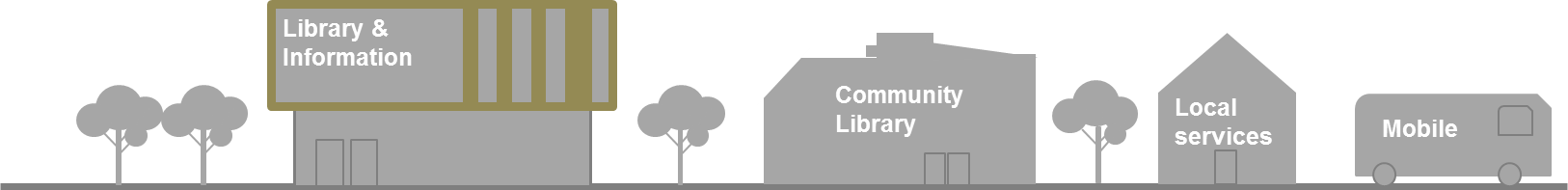
Bath & North East Somerset Council

Future of Modern Libraries

**Application Pack**

For organisations interested in managing a Community Run Library

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**Bath & North East Somerset Council**

**Future of Modern Libraries – Community Run Libraries**

1. **Introduction**

The aim of the Council’s Modern Libraries Programme is to secure a sustainable future for

both our Library and One Stop Shop services, including those provided by the Council’s partners and the voluntary sector.

By integrating these services in the Council’s three main population centres, the Council will be able to provide a multi-agency approach to learning, encouraging literacy, access to advice, information and IT - supporting more people in the community to fulfil their potential in an inclusive and accessible environment.

As part of the programme we are working with local communities to move existing branch libraries onto a community run option as well as developing new facilities. Supporting local communities to develop their own approach makes this service more sustainable in the longer term and gives local people more say over how they are run and what is on offer.

These innovative solutions can help keep our libraries open, and even potentially expand them into new locations and for new audiences. This approach will help to secure the future of local library services whilst at the same time delivering the longer-term savings that the Council needs to make.

Community Run Libraries offer an efficient way to deliver local resources. However the Council recognises that one size does not fit all and so has developed a flexible approach to deliver its Community Run libraries.

This overall approach will support the Council’s Library Service Strategic Framework outcomes by:-

* Creating stronger, more resilient communities
* Increasing reading and literacy
* Improving digital access and digital literacy
* Improving health and wellbeing
* Providing information, support and signposting for our most vulnerable residents
* Supporting economic growth by encouraging people back to work and encouraging greater prosperity
* Helping everyone achieve their full potential through learning and access to information
* Providing cultural and creative enrichment
* Providing safe spaces and community cohesion

In developing a Community Run Library, the Council will provide books from its central stock and bespoke training as well as offering community click and collect points for books order directly from LibrariesWest. Local community groups will be responsible for the running costs of the building, staff costs (if any) and managing any volunteers.

This Application Pack sets out the Council’s offer to support a Community Run Library as well as information about its one-off start up grant (applications up to £5,000). The Council will continue to provide ongoing support to those running their community library. See 2.7 for more information.

For more information about the Council’s Modern Libraries Programme go to:

<http://www.bathnes.gov.uk/services/libraries-and-archives/modern-library-service>

1. **Bath & North East Somerset Community Run Library Approach**

**2.1 What is a Community Run Library?**

A Community Run Library can be a hub for literature, learning and other vital community activities and services. It is run and managed locally, often by a parish or town council or local organisations. The services offered will be informed by the needs of the local community. Many community libraries retain links with the local authority, however some will run completely independent.

**2.2 What libraries will the Council operate?**

The Council will maintain its statutory duty under the Public Libraries and Museums Act 1964 and will deliver three main libraries in Bath, Keynsham and Midsomer Norton. These will continue to be run separately from this initiative and will be managed directly by the Council.

**2.3 What locations can be run by the community?**

With the exception of Bath, Keynsham, and Midsomer Norton, any existing branch library or other suitable new locations can be considered under the programme.

**2.4 What will be in a Community Run Library?**

This will depend on the local community. Innovative and ambitious groups will not be restricted. A Community Run Library can operate from a cafe, community hall, health centres, or even a local shop, anywhere that can accommodate the book stock and a space that is open and accessible to the whole community. Communities are encouraged to look at innovative ways to ensure that the service is sustainable – for example, partnering with other services like the Post Office, a shop, a café or offering exhibition & event space or room hire to generate income.

**2.5 How can you apply to run a Community Run Library?**

The Council will operate a two stage application process for organisations wishing to run a Community Run Library. The application process includes access to the One-off Start Up Grant. A Summary of each stage is set out below. See also Section 3.

**Stage 1** – Organisations wishing to manage a Community Run Library are invited to complete an Expression of Interest Form (EOI) to register their interest (See Appendix 3). The EOI will be assessed by the Council. Once the EOI has been agreed, the Council will begin discussions with the organisation to discuss the options and scope of the proposal. Organisations can re-submit their application if they are unsuccessful at this stage.

**Stage 2** – Approved organisations will be required to develop their proposals and set out clear objectives of how they plan to manage a Community Run Library. They will be required to complete a Full Application Form (See Appendix 4). Stage two includes access to the Community Run Library Fund Start up Grant. Full applications will be assessed based on the information provided by the Council and final approval will be made through the Cabinet Member decision making process.

Where an organisation will take over the running of a Council owned property (freehold and or leasehold), a Full Business Plan will need to be progressed and submitted alongside the Full Application Form.

A Flowchart of the Application process is shown in Appendix 5.

**2.6 What type of Community Run Library can you apply for?**

The Council has developed three options which the local community can adopt. Each option provides different levels of service and support.

The options are as follows:

* Option A - B&NES and Consortium stock Community Run Library
* Option B - B&NES stock only Community Run Library
* Option C - Independent stock Community Run Library

Careful consideration must be taken in deciding on which option would be suitable for your community. However the Council may, after an agreed review period, discuss with the organisation changing the adopted option. The details of the three options are set out in Appendix 1.

**2.7 What support will the Council offer?**

The Council will support organisations wishing to manage a Community Run Library and will offer :-

* Supply of book stock, rotation and management of stock as agreed with community groups to meet local needs. This will vary in size and type depending upon the option chosen.
* Delivery and pick up of reserved stock ordered on line or via the App (if Option A and B are chosen).
* Supply of blank Council Library membership cards.
* Access to some online subscription resources funded by B&NES.
* Invitation to the Independent Community Library Network twice a year.
* Community Run Library Fund Start Up Grant.
* Professional support through a programme of quarterly site visits, meetings and training, including start up support.
* Ongoing support via email contact/phone line.
* Community Asset Transfer of buildings only applicable where the Council owns the freehold or leasehold.
* Support for external funding and grants including bid writing.
* Volunteer management support (policy and procedures, recruitment, signposting DBS checks etc).
  1. **What will organisations have to commit to?**

Any organisation wishing to manage a Community Run Library must agree to:

* Ensure a suitable legal governance structure is in place to deliver community services i.e. Town/Parish Council, CIC or similar entity.
* Maintain / create a suitable structure, including relevant policies and procedures, to manage the staffing resources needed whether volunteer or paid.
* Be compliant with legislation and the agreed LibrariesWest service standards where appropriate and B&NES library byelaws and regulations (including management of reserved items for other consortium libraries for delivery/pick up if Option A and B). This will be set out in a Community Library Agreement (CLA).
* Retain, or improve, current opening hours if an existing Authority run branch library
* Issue B&NES Council Library membership cards.
* Provide a suitable location that is a neutral, inclusive and accessible space for the whole community.
* Take responsibility for all revenue running costs such as utilities, rent, rates, insurance, staff costs where appropriate.
* Where applicable and subject to leaseholder agreements or freeholder responsibilities maintain and repair the building.
* Prepare a Business Plan where an Asset Transfer with the Council is required.
* Provide IT equipment including funding, support and maintenance, Wi-Fi, printing and any other relevant systems. For Option A there is a minimum requirement of 2 PCs or laptops for customer use with scanners and printer.
* Take part in national and topical library events eg Summer Reading Challenge
* Have in place appropriate methods for consultation with the community to ensure that local people have an opportunity to participate in the planning of library resources, in particular when material changes to the facility are proposed.
* Where appropriate, direct customers of the library to other council library services, for example the Home Library Service, the eBook loans service, the eReference Service and the Local Studies and Family History Archive.
  1. **When will a Community Asset Transfer be agreed?**

Where a building is owned or leased by the Council, particularly where a branch library is already operating, the organisation will be required to prepare a full business plan alongside a Full Application. However, this is not mandatory and organisations may choose instead to operate out of non-Council owned premises.

Community Asset Transfers will need to be approved by the Council. Each will be considered on a case by case basis and does not imply that a transfer will be made. The business plan will require organisations to consider governance, financial forecasts, risk management and social benefit. See also ‘[A Guide to Writing a Business Plan’](http://www.bathnes.gov.uk/services/libraries-and-archives/modern-integrated-library-and-customer-services-future/community).

For more information about Community Asset Transfer:-

<https://mycommunity.org.uk/take-action/land-and-building-assets/community-asset-transfer/>

<https://mycommunity.org.uk/wp-content/uploads/2016/09/1.-Understanding-COMA_graphic_v5.pdf>

* 1. **How can you apply for the One off Start Up Grant?**

The Council has allocated £60,000 for the Community Run Library Fund that will assist communities in developing a local library service by providing a one-off start up grants of up to £5,000. Approved organisations can apply for a Start Up Grant during Stage two of the application process. See also 3.5 below. A copy of the Full Application Form is shown at Appendix 4.

* 1. **Will training be offered?**

The Council will provide a training package for organisations whose application to manage a Community Run Library has been agreed.

This will cover (although not exclusively):

* Library operations – the basics of delivering a lending library service, transactions and stock management, what is on offer for the public, the universal offers data governance and data protection, manual handling, risk assessments;
* customer service, including equalities;
* recruiting and managing volunteers;
* access to safeguarding training.

Organisations will be required to consider what other training is required for their staff / volunteers and may need to allocate their own funds to pay for training needs of their organisation.

The Council produces a [training bulletin](http://www.bathnes.gov.uk/services/neighbourhoods-and-community-safety/working-partnership/interagency-meetings) for community and voluntary groups that provides information about local training programmes.

* 1. **What other support is available?**

The Council recognises that setting up and shaping a voluntary organisation to manage a building and everything that happens within it will be very challenging. The Council will provide assistance with business planning, sourcing other external funding programme and volunteering recruitment

The Council has prepared a series of guides to assist organisations in setting up a Community Run Library. These include, ‘A guide to:-

* [setting up a community organisation](http://www.bathnes.gov.uk/services/libraries-and-archives/modern-integrated-library-and-customer-services-future/community);
* [managing volunteers](http://www.bathnes.gov.uk/services/libraries-and-archives/modern-integrated-library-and-customer-services-future/community) and;
* [writing a business plan’](http://www.bathnes.gov.uk/services/libraries-and-archives/modern-integrated-library-and-customer-services-future/community).

Some other useful sources of information are available via the following websites:-

* [B&NES Voluntary Sector Support](file:///C:\Users\dixons1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\ZR5982IT\•%09http:\www.bathnes.gov.uk\services\neighbourhoods-and-community-safety\community-activities\voluntary-and-community-groups) – useful sources and information for voluntary organisations.
* [B&NES Funding Bulletin](http://www.bathnes.gov.uk/services/neighbourhoods-and-community-safety/community-grants-and-funding/funding-bulletins) – a monthly bulletin produced by the Council detailing grants, funding programme and trusts.
* [Locality](http://locality.org.uk/projects/community-libraries/) - national network providing resources, case studies and toolkits.
* [Gov.uk](http://www.gov.uk) – government website including Charity Commission, HMRC.
* [NCVO (National Council for Voluntary Organisations)](https://www.ncvo.org.uk/about-us/join-ncvo)-NCVO provide resources, research and expertise for the VCS sector.
* [DSC Directory of Social Change](https://www.dsc.org.uk/publications/) - publications, guides and resources.

1. **Applying to deliver a Community Run Library**

**3.1 Who can apply to deliver a Community Run Library?**

Organisations must be a parish or town council, unincorporated association, charity, [social enterprise](https://www.gov.uk/government/publications/legal-forms-for-social-enterprise-a-guide), or similar. To be eligible your work/activity must benefit local residents within Bath and North East Somerset. Exceptions may apply when the Council property’s asset are transferred. Please see ‘A guide to writing a business plan’.

**3.2 What libraries will be excluded from the application process?**

The Council is retaining its three main Libraries in Bath, Keynsham and Midsomer Norton. Applications for these libraries will automatically be rejected.

**3.3 Will applications be accepted from newly formed groups?**

The Council welcomes applications from existing community organisations with an interest in the areas served by the libraries that are due to become Community Run Libraries and also from newly formed groups / organisations. See’ [A guide to setting up a community organisation](http://www.bathnes.gov.uk/services/libraries-and-archives/modern-integrated-library-and-customer-services-future/community)’.

**3.4 Can an organisation deliver more than one community run library?**

Each library location will be subject to a separate application. Each application must be tailored to the needs of the community and provide evidence of the community benefits. This will enable the Council to compare and evaluate competing applications to run the same library.

**3.5 What can you use the one off Start Up Grant money for?**

The Grant is aimed at helping organisations set up and manage a Community Run Library. Funding can be allocated to capital and revenue costs. This is a one off grant and organisations may apply more than once if another application is made for a different location.

Funding can be used to support the development of a community resource but evidence must show the provision of a Community Run Library.

The Council will not fund applications that:

* have already received Section 106 funding; or CIL money
* are financially supported by other statutory bodies;
* focus on single faith organisations;
* are submitted by individuals;
* campaign for political purposes;
* are for retrospective funding.

**3.6 How will the applications be assessed?**

The Council will assess both stages of the application process. Stage 2 will receive a more detailed assessment and recommendations for approval will be made through the Cabinet Member decision making process. The Council may request further information from the organisation in support of the application. Applicants will be notified of the decision as soon as possible.

* 1. **What are your community’s needs?**

It is vital that you consult your community to understand what they would like to include in their Community Library and seek their support. Get in contact with your local school, community groups, parish councils to ask their views and suggestions for your proposal. There may be other similar projects operating locally that you were unaware of and working more closely with other projects could be beneficial to both. See Appendix 2 for more information.

**3.8 What is the deadline for applications?**

The deadline for applications is 31st December 2018. Further rounds may be available thereafter.

**3.9 Will there be an evaluation?**

Applicants will be required to provide a written update of progress on the project as defined in their agreement. They will also be required to provide evidence of the project expenditure where a grant has been awarded.

**Appendix 1**

**Community Run Library – Options A, B & C**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Option A | Option B | Option C |
|  | B&NES and Consortium stock Community Run Library | B&NES stock only Community Run Library | Independent stock Community Run Library |
| Governance | Legally constituted group eg: parish council, community group, organisation | Legally constituted group eg: parish council, community group, organisation | Legally constituted group eg: parish council, community group, organisation |
| Book stock | LibrariesWest **Consortium book stock and part of reservations network** – Max 3000 books | B&NES **rotated book stock for** **sole use by this library** – Max 700 books | B&NES **decommissioned book stock** plus any local sourced stock |
| Click and collect | Click and collect point for core library stock on LibrariesWest Consortium system but any related fees, fines and charges income retained by B&NES | Click and collect point for core library stock on LibrariesWest Consortium system but any related fees, fines and charges income retained by B&NES |  |
| Issuing, loans and fees | All library loan related fees, fines and charges income retained by B&NES | All library loan related fees, fines and charges income retained by B&NES | As defined by local group |
| IT equipment | IT equipment/support and maintenance, Wi-Fi, printing and any other systems funded by local group | IT equipment/support and maintenance, Wi-Fi, printing and any other systems funded by local group | IT equipment/support and maintenance, Wi-Fi, printing and any other systems funded by local group |
| Insurance | Public liability and employers liability insurance required | Public liability and employers liability insurance required | Public liability and employers liability insurance required |
| Management and buildings | Running and staffing costs all funded by local group | Running and staffing costs all funded by local group | Running and staffing costs all funded by local group |
| Membership | B&NES Library Card | B&NES Library Card | Membership managed by local group |
| Reserved items | Manage and make ready reserved stock for regular collections |  |  |
| Start Up Grant | Eligible for one off Community Run Library Start Up Grant | Eligible for one off Community Run Library Start Up Grant | Eligible for one off Community Run Library Start Up Grant |
| Training and support | Professional support from B&NES available through monitoring, networking and training events | Professional support from B&NES available through monitoring, networking and training events | Professional support from B&NES available through networking and training events |

**Appendix 2**

**Community profile – identifying the communities needs**

Understanding your community will be vital as you develop your proposal for a Community Run Library. It is important to develop a community profile to understand the demographics, local needs and other community facilities in the area. Here are some suggestions of what you might like to include.

**About your community**

* What are the demographics of your area? (eg age, population, size, geographical location)
* Will you be serving the whole community or a smaller area?
* Are there any new housing developments or retail developments or other developments proposed in your area?
* Do you have a branch library or mobile library stop in your area?
* Where is your proposed library to be located? Is it in an existing library or new location? Is it accessible? Do you have parking? What else happens there, if anything? What are transport links like?
* What other community facilities and assets do you have?
* Are there community organisations that are working in the area? Are there opportunities to link with them?
* Is there a school or nursery? Are there opportunities to link with them?
* Are there any other consultations that have taken place which you can draw on? (such as Neighbourhood Plans, community plans etc)

Here are some useful links to help you collate this information:

* The Council has produced a series of ward profiles based on the Census data 2011. View the [Ward profiles](http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/census-2011-our-local-population) in B&NES.
* The Council has prepared a [Libraries need assessment](http://www.bathnes.gov.uk/sites/default/files/siteimages/Your-Council/Local-Research-Statistics/bnes_libraries_needs_assessment_-_final_05.07.17.pdf) that provides an overview of the national and local context of the current B&NES library provision; the trends over time for library use, demographic characteristics of library users, geographical location of libraries and users numbers and experience of library services based on existing data.
* Details of the [current library](http://www.bathnes.gov.uk/services/libraries-and-archives/library-locations-opening-times-and-information) provision including branch libraries and mobile stops and the [home library service](http://www.bathnes.gov.uk/services/libraries-and-archives/access-all/home-library-service).
* The Council’s [Core Strategy](http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/core-strategy) sets out the future development for housing, employment, transport, infrastructure etc within Bath and North East Somerset. It forms a key part of the Council’s statutory Development Plan for determining planning applications.
* [Neighbourhood plans](http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/neighbourhood-planning-protocol-my-neighbourh) are a way for communities to help shape the future development of places where they live and work. There are seven completed (made) plans in B&NES and a number of other plans under development.

**Ask your community about their views**

It is vital that you consult your community to understand firstly that a library is important to them and also what they would like to include in their Community Run Library and seek their support. Get in contact with your local school, community groups, parish councils to ask for their views and suggestions for your proposal. You can do this by holding an event, organise a meeting or carry out a survey. Any survey would need to cover a broad spectrum of your local residents. You may also want to ask the local community about their library experience, when and how they use it and what they would like to see provided in the future.

There may be other similar projects operating locally that you were unaware of or groups that would like to use the space for events, meetings, performances. Working together with other projects will be mutually beneficial.

Here are some questions that you may wish to ask:-

1. Do you use the local library or visit other libraries in the area?
2. What library do you visit most?
3. How often do you use the library?
4. What is your main reason for visiting the library – books, newspapers/ periodicals, computer, printing, events, something to do etc.
5. Do you support the proposal for (*Name of organisation*) to take over the running of (*Name of Library*) in (*location*)?
6. What would you like to see provided in the community library?
7. How often should we open? What days and times would be most convenient?
8. If an existing library, what improvements / changes should be made? eg dedicated children’s area, more events, refreshments, café, clubs and activities.
9. What else could we provide in the library?
10. Are there any groups or activities that you would like to see within the library space?
11. What types of books, titles, themes would you like to see made available?
12. Do you have any fundraising ideas?
13. Would you like to volunteer / be involved in helping run the Community Library?

You may also with to include a section about the individual taking part in a survey. For example:

* What is your postcode?
* What is your age? (include options)
* Do you have any dependent children?
* Do you consider yourself to have a long-term condition that limits your day-to-day activities?
* How would you define your gender?
* How would you define your sexual orientation?
* How would you define your ethnic group?
* How would you define your religion/beliefs?

**Useful tools and information**

[Survey Monkey](https://www.surveymonkey.co.uk/welcome/sem/?&opt=nonbrand&iv_=__iv_m_p_c_77378169795837_k_23634980779_g_3974279884_p_2_b_bb_d_c_vi__&utm_source=adcenter&utm_medium=ppc&utm_term=%2Bsurveys&utm_network=o&utm_campaign=&cmpid=&cvosrc=&keyword=%2Bsurveys&matchtype=p&network=o&mobile=0&searchntwk=1&campaign=&cvo_campaign=&cvo_adgroup=&dkilp=&cvo_creative=&msclkid=b018e8f2882512dd30ecb23cbb5a92d1) is an online tool that creates s**urveys.** It is free to register and for short survey (no more than 10 questions, the tool is free to use.

Also be aware of the new rules which come into force in May 2018 relating to how you collect and process personal data. GDPR is Europe's new framework for data protection laws. It replaces the previous 1995 data protection directive which current UK law is based upon. Find out more about what steps your organisation needs to take with a handy [12 step guide](https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf) prepared by Information Commissioner’s Office (iCO).

**Appendix 3**

**Expression of Interest Form – Stage 1**

Organisations wishing to register an interest in delivering a Community Run Library should complete the form below. Please read the Application Pack prior to completing the form.

1. **Does this expression of interest relate to an existing library?**
2. **If yes, what is the name of the library to which this EOI applies?**
3. **If no, please state below the community and location in which you wish to run the library.**
4. **What structure best describes your organisation?**

* parish council
* town council
* unincorporated association
* charity
* social enterprise
* Other, please describe

1. **When was your organisation set up? If you are a newly formed group or intend to set up a new organisation please provide details.**
2. **Please provide the details of the organisation submitting the EOI.**

Name of organisation:

Correspondence address:

Telephone No:

Mobile:

Email:

Contact person:

Role of Contact person:

Contact person Telephone No:

1. **Please tell us about your community, what are their needs?**
2. **Please tell us about your plans including its location, community benefits, community needs that you aim to address?**
3. **What do you need to do to make this happen?**
4. **Will you be applying for the Community Run Library Fund Start Up Grant?** YES / NO
5. **What Community Run Library Option do you feel would most suit your proposal?**
6. **How will you, or have you, engaged the local community in your plans?**

Please complete and return to: Communities Team, email:  [Connecting\_Communities@bathnes](mailto:%20Connecting_Communities@bathnes).gov.uk

**Appendix 4**

**Full Application Form – Stage 2**

Organisations that have received agreement at Stage 1, can progress to Stage 2 and submit a Full Application Form. Stage two includes access to the one off Start up Grant.

Where an organisation wishes to enter into discussions with the Council regarding a Community Asset Transfer, a full Business Plan will also be required to be submitted alongside this Full Application Form.

Please read the Application Pack prior to completing the form.

**Contact details**

**Please provide the details of the organisation submitting this Application.**

Name of organisation:

Correspondence address:

Telephone No:

Mobile:

Email:

Contact person:

Role of Contact person:

Contact person Telephone No:

1. **The Proposal**
   1. **What is the name of the Community Run Library to which this Application applies?**
   2. **Have you secured a location for the Community Run Library?**
   3. **What option do you wish to apply for**

**Option A -** B&NES and Consortium stock Community Run Library

**Option B -** B&NES stock only Community Run Library

**Option C** - Independent stock Community Run Library

* 1. **Please tell us more about your plans and how the Community Run Library will operate?**
  2. **What other services or facilities will you offer?**
  3. **Please detail how your plans meet the Council’s Library Service Strategic Framework outcomes. Please tick the ones that apply.**
* Creating stronger, more resilient communities
* Increasing reading and literacy
* Improving digital access and digital literacy
* Improving health and wellbeing
* Providing information, support and signposting for our most vulnerable residents
* Supporting economic growth by encouraging people back to work and encouraging greater prosperity
* Helping everyone achieve their full potential through learning and access to information
* Providing cultural and creative enrichment
* Providing safe spaces and community cohesion

1. **Governance and Management**
   1. **What are the aims and objectives of your organisation?**
   2. **What is the legal status of your group? Please provide charity number/ company number if relevant.**
   3. **Please tell us about the financial status / track record of your organisation?**
   4. **What is the organisational structure including committee structures and how you manage staffing and volunteers?**
   5. **Please tell us what resources you have available? (include details about volunteers, equipment, funding, partners etc)**
   6. **Please detail your policies and procedures adopted by your organisation? Please attach copies along with your application.**
   7. **Please detail what training you will provide or have organised for your organisation.**

1. **Equalities**
   1. **How do your plans ensure that all sections of the community are not discriminated against?**
   2. **How will your plans ensure that you offer a neutral and accessible space that is welcoming to all sections of the community?**
   3. **How will your plans ensure that you offer a book lending resource that is unbiased and meets the varied needs and interests of local people?**
2. **Community Involvement** 
   1. **How do your plans reflect the community’s needs?**
   2. **How have you engaged the local community in your plans and how will you continue to involve them in the future?**
3. **Delivery**
   1. **What are your timescales?**
   2. **What do you need to make it happen?**
   3. **What are the risks and how do you plan to mitigate them?**
4. **Financial arrangements**
   1. **Please tell us what financial resources you have available and how will you generate income.**
   2. **What financial arrangements do you have in place? (Please provide a copy of your accounting policy and procedures)**
   3. **Do you have the necessary insurances in place? (please provide copies of public liability and employees liability (this will include volunteers)**
5. **Grant**

*If you are applying for the One off Start Up Grant (up to a maximum of £5,000) please complete this section.*

* 1. **Please detail what you intend to use the grant for?**
  2. **How will the grant help you deliver your aims and objectives?**
  3. **Please detail the costs below:**

|  |  |
| --- | --- |
| Total cost of project: | **£** |
| Amount Sought from the Start Up Grant: | **£** |
| Funds identified from other sources (if applicable) please detail below | **£** |
|  | |
| Ongoing costs (are there any ongoing costs and how will these be met (please detail below) | |
|  | |

* 1. **Please provide details of your bank account.**

1. **Any other information** 
   1. **Please provide any other information that you think would be useful to your Application?**

Please complete and return to: Communities Team, email:  [Connecting\_Communities@bathnes](mailto:%20Connecting_Communities@bathnes).gov.uk

**Appendix 5**

**Flowchart - Application process**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | Stage 1 |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | | Submit EOI |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | | EOI assessed by B&NES |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | | EOI scheme criteria met  Applicant progresses to  Stage 2 |  |  | Does not fulfil scheme criteria unable to progress further. Organisations can re-submit an application at this stage |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | | Stage 2 |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | | Full Application submitted (including grant scheme) |  | If Community Asset Transfer required |  |
|  |  |  | |  |  |  |  |
|  |  |  | | B&NES assess Application |  | Business Plan required |  |
|  |  |  | |  |  |  |  |
|  | Application not recommended for approval | |  | Application recommended for approval |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | | Agreed by Cabinet Member |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | | Agreement signed |  |  |  |