

## Asset Transfer Assessment of Application

Organisation Name	
Contact Name	
Contact Email	
Contact Telephone Number	
Name and Address of the Asset	
Summary of the Proposal	

Red Amber Green rating	
Green	Satisfactory information and evidence provided
Amber	Some information and evidence provided further support and advice is required.
Red	Inadequate or unrealistic information provided.

	Red, Amber or Green	Comments
<b>THE ORGANISATION AND IMPACT ON THE COMMUNITY</b>		
Does the group have an appropriate constitution/organisational structure to support the proposal?		
Does the group demonstrate the capacity & skills to deliver the proposal?		
Has the group clarified their legal status?		
Does the group hold the relevant insurances?		
Does the group have appropriate policies and process to support the proposal?		
Safeguarding policy		
Equalities policy		
Health and Safety policy		
Recruitment and Induction Policy		
Training and Development policy		
<b>Community Impact</b>		
Has the group demonstrated demand for the proposal?		
Is there commitment to undertake consultation with the community and partners?		

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Is there evidence that the group works positively with partner organisations and the community?		
Is there evidence that the group has an inclusive approach to the needs of different groups of people within the wider community?		
Is the group demonstrating how the asset will provide added community benefit?		
<b>Recommendations</b>		
Date completed:	Name of person completing the assessment:	

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<b>THE ASSET</b>		
Is the extent of the asset clearly defined?		
Is the group demonstrating an understanding of the issues affecting the asset? <ul style="list-style-type: none"> <li>• Condition</li> <li>• Suitability</li> <li>• Accessibility</li> <li>• Fire Safety</li> <li>• Conservation</li> <li>• Environmental</li> </ul>		
Have the group supplied sufficient technical evidence to support the proposal? Where appropriate has advice been sought from suitable professionals Surveyors or architects?		

<b>Recommendations</b>	

Date completed:	Name of person completing the assessment:
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<b>BUSINESS PLANNING, RISK AND FINANCIAL ASSESSMENT</b>		
Is the group demonstrating an understanding of the risk involved in the proposal?		
<b>Financial Assessment</b>		
Has the organisation submitted a sufficiently detailed financial plan (Minimum of 3 years)?		
Does the organisation have robust processes/policies and governance arrangements for the control of their finances?		
Where necessary have the cost of any capital works been appropriately estimated?		
Where necessary have capital finance sources been identified?		
Have VAT and other tax implications been fully considered and factored in?		
Are the income projections reasonable and backed up by supporting evidence?		
Has the group adequately assessed the ongoing running costs of their project?		
Has overall financial viability and sustainability been demonstrated?		
<b>Recommendations</b>		
Date Completed	Name of person Completing the Assessment	