

Vicky Fry

Dirty Design  [Company address]

**Salisbury Court Community Space**

Application Form

104 St Leonards Street

Edinburgh

EH8 9RD

|  |  |
| --- | --- |
| Your name and job title | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Email address | Click here to enter text. |
| Website address | Click here to enter text. |
| Consortium members (if applicable) | Click here to enter text. |
| Where do you already deliver services from\* (please list number of units delivering services and address)?  \*if different from above or if delivering across multiple sites | Click here to enter text. |
| If successful in your tender, is it intended that this venue will be in addition to your existing premises, or a replacement for an existing premises? | Click here to enter text. |

***Please ensure you review the guidance document when completing this application form****.*

The closing date for all applications is **8th April 2020 @ 1700.**

Applications submitted after this deadline will not be accepted.

Shortlisted applicants will notified by Friday 10th April, with interview panels held on **30th April or 1st May.**

1. **Your Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Governance | | | |
| Are you a not-for-profit organisation? | | Yes ☐ No ☐ | |
| What is the status of your organisation? (Please select) | Registered Charity | ☐ | |
| Community Group | ☐ | |
| Co-operative | ☐ | |
| Faith and Equalities Group | ☐ | |
| Social Enterprise | ☐ | |
| Community Interest Company | ☐ | |
| Other (Please State) | Click here to enter text. | |
| **Finance** | | | |
| Does your organisation pay all employees and contracted staff the Living Wage as a minimum? (Currently £ 9.00 per hour) | | | Yes ☐ No ☐ |
| What was your organisation’s turnover in 2018/19? | | | £ Click here to enter text. |
| What was your organisation’s expenditure in 2019/20? | | | £ Click here to enter text. |
| What non-committed cash reserves did your organisation have on 31st March 2019? | | | £ Click here to enter text. |
| What percentage of your income in 2018 - 2019 was from: | | | |
| * Grants and contracts from the local Council | | | Click here to enter text. % |
| * Other Funders/Trusts? | | | Click here to enter text. % |
| * Contracts | | | Click here to enter text. % |
| * Fundraising | | | Click here to enter text. % |
| * Earned income (e.g. office rental, sale of services) | | | Click here to enter text. % |
| * Other (Please State) | | | Click here to enter text. % |
| * Click here to enter text. | | | Click here to enter text. % |
| * Click here to enter text. | | | Click here to enter text. % |
| What is the value of the assets you hold? | | | £ Click here to enter text. |
| Does your organisation have any financial liabilities? (e.g. loans) Please provide details and amounts. | | | Click here to enter text. |
| What future plans do you have to diversify your income stream and make efficiencies over the next three years? (Maximum 250 words) | | | |
| Click here to enter text. | | | |

|  |
| --- |
| Organisational Objectives |
| What are your organisations’ aims and objectives? Please include details of your beneficiaries, their key characteristics, numbers you work with a year and the activities you undertake.  (Maximum 250 words) |
| Click here to enter text. |
|  |

# Your Proposal

|  |
| --- |
| **a. Your Services and Activities** |
| This property is a valuable community asset that, with the right partners, has potential to enable the delivery of positive community activity, how do you plan to use it?  Please tell us about:   * How you plan to use this space * The services and activities that you will deliver from this space * The service users that will benefit from your tenancy * The organisations that you plan to work with in the local area * The anticipated impact of the delivery of said activities and services |
| **How do you plan to use this space, including the services and activities you plan to deliver? (max 500 words)** |
| Click here to enter text. |
| **Who will benefit from your work? (250 words)** |
| Click here to enter text. |
| **Which organisations do you plan to work with in the local area? (250 words)** |
| Click here to enter text. |
| **The anticipated impact of the delivery of said activities and services (250 words)** |
| Click here to enter text. |

# 4. Your Beneficiaries

|  |  |
| --- | --- |
| **How many people have you delivered services to in the last 12 months?** | |
| Click here to enter text. | |
| **What percentage of these were local residents?** | |
| **Percentage** | Click here to enter text. |
| **The unit will be provided at a rental cost of £1000 per annum, significantly below market value. What do you expect the subsidised cost of this overhead will allow you to do in addition to what you have detailed above, specifically, what impact do you envisage this having and how will you measure it?** | |
| Click here to enter text. | |

# 5. Your Premises Situation and Needs

|  |  |  |
| --- | --- | --- |
| **Please tell us about your current primary premises** | | |
| Do you currently lease or license premises/ property owned by  (please tick as appropriate): | Local Council | ☐ |
| Private landlord | ☐ |
| VCS Organisation | ☐ |
| Owner Occupier | ☐ |
| Other  (Please Specify) | Click here to enter text. |
| What is your current rent per annum? | £Click here to enter text. | |
| Is there a Service Charge? | Yes ☐ No ☐ | |
| If ‘YES’ what is the Service Charge per annum? | £ Click here to enter text. | |
| When does your current Lease/ License Agreement expire? | Click here to enter text. | |
| What is the total size of the facilities you currently occupy in square foot? | Click here to enter text. | |
| Please add details of any other premises in Edinburgh that you currently use to deliver services and whether you intend to continue to use these if your application is successful. | Click here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Premises Needs** | | | |
| **With reference to the advertised property and floor plan, why do you feel this property meets your organisations premises needs?**  Please note that this section will help us to better understand your premises needs and how well suited these are to the property. Should your application be unsuccessful, the information you provide here could also help identify alternative premises opportunities in the future | | | |
| Click here to enter text. | | | |
| **What are your proposed days and hours of operation?**  **(Where possible, please state specific times)** |  | | **Est operating hours** |
| **Monday** | |  |
| **Tuesday** | |  |
| **Wednesday** | |  |
| **Thursday** | |  |
| **Friday** | |  |
| **Saturday** | |  |
| **Sunday** | |  |
| **Please outline if this move would enable you to make any financial savings and if so, how will you use these savings. Please state the amount you would save.** | | | |
| Click here to enter text. | | | |
| **What is your required move date?** | |  | |
| **If you are planning to manage the space for other organisations to access, please outline your experience of doing this to date. (250 words)** | | | |
| Click here to enter text. | | | |

# 6. Any other useful information

|  |
| --- |
| **Please tell us here any other information that is relevant to your application (250 words)** |
| Click here to enter text. |

# 7. Supporting Documents

The following documents will be requested if you are shortlisted. Please tick below that your organisation can make these documents available when required, and if not details of why.

|  |  |  |
| --- | --- | --- |
| **Governance documents:** |  | **Comments (if any)** |
| Copy of Constitution/Governance policy | ☐ | Click here to enter text. |
| Copy of minutes from most recent AGM | ☐ | Click here to enter text. |
| Copy of minutes from most recent Board Meeting/ Management Committee | ☐ | Click here to enter text. |
| Copy of members in key management committee positions | ☐ | Click here to enter text. |
| Copy of Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance | ☐ | Click here to enter text. |
| **Key policy documents:** |  |  |
| Equal Opportunities Policy | ☐ | Click here to enter text. |
| Data Protection Policy | ☐ | Click here to enter text. |
| Financial Management and Procedures Policy | ☐ | Click here to enter text. |
| Financial Reserve Policy | ☐ | Click here to enter text. |
| **Safeguarding documents:** |  |  |
| Whistle Blowing Policy | ☐ | Click here to enter text. |
| Safeguarding Policy | ☐ | Click here to enter text. |
| **Finance and accounting documents:** |  |  |
| Annual Audited Accounts 2018-19 | ☐ | Click here to enter text. |
| Financial Management Accounts for last quarter | ☐ | Click here to enter text. |
| Copy of most recent Bank Statement | ☐ | Click here to enter text. |
| **Reference:** | | |
| Name, address and contact details of current or previous landlord. | ☐ | Click here to enter text. |
| **If you have been unable to supply any of the requested supporting documentation, please detail why here:** | | |
| Click here to enter text. | | |

# 8. Declaration

In submitting this Application Form the named contact is agreeing to the following statement on behalf of your organisation.

“The information I have provided is accurate as far as I know. If I discover that the information is inaccurate, I will notify the Unite Students immediately and will provide the accurate information as soon as possible. I confirm that my organisation meets all the basic Eligibility Criteria listed in Guidance Notes. I am aware that I may be asked to provide further evidence to support the information provided and agree to do so if requested.”

Signed

Date

Please email your application form to [vicki.fry@unitestudents.com](mailto:vicki.fry@unitestudents.com)