



Guidance Notes for the Community Asset Transfer Support Fund

Section 1: Background to the Fund

Fund Overview

This Challenge Fund is funded by the UK Government through the Communities and Place investment theme of the UK Shared Prosperity Fund.

Within the Communities and Place theme the North Lanarkshire UKSPF investment plan will be delivered through a number of interventions including this Community Asset Transfer Support Fund, which aims to provide financial support to organisations progressing through North Lanarkshire Council's Community Asset Transfer process.

All applicants to the Community Asset Transfer Support Fund should demonstrate in their application:

- A strong awareness of North Lanarkshire Council's Community Asset Transfer process and
- How the community will benefit from the Asset Transfer.

An overview of North Lanarkshire Council's Community Asset Transfer process is available on our [website](#).

Section 2: Application Process

Overview of Application Process

1. We will be accepting applications for Round 3 of our Community Asset Transfer Support Fund from now until the funding runs out or until the 31 March 2026 (whichever comes first). We advise you to check for updates on the website.
2. Only organisations who can demonstrate that they are already an appropriate Community Transfer Body (CTB) can apply. Due to the complexities of this, we strongly advise that you get in touch with us in the first instance before you spend any time completing the application.
3. You can do this simply by emailing us on NLCCCommunityOwnership@northlan.gov.uk providing your organisations name, contact person and telephone number and requesting a call back. If you have already submitted an expression of interest form, then a member of our team will be in touch with you to make some checks
4. To apply organisations / groups must fully complete and return the official application form and submit along with the required supporting documents.

5. Applications should be made electronically to NLCCCommunityOwnership@northlan.gov.uk
6. It is important to answer all sections of the application form, as we will use your answers to confirm your eligibility for funds and for assessment.
7. Once eligibility has been confirmed, approved applications will be assessed by council officers.
8. Even if your application is successful, it is important to know that the grant award may be lower than what was requested.
9. On receipt of your application, you will receive an acknowledgement email from us. It is our intention to complete the assessment process two weeks from the next working day that you submit the application, with notifications being made shortly afterwards.
10. Funds will be released on receipt of electronic acceptance forms and any requested supporting documentation. In normal circumstance this can take up to 8 days but can be longer near holiday times.

Section 3: Monitoring

Successful applicants will be allocated a Monitoring Officer who will engage with you throughout the grant period. The Monitoring Officer will negotiate and oversee compliance with the Terms and Conditions of your grant.

Once your funding has been used, you will need to notify us, so that we can issue an end of fund questionnaire. You may also be asked to complete a case study which we would use to promote our community ownership and community asset transfer work.

Section 4: Eligible Costs

Organisations can apply for a minimum of £500. The grant awarded to any one organisation will not exceed £3,000

In line with Commercial Valuation guidance for Community Asset Transfer, grant requests for commercial valuations will be capped at 50% of quoted costs. However, £3,000 is still the upper limit which we will consider. Match funding should be in place at the point of application for the 50% match for Commercial Valuation.

For all other costs, match funding is not a requirement of the fund. It is however useful in the assessment process if information on match funding and in-kind support is detailed.

This fund will support short term/one off revenue costs only. Core organisational running costs, such as overheads and long-term employee costs, **are not eligible**.

The Community Asset Transfer Support Fund will consider applications seeking funds towards:

- Feasibility studies
- Condition reports
- Commercial valuations – Grant requests for commercial valuations are capped at 50% of quoted costs. The £3,000 overall maximum cap it still however also applicable.
- Business Plans
- Community Consultation
- Organisation Capacity Building

This list is however not exhaustive. As a challenge fund, we are interested to note other costs being identified by organisations as they work through the Community Asset Transfer process. All relevant requests will be considered.

Applicants may request more than one of the costs in the same application, to a maximum of £3,000. For example, you could request £1,000 for a community consultation event and £2,000 towards a feasibility study.

Ineligible costs for the fund are:

- Capital works
- Proposals for Ongoing Project/Service Running costs
- Proposals for Activities that conflict with the policies of North Lanarkshire Council
- Proposals for Statutory provision
- Proposals for Retrospective funding
- Incentives for participation in community consultation participation, such as gift vouchers

Multiple Applications

North Lanarkshire Council notes that organisations may be seeking funding assistance to consider the feasibility of more than one asset. Similarly, multiple organisations may be interested in the same asset – either through a partnership arrangement or in competition.

Given the challenges this presents, the Community Asset Transfer Support Fund may consider:

- Multiple applications from one organisation: applicants seeking funding support to consider the feasibility of more than one asset can submit a separate bid for each asset they are interested in. The assessment process will consider each bid on its own merit – an application will not receive an award conditional on the success of another application. We advise any organisation considering submitting multiple applications to contact us directly in the first instance.
- Multiple applications from different applicants for the same asset will be accepted: where more than one organisation is competing for the same asset, the Fund can award monies to a number of organisations.

Where more than one organisation is interested in the same asset, North Lanarkshire Council may explore where some costs can be shared between organisations. For example, the commissioning of one joint commercial survey rather than two separate surveys.

Section 5: Step by Step Guide To Completing The Application

Section 1: Details of your organisation.

Name of Organisation:

Include the full name of your organisation as it appears in the constitution or Memorandum of Association or and Articles of Incorporation.

Address and Post Code:

Enter the address details of your organisation. If you do not have your own premises, this can be the address of the main contact for your organisation.

Organisational Structure:

From the list provided, please select the official structure of your organisation. If you are a registered charity, company limited by guarantee or community benefit society please provide the additional requested.

For information, if you are looking for an ownership transaction you will need to be set up as:

- A company limited by guarantee with a minimum 20 members who elect the company directors
- A Scottish Charitable Incorporated Organisation (SCIO) with a minimum 20 members who elect the charity trustees
- A community benefit society

For lease transactions, the minimum requirement is for your organisation to have the power to enter into contracts and leases. However, we prefer organisations to be set up with an appropriate legal structure such as a SCIO.

Application completed by:

The person completing the application form, should provide their name, position within the organisation, and contact telephone number.

Section 2: About your organisation

2.1 Tell us:

This section you are asked to tell us which areas your organisation operates in and whether you are a member of one of our nine community boards.

2.2. Overview of purpose of your organisation:

We are keen to understand the nature of your organisation, please use the space provided to give us a brief overview of the purpose of your organisation:

Section 3: Details of the NLC asset your organisation is considering for community ownership or management

3.1 Provide the details of the asset you are interested in; this can be a building and/or a parcel of land

3.2 – 3.4 Consider the questions and provide a yes or no response. This will help us understand where you are at with your preparatory work.

3.5 It is important that you contact us at your earliest convenience, please let us know who you have been dealing with.

Section 4: Additional Information

4.1 Consider the 10 statements and select all that apply to your request. There are no wrong answers.

4.2 If your community asset transfer is successful, tell us what you plan to use the building and/or land for.

- 4.3 So that we can understand the support you may require, please tell us about any preparatory work you have already started or completed for your community asset transfer application.
- 4.4 Similarly, the next question asks you about support you have requested from other organisations. If you haven't requested support yet, we will be happy to sign-post / refer you onto our trusted partners. Details of which can be found on our [website](#).

Section 5: Funding Request

- 5.1 The table provides information about the items which we will be happy to consider for funding. Please select the categories you are requesting. Please note, that the maximum amount of funding available is £3,000. Also, if you are requesting funding to support a commercial valuation, we will only be able to pay 50% of the cost. Your organisation must have the other 50% available at the time you submit the application.
- 5.2 Tell us how much funding you are requesting per category. You can select as many as you want but be mindful of the upper limit of £3,000. If you only require funding for one item, this is acceptable also.
- 5.3 Tell us, if the total cost of your preparatory work is more than the amount you have requested, and what the overall difference is expected to be.
- 5.4 If there is a difference, please tell us you plan to make this up.
- 5.5 Use this page to provide a full breakdown of your costings. Provide as much details as possible.

Where any of the costs exceed £1,000, a minimum of three quotes should be obtained to ensure best value. The selected supplier details from the quote process should be provided in the breakdown. Please keep a copy of these quotes in your own records. Costs should be inclusive of VAT if the VAT will not be recovered during the grant period.
- 5.6 This question relates to any financial or in-kind contribution your organisations will contribute to the community asset transfer preparatory you are seeking funding for.
- 5.7 Use this space to provide details of any other funding sources you have applied for.

Section 6: Sustainability

You may have already started to plan for the next steps of your community asset transfer. If this is the case, please provide an overview of your plans. This can be aspirational and high level at this stage – for example, “We anticipate a capital fundraising campaign targeting grant funders. Once funds are secured, we anticipate a 6-month capital improvement programme. We aim to open in 18 months. Once operational, management of the facility will be undertaken by a volunteer committee. Running costs and a small part time staff member (caretaker) will be funded by self-generated revenue (revenue from hall hire) and a funding bid to a national grant making organisation.

Section 7: Further Information

- 7.1 If we approve a grant award for your organisation, tell us how this will make a difference to you and the wider community.

- 7.2 As best you are able to - tell us how many people will be involved in your community asset transfer work under the categories listed. This is for statistical purposes. But please note, we are likely to ask you for this information at some point during or at the end of the funding period.

Section 8: Supporting documents

If this is the first time you have applied for community funding from the council, we will need you to provide all of the supporting documents listed in the table below. On the application form, please select those you will be supplying with your application.

Supporting documents
A signed and dated copy of Constitution or Memorandum and Articles of Association .
A copy of your most recent Bank Statement showing the account name, account number and sort code.
A copy of the organisation's most recent, fully signed, independently examined annual accounts covering the last full year of your operation.
A completed Bank Mandate Form

If you have received funding from us before, we will contact you should we need any supporting documents from you.

Section 9 – Signature and Declaration

The application must be signed by a member of your board of directors or trustees or by a committee office bearer. The person who completed the application should arrange for the application to be endorsed by another appropriate person who has recognised authority within your organisation.

The signature is confirmation that the information contained within this application and any accompanying attachments is accurate and that you agree to comply with the general terms of the grant operated by North Lanarkshire Council. Electronic signatures will be accepted

General Conditions of Grant:

The following General Conditions shall apply to all organisations funded by North Lanarkshire Council, Chief Executives Office through the Community Partnership Team.

Depending on the level of the award, the council may wish to apply more detailed or stringent conditions through a separate funding agreement in addition to these General Conditions. Failure to comply with any of the following conditions may void the grant approval and result in the withdrawal of any funding.

- 1) The grant award may only be used for the purpose (or purposes) originally applied for, any changes must be submitted in writing and approval given.
- 2) The council's liability shall be to make payment of the grant to the organisation. All other liabilities or claims are the responsibility of the organisation.
- 3) The funded organisation must be free from any political bias and must not be involved political campaigning.
- 4) In the case of repairs/improvements to premises, (a) your organisation should own or lease property (at least five years), and (b) comply with any relevant legislation.
- 5) The funding contribution received from the council is acknowledged in any publicity, organisational website, and other marketing.
- 6) All purchases, equipment (small items only, and must be approved) and/or services paid for through the grant award must remain under the ownership of the funded organisation and backed up with receipts. You may be asked to submit these receipts as proof of expenditure and so should retain these for at least 3 years along with all financial

records relating to the grant award and its subsequent expenditure. These financial records and any equipment purchased should be made available for inspection by Council Officers if requested.

- 7) Any monitoring reports that have been requested should be completed promptly. (N.B. failure to comply with monitoring requirements will mean that future grant applications will not be accepted, and late monitoring returns could affect your application during the scoring process).
- 8) Any unused grant should be returned to the council, and
- 9) In the event of the organisation disbanding, any remaining monies must be returned to us. The disposal or dispersal of any equipment purchased through the grant should be discussed with us in the first instance

UKGDPR / General Data Protection Regulation

The application form provides our standard Statement on Data Protection related to our Community Grant Making Programmes.

The council has appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, you can contact the DPO via email on DataProtection@northlan.gov.uk

What happens next

Once you are happy with your application, please email it to:

NLCCommunityOwnership@northlan.gov.uk

On receipt, you will receive a confirmation email. This may be an automated response. Your application and any supporting documents will then be checked to ensure you meet the organisational eligibility requirements and then internally assessed by council officers. It is our intention to complete the assessment process within two weeks from the next working day after you submit the application, with notifications being made shortly afterwards.

Awards

If your application is successful, we will issue you with an awards pack. This will contain important information about your award. Funds will be released on receipt of electronic acceptance forms and any requested supporting documentation. In normal circumstance this can take up to 8 days but can be longer near holiday times.

Acceptance Forms

Organisations receiving an award will be required to sign and return an electronic Acceptance Form confirming that they will abide with the General Conditions of Grants (see below for more details); a separate Funding Agreement will be put in place for all awards made, prior to any funding being released.

Monitoring/self-assessment

All organisations receiving funding will be required to submit monitoring/self-assessment reports or case studies at the end of the funding period.

You will be asked to set initial targets under the following themes:

- Numbers of people engaging in local participation mechanisms and conversations about local matters and to inform local action
- Number of volunteering opportunities supported

All organisations will have an appointed Monitoring Officer who will contact you to arrange a mid-point visit / check-in to discuss progress, and to consider any support requirements which may be needed.

Where relevant, you may also be asked to share information on your project to your local Community Board and/or Local Outcome Improvement Plan subgroups. Information on your project may also feature in North Lanarkshire Council's reporting to the Scottish Government on Locality Planning and to the UK Government in regard to the UK shared prosperity fund.

Additional Notes

Submitting a paper copy application

Applicants may print out the application form and post or hand it into our corporate offices:

North Lanarkshire Council
Community Partnership Team
Civic Centre
Windmillhill Street
Motherwell
North Lanarkshire
ML1 1AB

Please note however that North Lanarkshire Council are operating a hybrid work model, staff are not always at their base. Please notify a member of the team of planned delivery of a paper copy application by emailing us on NLCCCommunityOwnership@northlan.gov.uk

Further Support

Should you have any questions or require any advice or assistance, then please contact us by email on NLCCCommunityOwnership@northlan.gov.uk referencing - Community Asset Transfer Support Fund.

Equality Act 2010 and Public Sector Equality Duty (General Duty)

The Public Sector Equality Duty (PSED) general duty is a proactive duty with three requirements:

- 1) Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
- 2) Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- 3) Foster good relations between people who share a protected characteristic and those who do not.

This means that public bodies like the council must take active steps to reduce disadvantage and encourage participation of people whose characteristics are protected by the Equality Act 2010.

Those characteristics are:

- age (18+)
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex

- sexual orientation

The duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment.

Although the onus of the duty is on public bodies, the council requires that the organisations it funds should also pay due regard to the general duty.

1. Eliminate unlawful discrimination, harassment, victimisation, or any other prohibited conduct

Example of how this can be done:

An advice-giving organisation changes the day and time of its drop-in session as it realised it could be excluding some religious groups from being able to access advice. The same advice organisation begins to produce information in different formats – easy read, large print different languages etc. to reach as many people as possible.

These activities help eliminate indirect discrimination by removing practices that can disadvantage certain groups.

2. Advance equality of opportunity by having due regard to: -
 - removing or minimising disadvantage
 - meeting the needs of particular groups that are different from the needs of others
 - encouraging participation in public life or in other activities where their participation is disproportionately low

Example of how this can be done:

A youth organisation is concerned that some of the young people who may be questioning their sexuality aren't getting information and support that they may need. The organisation arranges Lesbian, Gay, Bisexual and Transgender (LGBT) awareness raising training for youth work staff. The organisation then organises activities as part of LGBT History Month providing access to information, support and advice for all the young people. These activities assist in minimising disadvantage and meet the needs of particular groups.

3. Foster good relations: -
Tackle prejudice, and promote understanding between people from different groups

Example of how this can be done:

The management committee of a Neighbourhood Centre is concerned that very few people from the local Eastern European communities participate in centre activities. The committee speaks with the local nursery and school where many of their children attend and representatives from the centre are then invited to speak to the PTA. The two organisations then work together to encourage and build relationships and promote and develop appropriate centre activities. These activities will break down barriers between different groups of people and promote understanding.

For more advice or information on how your organisation could better meet the needs of the general duty please contact the Equalities Manager by emailing equality@northlan.gov.uk