**This Expression of Interest Form is Stage One of the application process for the Community Asset Fund, and must be completed, submitted and approved prior to a Stage Two application form being filled.**

## Organisation and Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name | |  | |
| What type of Organisation are you? | |  | |
| Charity Number, Companies House Number or Registered Trust Number if applicable | |  | |
| Contact Name | |  | |
| Contact Position within the Organisation | |  | |
| Phone Number |  | Email Address |  |
| Website |  | Parish |  |
| Does your organisation plan both to receive the funding and operate the Asset once purchased? | |  | |

## Asset Details

|  |  |
| --- | --- |
| Asset (Property) Name |  |
| Type of Asset (i.e., Pub, Shop, Café) |  |
| Asset Address |  |
| Asset Postcode |  |

|  |
| --- |
| What is the current status of the Asset  *For example, operating commercially, closed, at risk of closure, for sale* |
|  |

## Project Details

|  |
| --- |
| Who in the community uses the asset, or has used it in the past? What significance does the asset have to the community? |
|  |

## Community Need

|  |
| --- |
| Tell us how losing the asset would affect, or has already affected, people in the community |
|  |

## Sustainability

|  |
| --- |
| Explain why the community will be better served with the asset under community ownership. |
|  |

## Community Involvement

|  |
| --- |
| Tell us how you have engaged with the community about your intention to take ownership of the asset, and how has this shaped your project plans |
|  |

## Local Plans

|  |
| --- |
| Tell us how your project supports any wider local plans. This may include your Parish’s Neighbourhood Plan or Parish Infrastructure Investment Plan |
|  |

## Local Support

|  |
| --- |
| Tell us about the local support for your project, including whether your Parish Council has confirmed Neighbourhood Community Infrastructure Levy (CIL) would be available |
|  |

## Community Benefit

|  |
| --- |
| What community benefits do you expect to deliver with this project? Tell us about these benefits in detail, how the asset’s activities will help deliver them, and how these benefits will be sustained over time |
|  |

## Project Costs

|  |  |
| --- | --- |
| How much will your project cost, and how much will you be applying for should your Expression of Interest be successful?  *These figures can be estimated or indicative at this stage, and can change before the Stage Two Application Form is submitted* | |
| Estimated overall project cost | **£** |
| Estimated application amount (maximum £100,000) | **£** |

|  |
| --- |
| What costs will your project include?  *For example, land/property purchase* |
|  |

|  |
| --- |
| Detail how the whole project will be funded |
|  |

## Additional Documentation

Please provide supporting documentation alongside your Expression of Interest. This must include your constitution (governing document) and your most recent set of accounts.

|  |  |
| --- | --- |
| Have you provided the following documents alongside your Expression of Interest? | |
| Constitution (Yes or No) |  |
| Accounts (Yes or No) |  |
| Business Plan (Yes or No) |  |
| Fundraising Strategy (Yes or No) |  |

## Declaration

I declare that I am authorised to make this Grant application on behalf of the above organisation and that the information given is correct and complete.

I understand that a member of the Communities Team will contact me to discuss my project.

I understand that you may check some of the information with other sources within the Council, other Councils and Government departments. You may also get information from other organisations to make sure the information is accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

## Completed Forms

Please return the completed form by email to [BMSDCGrants@baberghmidsuffolk.gov.uk](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk)

## Data Protection Notice

Any personal information processed by Babergh and Mid Suffolk District Council arising from Community Grant Fund Application will be protected in accordance with the Data Protection Act 2018.  For more information on how we process your personal information or for information regarding Babergh and Mid Suffolk Councils Data Protection Policy and your right to information go to <https://www.babergh.gov.uk/privacy-policy1>