

Application for use of Kirklees Council owned community building / land.

Name of Group:	
Main Contact	
Contact Address:	
Telephone number (including mobile):	
Email address	
Name and address of property you are applying for	
Preferred method of occupation:	
Licence <input type="checkbox"/>	Lease <input type="checkbox"/>
Ownership <input type="checkbox"/>	
Do you currently occupy this property?	
How long have you occupied the property?	
Does this application have the support of Council officers or Local Councillors? Which officers and councillor?	
Your application is being dealt with by (Kirklees Council Officer)	
Name	
Telephone	Email
<i>Please contact this officer if you should require any help or have any questions about the application process.</i>	
For Office Use:	
Application Ref:	
Date Received:	

The application form is based on “The Hallmarks of an Effective Charity” ["The Hallmarks of an Effective Charity"](#)

as described by the Charity Commission. Your organisation may not be a registered charity however the principles lend themselves to any organisation that exists to promote public benefit or social value.

1: Clear about Your Purpose and Direction

An effective organisation is clear about its purposes mission and values and uses them to direct all aspects of its work.

a) What is the purpose of the group making the application? This will be the same as your aims or objects in your governing documents

b) Activities: Please provide a brief summary of current activity.

c) Main purpose for the premises:

d) A brief summary of how the building would be used if you are successful

e) Please describe the organisation’s vision and development ambitions for the next five years. *This could be in the form of your business plan and will include a cash flow projection. The business plan is the only document you are required to send with the application form.*

2: A Strong Board

An effective organisation is run by a clearly defined identifiable board or trustee body that has the right balance of skills and experience, acts in the best interests of the organisation and its beneficiaries understands its responsibilities and has systems in place to exercise them properly.

a) Please provide a list of the current Directors, Board Members, Trustees or management committee outlining their skills, experience and expertise.

b) What experience do the Trustees have of managing property/buildings?

c) What experience do the Trustees have of managing and delivering services for the community?

d) How does your organisation recruit and welcome new trustees?

e) How do Trustees take office?

f) How are decisions made at Annual General Meetings?

3: Fit for Purpose

The structure policies and procedures of an effective organisation enable it to achieve its purpose and mission and deliver its services efficiently.

a) Does your group have a written governing document that permits the organisation to take on ownership/management of property assets?

b) When did you last review your governing document?

c) What type of organisation are you?

d) Is your organisation a Registered Charity?

If yes what is your registration number? _____

e) When was the organisation established?

f) Do you hold Annual General Meetings?

g) What policies and procedures does the organisation maintain in connection with its activities? Please use blank boxes for policies not listed.

Policy	Date last reviewed
Equal Opportunities Policy	
Safeguarding Children and vulnerable adults	
Health & Safety Policy	
Energy Management Policy	
Employment Policy	
Grievance & Disciplinary Policy	
Volunteer Policy	
Trustee Recruitment & Induction Policy	
Finance Procedures	
Risk Management	

4: Learning and Improving

An effective organisation is always seeking to improve its performance and efficiency and to learn new and better ways of delivering its purposes. An organisation's assessment of its performance and of the impact and outcomes of its work will inform its planning process and will influence its future direction.

a) How do you recognise your successes and use the experience of that success?

b) Does the organisation have a system of measuring quality within the organisation?
For example Visible, PQASSO or The Hallmarks of an effective Charity.

c) Has the organisation joined or formed any local partnerships?

d) How does the organisation keep informed about current best practice?

e) Community Consultation
Please give details of any consultations you have carried out in preparation for your application for asset transfer.

5: Financially Sound and Prudent

An effective organisation has the financial and other resources needed to deliver its purposes and mission, and controls and uses them to achieve its full potential.

a) Does your group have annual accounts from the last three years?

b) Finance reporting/procedures – Does the organisation have written financial procedures and rules?

c) How is financial information reported and to whom?

d) Does the organisation have a current reserves policy?

e) What is the level of reserves are set in the policy?

f) What reserves are you holding currently?

g) Do you have a cash flow projection included in your business plan?

h) Does the organisation have public liability insurance up to the value of 5 million pounds?

6: Accountable and Transparent

An effective organisation is accountable to the public and others with an interest in the organisation that is transparent and understandable.

a) Have you submitted your annual returns as required by the Charity Commission or Companies House?

b) Do you make your annual report available to users and members?

c) Do you have a complaints procedure that is user friendly and easy to access?

d) Do you hold user group meetings?

e) How do you involve beneficiaries in the development and improvement of your services?

f) How do you ensure that communications are effective throughout the organisation?

7:Further Information

Please detail any Council service support the organisation has received, for example to develop your governing document, action planning for your organisation, assistance in developing core management standards or funding advice and support.

SERVICE NAME:

SUPPORT RECEIVED:

WHEN:

IMPACT / OUTCOME OF SUPPORT RECEIVED:

Please provide brief outline of any Grant Funding you have received in the last 5 years

Kirklees Council

Amount:

Brief summary of project

Lottery

Amount:

Brief summary of project

Trust funds

Amount:

Brief summary of project

8: Declaration

I confirm that I am authorised to sign this application on behalf

of

(name of applying organisation)

and that, to the best of my knowledge and belief, all the information provided is true and correct.

Signature

Position in organisation.

Date

Return your completed form with all appropriate documents to: Asset Advancement Team, Corporate Landlord, Physical Resources and Procurement, Byram Street, Huddersfield, HD1 1BY