

Community Asset Transfer Outline Business Case Pre-Application Expression of Interest (EOI)

Please complete this form, attach additional information and send for appraisal, in the first instance, to propertyhelpdesk@pembrokeshire.gov.uk

Organisation	
Applicant	
Contact details	
Date	

1. Introduction	
The Outline Business Case	
a.	Is this a request to take possession of a specific asset? If yes, please provide details.
b.	Have you been invited to make a request by the local authority? If yes, please provide details.
c.	Is this an exploratory request? If yes, please provide details of your requirements.
d.	Other reason? If yes, please provide details.

2. Background

Describe your organisation

- | | |
|----|---|
| a. | The services provided |
| b. | The area of service provision |
| c. | The number of staff and organisational structure |
| d. | The accommodation you currently use |
| e. | How your organisation is funded |
| f. | How your organisation provides services to the public through the medium of the Welsh language. |

3. Why the asset is needed

Is your existing accommodation

a.	Unsuitable?
b.	In the wrong location?
c.	Too costly or you have received notice to vacate?
d.	Is your service expanding?
e.	Are you providing additional services?

4. Benefits

Provide details of the benefits that you consider could be achievable.

You should include benefits to your organisation, to the community and to the county.

a.	Will the asset enable service improvements?
b.	Will additional services be provided?
c.	Will the service become more visible?
d.	Will the service become more accessible?
e.	Will the asset complement other services or organisations or enable collaborative working?
f.	Will it safeguard services?
g.	Will there be any financial savings?

5. Organisational Health Check

Consider your organisation's ability to maintain services delivery and deliver benefits

a.	Do you have a mission and objectives?
b.	What are your governance arrangements?
c.	Do you have a written constitution or Memorandum and Articles of Association? Please provide a company/society registration number and/or charity registration number
d.	Do you publish an annual report? If yes, please provide the most recent copy.
e.	What financial package is in place to support your proposal and how secure is the funding?

6. Partners, Collaborators and Stakeholders

Are you proposing any arrangements with the council or other public or third sector organisations?

a.	Provide details and state the scope of their involvement
b.	Are they supportive of this proposal?

