

**HALTON COMMUNITY ASSETS FRAMEWORK
(to be completed by the Applicant / Community Group)
STAGE 1**

PRELIMINARY BUSINESS PLAN/APPLICATION STAGE: COMMUNITY ASSET CHECKLIST:

PROPERTY/LAND TRANSFER OPPORTUNITY:	(Enter building name/land & area location):
NAME OF APPLICANT/COMMUNITY GROUP:	Brief summary of current use:
NAME AND DIRECTORATE OF SPONSOR	Brief summary of proposed use:

PART 1 – THE ORGANISATION

TYPE OF ORGANISATION:	YES/NO
Is the applicant:	
- Project steering group with no constitution or Terms Of Reference?	
- Project steering group with a constitution or Terms Of Reference?	
- Development Trust?	
- Recognised legal vehicle .e.g. registered Company Ltd by Guarantee or Community Interest Company?	
- Registered Charity?	
- If no legal structure currently exists, has the applicant identified the appropriate legal model to be adopted & timescale to achieve status?	
- Comments if any	

MANAGEMENT SKILLS & EXPERIENCE:	
- Describe the management and governance arrangements you have in place	
- What expertise do the group have to deliver and sustain the proposal?	
- If refurbishment or building works are required has the group sought advice and what is that advice?	
- Explain what risk assessments have been conducted and what are the proposals to mitigate these risks?	

ORGANISATIONAL CAPACITY AND QUALITY ASSURANCE– <i>(Assessment of group 's level of organisational robustness and quality of governance to deliver on the business case)</i>	
Describe what experience the group has developed to enable it to deliver this proposal, include any quality assurance / quality management systems there are in place. Describe any external checks that have been carried out on the organisation (DTA or similar) and how long the organisation has been operating.	

FIRST STAGE, PART 2 – FINANCIAL ROBUSTNESS

FINANCIAL PLANNING: <i>(Assessment of the stage that the organisation's business proposal has reached).</i>	
At what stage is the applicant's business proposal?	
- Describe the current status of the business plan covering consultation and research completed to date currently being undertaken, and further work planned.	
- Describe how the business plan supports the deliverability and sustainability of the proposal.	
- The set up and revenue costs of the proposal.	
- The capital cost including all fees and associated costs has been resourced.	
- A business plan should be submitted as a separate document.	
FINANCIAL RESOURCES:	
Likelihood of Applicant to achieving required finance & sustainability – <i>(Assessment of group's progress against strategy for securing grant/loan/investment from partners/other sources to underpin business case i.e. investment achieved by investment needed)</i>	
Provide a list of value of the funding streams secured together with dates when that can be sourced. Include conditions / restrictions that might apply. Also include non secured funding streams and anticipated dates and values.	

BENEFITS TO BE DELIVERED

Describe the benefits to the people of Halton under the following headings:	
A Healthy Halton	
Halton's Urban Renewal	
Halton's Children & Young People	
Employment, Learning & Skills in Halton	
A Safer Halton	

COMMUNITY/ORGANISATION EMPOWERMENT:

Value of asset being owned /managed by the community

By transferring the asset to the group explain the benefits to the group of having and using the asset

1. Increase the status of the group.
2. Enable the group to have a greater influence in local decision making.
3. Increase confidence in the group from the community.
4. Enable increased access to further local services and / or increased usage of such services.
5. Other benefits.

--	--

SECOND (DETAILED BUSINESS PLAN) STAGE PART 2: PROPOSED ACTIVITIES & USES:

COMMUNITY PARTICIPATION:	
Describe the activities, numbers and age groups of the targeted groups you will be engaging with (Pre School, Young People 5-11 / Young People 11-16, Young Adults 17-25, Adult Groups up to 50, Adult Groups over 50, Particular Local Groups	
EMPLOYMENT & ENTERPRISE	
Describe any internal employment opportunities you will be creating to the delivery of the project.	

DRAFT