

# **EXPRESSION OF INTEREST FORM (EOI)**

## **for a Community Asset Transfer (CAT)**

### **from Powys County Council to a Third-Sector Organisation**

|                  |  |               |  |
|------------------|--|---------------|--|
| Reference Number |  | Date Received |  |
|------------------|--|---------------|--|

#### **Guidance Notes**

This “Expression of Interest” form is an important document. The information within it will help the Council to identify good community based proposals for sustainable uses of public buildings owned by Powys County Council.

The aims of a Community Asset Transfer from Powys County Council are:-

- To encourage people in take part in economic and community life
- To develop capacity in and connections between public, private, voluntary and community sectors in order to support economic and social development
- To safeguard buildings for community use

When initially assessing your completed “Expression of Interest”, the Council will consider:-

- Does the project meet at least one of the Council’s Community Asset Transfer aims?
- Does the proposal benefit the people of Powys?
- Does the project contribute to the Council’s corporate priorities and plan?

**NOTE – You must be realistic about the amount of time it will take to do your proposal and what you can achieve.**

If your EOI meets the Council’s criteria, you will be invited to submit a full, costed Business Case, which will then be considered for submission as a Community Asset Transfer application.

For advice on both developing your project and completing this “Business Case” form, email the Regeneration Team at [regeneration@powys.gov.uk](mailto:regeneration@powys.gov.uk).

**This form, once completed, it should be sent to:**

The Valuation Team,  
County Hall,  
Llandrindod Wells  
LD1 5LG  
Or emailed to [property.sales@powys.gov.uk](mailto:property.sales@powys.gov.uk)

**EXPRESSION OF INTEREST FORM (EOI)**  
**for a Community Asset Transfer (CAT)**  
**from Powys County Council to a Third-Sector Organisation**

*(This is not an application form for funding)*

| PROPOSED PROJECT NAME |
|-----------------------|
|                       |

| CONTACT DETAILS                           |  |
|---|--|
| Name of the LEAD group or organisation    |  |
| Address of the LEAD group or organisation |  |
| Name of the main contact person           |  |
| Phone number                              |  |
| E-mail address                            |  |
| What year did your organisation start?    |  |

| YOUR THIRD-SECTOR STATUS  |  |  |
|---|--|--|
| <input type="radio"/> Registered Charity  | <input type="radio"/> Community Group        | <input type="radio"/> Consortium             |
| <input type="radio"/> Voluntary Organisation  | <input type="radio"/> Town/Community Council | <input type="radio"/> Statutory Organisation |
| <input type="radio"/> Other _____   |  |  |
| <b>Does your group or organisation have:</b><br>You will be asked for these if you progress to a Business Case. |  |  |
| Item  | Yes  | No   |
| a constitution  |  |  |
| terms of reference  |  |  |
| A work plan   |  |  |

### WHAT PROPERTY ARE YOU INTERESTED IN?

|  |  |
|--|--|
| Name of identified property  |  |
| Address  |  |
| Names of Powys County Council <u>Officers</u> that you have spoken to about this property.<br><i>(This does not mean that the property has been agreed for use by PCC)</i> |  |
| Names of Powys County <u>Councillors</u> that you have spoken to about this property.<br><i>(This does not mean that the property has been agreed for use by PCC)</i>      |  |

### TELL US ABOUT YOUR ORGANISATION ( or GROUP)

**1. What does your organisation do?** *(If you are a new organisation, what do you hope to do?). Enclose any brochures / marketing that you currently use to help explain what you do.*

**2. List any other organisations with which you are affiliated or work with.**

**3. If you already operate a project or activity, where is it currently based and is it different to the idea for this building?**

**TELL US ABOUT YOUR IDEA FOR THE PROPERTY**

**4. What do you want to use the property for and why?**

**5. To achieve this, how much will your idea cost?**

*(Consider development costs, design fees, capital proposals and revenue costs, as examples.)*

**6. How will you make it happen?**

*(Tell us about the stages involved, the experts, (architects, quantity surveyor, etc) formal permissions such as Building Regulations or Planning, as examples).*

**7. How do you propose to ensure the future of the property?**

*(ie: keeping it in good repair and running it.)*

**TELL US ABOUT YOUR COMMUNITY IDEA**

**8. Why do you believe that your idea is needed and what evidence / information justifies your project?**

**9. Have you discussed your idea with other people / groups in your community?**

This is important because, if you complete a Business Case form for a Community Asset Transfer (CAT) by Powys County Council, you will have to demonstrate that you have community support. *(NOTE – As part of its appraisal process, the Council may approach anyone you name below.)*

**10. If your idea has links to other projects? Describe what these are and the benefits.**

**11. What environmental impact will your idea have as it is delivered – in a positive and / or negative sense? What environmental considerations have you made?**

**12. How will you make it happen?**

*(Who will make it happen, what are your timescales, how will people know about it and how will you keep it going?)*

**TELL US ABOUT COSTS AND FUNDING?**

**13.** (This is only an EOI and we do not require detailed costing however, you will be required to provide them in a Business Case if your EOI is accepted.)

**A) How much will it cost to set up your project?**

**B) What have you allowed for purchase / lease of the property?**

**C) How much will it cost, annually, to run the project? (indicate over 5 years)**

**D) Tell us how you will fund the above and the source of the funding?**

|  |
|--|
|  |
|--|

| <b>CONTACT SIGNATURE</b>                          |  |
|---|--|
| Signature of main contact person                  |  |
| Name of main contact person<br>(in BLOCK letters) |  |
| Date  |  |



## Data Protection and Information Security

The information submitted in this “Expression of Interest” form will be processed in accordance with the Data Protection Act (1998).

For the administration, appraisal, approval, monitoring and auditing of this project, Powys County Council will hold your proposal information. We may need to share it with the Appraisal Panel, elected Members, Officers from the Council, and the Welsh Audit Commission – and any internal or external auditors required to audit the activities of the Council.

Please sign and date below, to confirm that the information supplied in this “Expression of Interest” form is accurate, and that you accept processing of your information as stated above.

|                          |  |      |  |
|--------------------------|--|------|--|
| Applicant's<br>Signature |  | Date |  |
|--------------------------|--|------|--|

This “Expression of Interest” form must be submitted electronically to [property.sales@powys.gov.uk](mailto:property.sales@powys.gov.uk) – and at the same time a signed printed copy must be submitted by post to:-

Valuation Technician  
County Hall  
Spa Road East  
Llandrindod Wells  
Powys LD1 5LG

This “Expression of Interest” form will not be reviewed until we have received both:-

- a. the electronic copy
- b. the signed and dated printed copy