



Community Empowerment (Scotland) Act 2015

Community Asset Transfer Request Form

IMPORTANT NOTES:

This form is for use by an Organisation wishing to request transfer of an asset from Glasgow City Council.

You should read the [asset transfer Guidance for Community Transfer Bodies](#) provided under the Community Empowerment (Scotland) Act 2015 before making your request. This form includes page numbers of parts of the Guidance that will help you to complete the form. We also provide additional information on our website.

When completed this form and accompanying documents (see checklist at end of this form) should be sent to:

communityassettransfer@glasgow.gov.uk

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1 Organisation Information

Please provide details of the Organisation making the request		
1.1 Name of Organisation:	Amaanah Project	
1.2 Address of Organisation (this should be the registered address, if you have one):	[REDACTED]	
1.3 Contact Name:	[REDACTED]	
1.4 Position in Organisation:	Chairperson / Trustee	
1.5 Correspondence address:	[REDACTED]	
1.6 Postcode:	[REDACTED]	
1.7 Telephone Number:	[REDACTED]	
1.8 E-mail address: Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?	[REDACTED] Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9 Website Address (if applicable):		
1.10 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of Guidance)	Company Limited by Guarantee and its company number is:	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is:	
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	
	Other Please specify: Trust	X
1.11 Please indicate what type of Community Transfer Body your are (see pages 11-15 of Guidance) Please tick only one	Community Controlled Body (see pages 11-14 of Guidance)	X
	Your Organisation been individually designated as a community transfer body by Scottish Ministers? (see pages 14-15 of Guidance) If yes, please give the title and date of the designation order:	

	<p>Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers? (see pages 14-15 of Guidance)</p> <p>If yes, what class of bodies does it fall within?</p>	
--	--	--

Please **attach** a copy of the Organisation's constitution, articles of association or registered rules.

Section 2 Asset Information

2.1 Please provide the Name (if it has one), Address and Postcode of the asset.	Howford School, 487 Crookston Road, Glasgow, G53
2.2 Please provide the name of the Landlord or Owner of the asset	Glasgow City Council
2.3 Is the asset a Building or Land or both?	Building
2.4 Please provide the UPRN (Unique Property Reference Number) if known (This may be given in the authority's register of land)	

Please **attach** a location plan of the asset, if available.

Section 3 Type of request, payment and conditions

<p>3.1 Please indicate what type of request is being made:</p> <p>See Community Empowerment (Scotland) Act 2015 for relevant sections (also see pages 29-30 of Guidance)</p>	For ownership (under section 79(2)(a)) – go to section 3.2A below	X
	For lease (under section 79(2)(b)(i)) – go to section 3.2B below	
	For other rights (section 79(2)(b)(ii)) – go to section 3.2C below	
<p>3.2A – Request for ownership: What price are you prepared to pay for the land and/or building requested? (see parts 11 and 12 of Guidance)</p> <p>(Please attach a note setting out any other terms and conditions you wish to apply to</p>	<p>Proposed price: £1 – however this is negotiable.</p> <p>Whilst at the moment our charity is registered as charitable status we are in the process of changing to a Charity by Limited Company.</p>	

the request)	
<p>3.2B – Request for lease: What is the length of lease you are requesting?</p> <p>How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year. (see parts 11 and 12 of Guidance)</p> <p>(Please attach a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Proposed price: £</p>
<p>3.2C – Request for other rights: What are the rights you are requesting?</p> <p>Do you propose to make any payment for these rights?</p> <p>If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.</p> <p>(Please attach a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proposed price: £</p>

Section 4 Community Proposal

4.1 Please set out the reasons for making the request and how the land and/or building will be used. (see pages 30-33 of [Guidance](#))

(This should explain the objectives for your project, why there is a need for it, any development or changes you plan to make to the land and/or building, and any activities that will take place there.)

To erect a community hub which will benefit service users in providing a varied number of activities and services to suit the varying requirements of the community as a whole.

1. Assist with children's and young people's education.
2. Provide a safe, warm place for elderly and/or vulnerable service users to utilise.
3. To provide advice and assistance on various topics, especially during bereavement or relationship breakdowns.
4. Involving the local youths and young people in participating in ideas of sports and recreational use to best suit them.

4.2 Please set out the benefits that you consider will arise if the request is agreed to. (see pages 30-33, 41-43 of [Guidance](#))

(This should explain how the project will benefit your community, and others.)

1. Providing an additional tuition to young people who may feel unable to cope with mainstream educational situations.
2. Self-explanatory, could participate in provision.
3. This would benefit bereaved people who may not know how to apply procedures e.g. death certificates / form completion / funeral costs assistance.
4. This would benefit by allowing young to take responsibility for decision making and working together.

If we were able to source the existing Howford School building we would be better placed to implement our bereavement and funeral care services in a more timeous matter.

We also would be in a position to expand our core care and educational facilities with minimum disruption by having an almost ready facility at our disposal.

4.3 If there are any restrictions on the use or development of the land and/or building, please explain how your project will comply with these. (see pages 44-45 of [Guidance](#))

(Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.)

Liaise with local Council and community.

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? (see page 45 of [Guidance](#))

(You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.)

We believe that any improvement that adds to the quality of lives etc. has to be a positive rather than a negative.

4.5 Please show how your organisation will be able to manage the asset and achieve your objectives. (see pages 32-33 of [Guidance](#))

(This could include the skills and experience of members of your organisation, any track record of previous projects, whether you intend to use professional advisors, etc.)

We have sourced a number of individuals who are trained in different professions and are willing to provide some time on a voluntary basis e.g. counsellors (marriage / bereavement), sports coach, teachers, and fitness instructors

4.6 Please provide details of any partnership working arrangements in place with other organisations.

(Please include both current arrangements and proposed partner relationships and how these will impact on the service.)

At the moment we are working together with the mosque in Ibrox P.R.W. in the provision of free meals to the homeless. We're also working closely with Human Appeal Scotland (cemetery clean ups) sports tournaments etc.

Section 5 Support

5.1 Please provide details of the level and nature of support for the request from your community and, if relevant, from others. (see pages 33-34 of [Guidance](#))

(This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.)

We have organised and held various community meetings and carried out a door to door survey.

The feedback was positive in agreeing there is a need for a project like this to allow people to facilitate services which may not be available generally.

We are also in the process of promoting and implementing a neighbour watch following a spate of break ins to private dwellings and vehicles.

Section 6 Financial Information

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset. (see page 33 of [Guidance](#))

(You should show your calculations of the costs associated with the transfer of the land and/or building and your future use of it, including any redevelopment, ongoing maintenance, running costs and the costs of your activities.)

All proposed income and investment should be identified, including volunteering and donations.

If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.)

None applied for at this time.

Presently we are in sufficient funds to secure a purchase. Going forward we envisage to ability to future funding.

6.2 Please provide a copy of your most recent accounts / income & expenditure

Yes No

6.3 ONLY for organisations **formed within the last twelve months** unable to submit

accounts:		
6.3a When was the organisation formed?		
6.3b What is your projected annual income for 2017/18?		£
6.3c What is your projected annual expenditure for 2017/18?		£
6.4 Does the organisation hold a bank account? If so please provide full details (name of Bank, address, sort code, account number etc.)		
Bank Name:	██████████	
Bank Address:	██	
Sort code:	██████	
Account Number:	██████████	
6.5 Is your organisation currently in receipt of funding from any public body, Glasgow City Council, Big Lottery Fund or similar organisations? If so, please list these here with the amounts awarded and dates.		
Funder	Amount of award	Period of award
6.6 How do you plan to finance any development or refurbishment costs, ongoing repair, caretaking, cleaning, maintenance, insurance, rates and other running costs? Please include details of any funding applications you have made, or intend to make.		
We have not at this time applied for any funding. All monies held have been donations of proceeds of fund raising events etc.		

6.7 Please outline any contingency plans that you have in place.

At this moment we have healthy live funds and would envisage adding to these by continuing what we have been successfully achieving.

We also have several interested parties who are willing to donate additional funds for charitable causes if required

Please **attach** a copy of your business plan, if available.

Section 7 Risk/Social Impact

7.1 Please outline whether any other organisation/business in your area will be affected by your proposals, how you will monitor the benefits of the asset transfer and what barriers or challenges to your project succeeding you have identified.

We believe that our project would only serve to enhance any existing organisations within area.

Our project is not for profit.

We will strive to always work together with any other organisation or business to provide services which will enable the growth and understanding of the community and diverse needs etc of the community as a whole.

Section 8 Declaration

DECLARATION

I confirm that the information set out in this Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if there are any significant changes to the application or the project/initiative, Glasgow City Council will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.



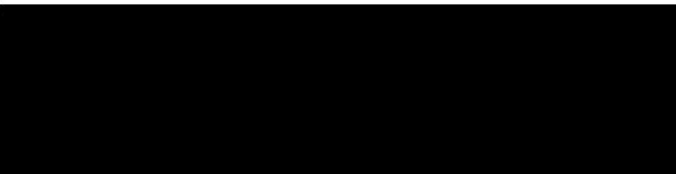
Two office-bearers (board members, charity trustees or committee members) of the community transfer body **must sign the form**. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

1st office-bearer

Name:	██████████
Address:	██████████
Date:	██████████
Position:	Chairperson / Trustee

Signature:		
-------------------	---	--

2nd office-bearer	
Name:	
Address:	
Date:	19/2/2018
Position:	Trustee
Signature:	

Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

Section 1 – you **must** attach your organisation’s constitution, articles of association or registered rules

Title of document attached:

Trust Deed

Section 2 – any maps, drawings or description of the land requested

Documents attached:

Section 3 – note of any terms and conditions that are to apply to the request

Documents attached:

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

Section 5 – evidence of community support

Documents attached:

Section 6 – financial information and business plan

Documents attached:

Financial Statement for the Year Ended 31 March 2017