p> <p><i>The successful applicant will need to have minimum <b>£5million Public Liability Insurance and £10million Employers Liability Insurance</b> in place or be able to put it in place before implementing the project.</i></p>	<p><b>Does your organisation have?</b></p> <table border="1"> <tr> <td data-bbox="746 1037 1203 1120"><b>A Constitution?</b></td> <td data-bbox="1203 1037 1324 1120">Yes</td> <td data-bbox="1324 1037 1445 1120">No</td> </tr> <tr> <td data-bbox="746 1120 1203 1193"><b>Up to date Audited Accounts</b></td> <td data-bbox="1203 1120 1324 1193">Yes</td> <td data-bbox="1324 1120 1445 1193">No</td> </tr> <tr> <td data-bbox="746 1193 1203 1267"><b>Health and Safety Policy</b></td> <td data-bbox="1203 1193 1324 1267">Yes</td> <td data-bbox="1324 1193 1445 1267">No</td> </tr> <tr> <td data-bbox="746 1267 1203 1341"><b>Equalities Policy</b></td> <td data-bbox="1203 1267 1324 1341">Yes</td> <td data-bbox="1324 1267 1445 1341">No</td> </tr> <tr> <td data-bbox="746 1341 1203 1415"><b>Child Protection Policy</b></td> <td data-bbox="1203 1341 1324 1415">Yes</td> <td data-bbox="1324 1341 1445 1415">No</td> </tr> <tr> <td data-bbox="746 1415 1203 1489"><b>Appropriate insurances</b></td> <td data-bbox="1203 1415 1324 1489">Yes</td> <td data-bbox="1324 1415 1445 1489">No</td> </tr> <tr> <td data-bbox="746 1489 1203 1783"><b>Please specify the level of insurance cover (amounts and type)</b></td> <td colspan="2" data-bbox="1203 1489 1445 1783"></td> </tr> <tr> <td data-bbox="746 1783 1203 1933"><b>Date insurance cover expires</b></td> <td colspan="2" data-bbox="1203 1783 1445 1933"></td> </tr> </table>			<b>A Constitution?</b>	Yes	No	<b>Up to date Audited Accounts</b>	Yes	No	<b>Health and Safety Policy</b>	Yes	No	<b>Equalities Policy</b>	Yes	No	<b>Child Protection Policy</b>	Yes	No	<b>Appropriate insurances</b>	Yes	No	<b>Please specify the level of insurance cover (amounts and type)</b>			<b>Date insurance cover expires</b>		
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<p><b>18. Are there any important items / events likely to affect the current financial position of your organisation?</b></p> <p>If 'yes' please provide more detail, including the likely impact</p>	<p><b>YES / NO</b></p>
<p><b>19. Additional information</b></p> <p><i>Please use this section should you wish to provide additional information that may assist in your application. Please use a separate sheet if you need to.</i></p>	
<p><b>20. Signature of main contact person, as detailed in Question 2.</b> <b><i>Please remember to include supporting documents with this EoI</i></b></p>	
<p><b>21. Date</b></p>	
<p><b>22. How did you find out about this Expression of Interest?</b></p>	

Please complete and return this application form to the Housing and Community Development Team, Rugby Borough Council, Town Hall, Evreux Way, Rugby, CV21 2RR by 5pm on Friday 16 March 2018.

If you have any queries please contact Martin Green (Community Development Officer) on (01788) 533803 or e-mail: [martin.green@rugby.gov.uk](mailto:martin.green@rugby.gov.uk)

**Data Protection Act** – the information contained on this form will be held by the council and will be subject to the provisions of the Data Protection Act. The Act requires the council to safeguard this information and the use made of it.

The information given on this form may also be used for data matching exercises to assist in the prevention and detection of fraud, bribery and corruption.