

# Community Asset Transfer

Submitting an Expression of Interest to take over the management of a council-owned property.

Please submit a brief outline of the business case for your project: Why should the council let this (vacant) property at a reduced rent to your project?

1. Explain why the asset is needed and by whom
2. Why is this particular asset suitable/ideal for your project?
3. State the aims and objectives of your organisation and the project
4. What support is there from other third sector organisations, statutory agencies, individuals, networks, etc?
5. Demonstrate that your organisation has the ability to manage the asset effectively

There is no need to submit a full business plan, costings, accounts, or projected budgets at this stage.

More details of the property and the application process are set out in the Prospectus for this property, which is a separate document that can be downloaded or emailed to you on request.

Attached is a concise list of the topics you may wish to cover in your Expression of Interest. You may use your own template or format, but please supply all the information the council needs to select the proposal that best meets the needs of the local community and the Prospectus.

Before you submit an Expression of Interest, please check the council's CAT criteria to ensure your organisation and project are eligible for CAT. Full details of the criteria and the process can be found in the CAT Policy, which is available at [www.bristol.gov.uk/cat](http://www.bristol.gov.uk/cat)

You are also advised to check that your organisation and the project for which you require the property meet the pre-VISIBLE quality standard. This checklist may be obtained at nominal cost from Community Matters – see: [http://www.visiblecommunities.org.uk/?page\\_id=3653](http://www.visiblecommunities.org.uk/?page_id=3653)

This document covers 28 different aspects of successfully managing a voluntary/community organisation and provides useful background information to help you meet the standard.

# CAT Expression of Interest

---

- Name and address of the property to which your EoI relates
  - Name and full address of organisation submitting the EoI
  - Name of lead contact
  - Contact tel nr and email address
  - Requested length of lease
- 

## Why the asset is needed:

- brief history of your organisation
- its achievements
- its current premises (if applicable) and why you need new premises
- details of the project/activity for which you need the property
- your organisation's aspirations and plans

## Why this particular asset?

The reasons why this property would be ideal for your project/activities, eg:

- location
- public transport links
- proximity to service users
- community needs
- business needs
- opportunities for partnership working/sharing of the property
- financial sustainability
- accessibility
- running costs
- etc

### Aims and objectives of the organisation and the project:

- Mission and Vision
- organisational objectives
- the Council's objectives and Mayoral Vision
- the needs of the local community
- relationship with local community anchor organisations

### Support from others:

- local contacts
- individual or high-profile supporters
- community supporters
- support from the business community
- support from council departments
- support from other organisations
- support from potential funders or lenders
- support from future service users
- etc

### Effective management of the asset:

- legal status of your organisation
- its constitution and governance
- its experience and track-record
- the expertise held by its directors, trustees or management committee members
- accreditations or quality marks held by your organisation
- examples of other properties or projects that your organisation has managed

## **Privacy Notice Community Asset Transfer**

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected.

Please download a copy of our [Privacy Notice Community Asset Transfer](#) from our website:

<https://www.bristol.gov.uk/files/documents/1037-property-community-asset-transfer-privacy-notice/file>

The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information, and who we may share it with.

Any further questions regarding the data being processed may also be sent to: [data.protection@bristol.gov.uk](mailto:data.protection@bristol.gov.uk)

Statutory Data Protection Officer  
Information Governance Service  
Bristol City Council  
P O Box 3399  
BRISTOL BS1 9NE