

**Expression of Interest Form**

**Name and address of the asset you are interested in:**

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**Section 1 – Organisation Details**

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| **Full name of organisation**: | |
| **Charity / Company Reg. No**. (if applicable): | |
| **Contact name**: | |
| **Position in organisation:** | |
| **Address:** | |
| **Phone Number:** | |
| **E-Mail Address:** | |
| **Please state what the key aims and objectives of your organisation are:** | **What is your organisations Mission Statement? (if applicable)** |
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| **Does your organisation have**: (Please Tick as appropriate)  (**Note**: If answering **“Yes”** please attach any supporting documents with this application)  Legal structure  Financial records  Business plan | **Yes**  **☐**  **☐**  **☐** | **No**  **☐**  **☐**  **☐** | **Developing**  **☐**  **☐**  **☐** |

**Section 2 – Service Delivery**

2.1. What services are you proposing to deliver from the centre on a **weekly** basis?

Please include a brief description of each service and who it is aimed at, how often you will run the service, how many people you believe will use each service, your estimated cost of each service and what outcome you believe the service will deliver. Please continue on additional sheets if necessary. (**Note**: You can add any monthly, annually and irregular activities on the next question, over the page.).

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| **Proposed service name** | **Times/Dates** | **Target Community** | **Cost(s)** | **How are you intending to fund this service?** | **Is this a current service**? | **Outcomes / Benefits** |
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2.2 What services will you run on a **monthly, annual or irregular** basis?

Please include a brief description of each service and who it is aimed at, how often you do or will run the service, how many people you believe will use each service and your estimated cost of each service. Please continue on additional sheets if necessary.

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| **Service name** | **Times/Dates** | **Target Community** | **Cost(s)** | **How are you intending to fund this service?** | **Is this a current service**? | **Outcomes / Benefits** |
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2.3. Who do you currently work with, or have agreed plans to work with other organisations, to deliver services?

Yes **☐** No **☐**

If yes, please detail which organisations you already work with or have agreed plans to work in partnership with, what services they will provide and what outcomes you believe the service will deliver for local people? (Note: Only include those services you have already agreed upon with other organisations. Details entered here will be checked with the named organisation). Please continue on additional sheets if necessary.

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| **Organisation / Service name.** | **Service provided / or to be provided**. | **Times / Dates** | **Target community** | **Is this an existing partnership?** | **Outcomes / Benefits** |
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**Section 3 – Evidence of support and need:**

3.1. How do you know that the services you are proposing to deliver are needed by the local community? Please provide what evidence you have gathered in support of your application – this could be from questionnaires you have sent to local people, the results of consultation events you have put on locally, or from reports on local needs. (Note: Please refer to Community Engagement Guidance).

3.2 Which parts of the community are you targeting services at? Please describe which communities you are intending to work with and how you will appeal to different parts of the local community. (Please continue on additional sheets if necessary).

3.3 How will your proposed plan meet the priorities of the ward where the property is located?

3.4 How will you monitor and measure the impact of the services that you are proposing?

3.5 How will you review your service plans to ensure that they continue to meet the changing needs of the local community?

3.6 Do you or a member(s) of your trustees have any experiences in property management or have completed relevant training? (Please tick as appropriate)

Yes **☐** No **☐**

**Note**: If answering **“Yes”** please provide additional information / certification below:

**Section 4 – Projected Income and Expenditure over 3 years.**

4.1 Please provide a detailed breakdown of your estimates in respect of your projected income and expenditure for the next 3 years.

Please continue on additional sheets, if required

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| **Expenditure Item**  (Please set out below e.g. utilities, building maintenance, repairs, associated staff / activities / set up costs, etc) | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** |
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| **Income**  (Please set out below e.g. reserved funds, grants/funding, donations, fund raising, activities, room hire, etc) | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** |
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| **Total** |  |  |  |

**Section 5 – Additional supporting information**:

5.1 Is there anything else you would like to say in support of your application? (**Note**: No more than 500 words).

(**Please Note**: The information that you provide is processed in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Hull City Council will use the information you provide to respond to your Expression of Interest.. We will not routinely share your Organisations information with third parties. Where necessary we may share information with Hull City Council’s partner organisations, agents and contracted providers in respect of The Community Asset Transfer process. Data is stored within our secure computer network and offices that have controlled access. It is retained for as long as there is a business and legislative need for it in accordance the General Data Protection Regulation and the Data Protection Act 2018).

For more details about your rights and how the Council processes personal information please visit [www.hull.gov.uk/privacy](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.hull.gov.uk%2Fprivacy&data=05%7C01%7CDuncan.Shaw2%40hullcc.gov.uk%7C4a257084799746a3a7f508dbe5277387%7C998b793dd1774b888be16fe1f323a70b%7C0%7C0%7C638355729817366202%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=BpBpL%2Bv59w4Peo3ZWzxUgd%2BZFnt29bdHMuTBSO61rvU%3D&reserved=0)

**Please return the completed Expression of Interest form to:**

**E:** [wykearea.team@hullcc.gov.uk](mailto:wykearea.team@hullcc.gov.uk)