

**UNITE
STUDENTS**

**SALISBURY COURT COMMUNITY SPACE
INFORMATION AND GUIDANCE**

104 ST LEONARDS STREET, EDINBURGH, EH8 9RD

Part 1: Introduction

Welcome

An opportunity has arisen for a non-for-profit voluntary and community sector organisation to lease and manage a new community space within a building owned by Unite Students.

The CLASS 11 Community space is within a modern and high quality development tucked between Holyrood Park and the Meadows housing almost 600 students. The chosen tenant organisation will be able to lease the space at a heavily subsidised rate and in return should benefit and actively engage with the local community. It may enable other voluntary and community groups to hire space.

Given the demand for affordable office space in the area, this allocations process is run on a competitive basis.

About this guidance

This guidance will help you decide whether to submit an application for the advertised property and will provide you with the information that you need to make your application.

- **Part one: Introduction** provides information about the types of organisations that we are seeking to allocate premises to. It also lets you know about the support we can offer when you are making your application.
- **Part two: Premises Information** provides an overview and description of the premises
- **Part three: Application Process** provides information about the application and decision-making processes.

Help we offer and viewings

Premises Enquiry Service

If you have any queries, please contact Vicki Fry vicki.fry@unitestudents.com.

Viewings

There will be an open viewing for the unit at Salisbury Court held on the **1st April 2pm-7pm**. No appointment is required.

Eligibility

In order to be eligible for this opportunity you must be a not-for-profit organisation(s); defined as organisations that reinvest any surpluses to further environmental, cultural and social objectives. You must have demonstrated an ability to improve outcomes for local residents and the primary beneficiaries of your work must be local residents.

We will consider applications from individual organisations and/or consortiums.

Under this programme we will consider applications from:

- Registered Charities
- Community and Voluntary Groups
- Co-operatives
- Social Enterprises
- Community Interest Companies

Community Interest Companies and Social Enterprise will only be eligible if they operate on wholly not-for-profit basis and meet the following criteria:

- 100% of surplus income is re-invested into the organisation
- The organisation does not have a 'profit distribution' clause in its governing documents, which allows it to pay Executive Directors as shareholders. Executive Directors must operate in a voluntary capacity.

This opportunity is not open to individuals, sole traders or organisations that:

- Are run on a for-profit basis
- Have poor financial health
- Do not have robust governance arrangements in place
- Provide services where the majority of beneficiaries are not local residents
- Deliver projects and services that contravene the Equality Act 2010
- Do not pay all employees or contracted staff the Living Wage as a minimum (currently £9.00 per hour).

In order to be eligible, organisations must be able to provide evidence that they have effective systems and practices in place in the areas of governance, management, finance and safeguarding. This will be evidenced by the provision of supporting documents (as detailed in the application form) alongside your completed application form.

In addition to these essential criteria, our decisions will also be informed by an assessment of your organisation's financial health. In assessing the financial health of your organisation we will look at your turnover, reserves and your ability to make any rental repayments that are required.

Further Information

Equality of opportunity

As a company we are committed to promoting equality. Unite Students adheres to Equality Duty created under the Equality Act 2010. In order to be successful, applicants will need to demonstrate how their work improves outcomes for people with protected characteristics as defined by the Equality Act 2010.

Fair Pay

We are also committed to promoting the Living Wage campaign, and expect all our partners who deliver commissioned or grant funded services to pay all employees and contracted staff the Living Wage as a minimum.

Freedom of Information and Data Protection

Unite Students is committed to an open and transparent approach to allocating our premises. We adhere to the Freedom of Information Act 2000 and Data Protection Act 2018 and publish information on our decisions. As part of our grant making process, organisations who submit an application will need to declare that they understand and agree to the requirements outlined in these two Acts.

Part 2: Premises Information

Overview

Unite Students are inviting voluntary and community sector organisations to submit an application for the opportunity to lease and manage a new CLASS 11 community space at 104 St Leonards Street, Edinburgh, EH8 9RD, owned and managed by Unite Students.

The premises is an open plan space approximately 115 sqm in size. The space will be ready for occupation from 1st September 2020. Applications are invited from charitable and not for profit organisations that will seek to use and manage the space to deliver the following:

- Activities that maximise social value for the local community
- Activities that support engagement with the local community, including the community of students in the vicinity of the site

Additional consideration would be given to organisations that can:

- Offer opportunities for students to volunteer and contribute to the organisation's service delivery.
- Offer opportunities for local voluntary and community groups to hire the space at affordable rates.

While Unite Students manage the student accommodation portion of the building, the appointed tenant of the space will oversee its start-up and ongoing operations, the day-to-day facilities management and hires, and where relevant facilitate engagement with the local community and voluntary sector groups which might use the space. The lease will be managed by a managing agent appointed by Unite Students.

Location and Configuration

The site is owned by Unite Students and is located between Holyrood Park and the Meadows with access from St Leonards Street.

The community space is part of a much larger student residential development, which accommodates 600 students, year round.

The premises are an open plan space approximately 115 sqm in size. Please see an outline floorplan of the space below.

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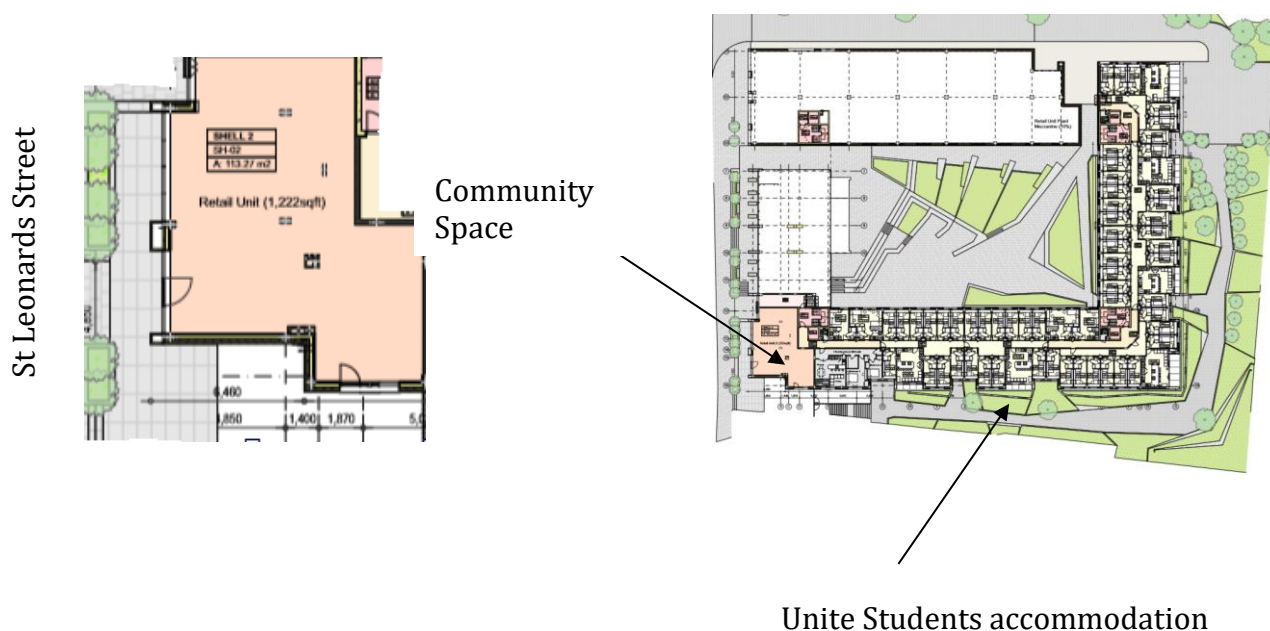
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The final internal design and fit out for fixtures and fittings will be agreed in conjunction with the successful tenant. Unite Students will manage and fund this through to completion.

Management Requirements

Unite Students will appoint a managing agent for the space, and the successful tenant will lease the space directly from the managing agent at a peppercorn rent of £1000 per annum, for the duration of two years (with a one year break clause).

A formal annual review of the occupation will take place in which the previous year's operation will be reviewed to address any concerns on either the tenant or landlord's side. At this time the tenant will need to demonstrate their community impact over the past years' operation, and will need to show how actual performance compares to that proposed during the application process. Failure to do so may result in the implementation of the break clause being activated.

Service requirements

The unit will be managed independently by the tenant. They will be responsible for furnishing the unit appropriately and carrying out routine cleaning and maintenance as per normal requirements.

The tenant will need to oversee the operations and facilities management of the site. The space will need to be used to deliver activities, which maximise social value for the local community and engage local organisations and the wider community.

The tenant will be responsible for organising suitable utility supply contracts and metering through this provider (which they are responsible for paying). The tenant will also be responsible for installing a fire alarm system to suit their proposed internal layout of the unit and carrying out required testing.

Part 3: Application Process

Applications opportunity will be run on a two stage process.

Stage 1

- In the first stage you will need to complete and submit an application form which will then be assessed by a panel. All applications will then be ranked, according to the assessment criteria and shortlisted.
- Unsuccessful organisations will be informed that their application is not being progressed further. Feedback can be provided on request.

Stage 2

- In the second stage we will arrange to meet with shortlisted organisations and request the submission of all supporting documentation. At this point we would also ask you to present an overview of your services, an explanation of how you measure your performance and impact and how you intend to use this space. The panel presentation will also include a Q&A session. This will enable organisations to meet Unite Students and the rest of the panel and for a final decision to be made as to the most appropriate organisation for this space.
- The successful organisation will then enter into a process to sign the lease for the property with the appointed managing agent.
- Unsuccessful organisations will be informed that their application was not successful. Feedback can be provided on request.

Application and Assessment Process

When we receive your application form we will let you know that we have received it. Each application will then be assessed by officers from Unite Students in line with the criteria detailed below. Whilst we are undertaking the shortlisting, we will only contact you if we have any further points of clarification.

It is unlikely that you will hear from us until we have completed the assessment and shortlisting. Applicants will then be advised as to whether they have been successful in being invited to the panel interview, the final stage of the tender process.

Essential Criteria

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In assessing your application we will first check to see whether you meet our minimum criteria, which are:

- The primary beneficiaries that the organisation plans to support are local residents.
- The organisation is not-for-profit and meets the definition of organisations that we will fund outlined above.
- The organisation has a functioning board of trustees and/or is able to supply us with the key governance, policy, safeguarding and financial documents requested in the application form.
- The organisation is able to pay any rental and service charge costs associated with the premises.
- The organisation can provide a landlord reference.

Assessment Criteria

We will then assess and score your responses to the questions in the application form. The scoring will assess:

Financial viability	<ul style="list-style-type: none"> ▪ Your ability to honour rent requirements ▪ Your financial stability and ability to attract funding for your work
Your Organisational Aims, Objectives and Beneficiaries	<ul style="list-style-type: none"> ▪ Your organisational aims and objectives ▪ The beneficiaries that you work with
The value you will create for the local community	<p>The way in which you will maximise the use of the premises to deliver positive community activity, including:</p> <ul style="list-style-type: none"> ▪ How you plan to use this space ▪ The services and activities you will deliver from this space ▪ The organisations you plan to work with in the local area ▪ The impact of your activities and services on the local community, including the local student population
Premises compatibility and added value	<ul style="list-style-type: none"> ▪ How compatible your premises requirements (space, dates, hours of delivery) are with the opportunity ▪ The extent to which this move would enable you to allocate more of your financial resources to service delivery ▪ Whether you would be able to make the space available to local groups for rental

While all of these criteria will be considered and scored, greatest consideration will be given to those organisations who can demonstrate (beyond the basis of financial and operational security) that they will be engaging directly with the local community, and that the ability to secure the space at a peppercorn rate will

provide a clear opportunity to develop or extend their existing operation, with a clear impact.

Shortlisting and Offer

All applications must be received by **8th April 2020** they will then be ranked in line with the assessment criteria outlined above. Successful organisations will then be invited to attend the interview panel, which will be held **on 30th April or 1st May**.

Following the completion of these interviews, organisations will be approached in rank order to discuss the terms of any lease agreement and to secure a commitment to accommodate the property. If an organisation decides not to accept this offer, or the offer is withdrawn, then the next highest ranking application will be approached.

Appeals Process

If you would like to make an appeal against any decisions made throughout the application process you can contact vicki.fry@unitestudents.com In the first instance, we will provide verbal feedback on the reasons for our decision. If you remain dissatisfied by our decisions you can submit a written appeal which will be considered by a member of senior management.

Approval Process

Following stage three and on receiving the relevant supporting documents, we will contact you to confirm any offer and arrange to finalise lease arrangements with the appointed managing agent. At this time, Unite Students would also like to agree a mutually agreeable date with the successfully appointed tenant, to host a 'launch' event. This will offer an opportunity to showcase the community space and its services, as well as celebrating the collaboration between the tenant and Unite Students. It is envisaged any costs for such an event would be shared equally between the appointed tenant and Unite Students (upon mutually agreement of stated costs.)

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