Community Fund – Appendix One
Capital Building Projects

Pre-Assessment of Applications for Projects Involving Council Owned Buildings

If your project relates to a Council owned asset the following pre-application checks need to be completed whilst applying to the Community Fund. The checks are a combination of the applicant's responsibility and the Council Valuation and Asset Management Service. Once the checklist in the table below is completed the application can proceed to the Community Fund project board for consideration.

A: The <u>Applicant</u> to:

- **Hold an existing lease from the Council** rather than be holding over or occupying premises under license or under any other arrangement, with the unexpired term of the lease significantly exceeding the length of the projected timescales of any proposed infrastructure project (to minimise any risk of the Council being left with an unfinished project)
- Indicate if they have the **technical expertise to deliver the improvement**

B: <u>Valuation and Asset Management Service</u> (VAMS) in response, to:

- Form a view as to whether the applicant has proven to be a good and responsible tenant, in terms of compliance with their lease terms
- Consider whether a lease restructure would have merit where the applicant should hold a relatively short lease, and in cases where the basis of occupation should be otherwise than under a lease, if there would be value in the grant of a lease to replace the current agreement

Community and Partnerships Team to
- Assess the community benefit of the proposal
- Consider if the organisation is properly constituted
- Assess the sustainability of the organisation

C: The Asset

VAMS Team to consider if the asset:

- Has potential for added value to be created e.g. through future redevelopment, extension or enlargement, or change of use or
- Is sited within an area regeneration or potential area regeneration location, or
- Is being held for specific Service Delivery, cultural, or strategic asset management purposes

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An asset with potential for extension or enlargement need not necessarily be precluded from consideration by the Fund, should the applicant be a good and responsible tenant with the willingness, capacity, and skills set (with or without Design Service team involvement) to deliver the project. VAMS team to then make a recommendation to the Communities and Partnerships and Design Service teams.

Check List

Pre-application Criteria	Evidence required	Completed/received
Applicant		
The Project		
Hold an **existing lease** from the Council, rather than holding over or occupying premises under license or under any other arrangement, with the unexpired term of the lease significantly exceeding the length of the projected timescale of any proposed infrastructure project.	Copy of lease to be forwarded to Community and Partnerships Team	
Prove that they have the technical expertise to deliver the improvements	Evidence of contractors to be employed in terms of levels of experience/portfolio of work	
Proof of value for money in contractors employed	Three comparative quotations to be provided by the applicant	
Valuation and Asset Management Service		**Completed/received**
The Project		
Proof that tenant has been responsible in terms of compliance with the lease	Short summary from VAMS in relation tenant's history	
Consider whether a lease restructure would have merit where the applicant holds a relatively short lease	VAMS to check lease details in relation to project timing/projections	
The Asset		**Completed/received**
The Council asset has potential for added value to be created IE through redevelopment, extension	VAMS to assess if applicant is a good and responsible tenant with capacity to deliver such a project	

or enlargement or change of use	(With or without Design Service team involvement)	
The Council asset is not in an area of regeneration or potential area regeneration	VAMS to confirm the status of the area	
The Council asset is not being held for specific Service Delivery, cultural, or strategic management purposes	VAMS to confirm the status of the asset	