



Reference Number		Date Received	
Name of Organisation		Name of Asset or Service	

**RCT TOGETHER
COMMUNITY ASSET AND SERVICE TRANSFERS**

EXPRESSION OF INTEREST FORM

(Please tick all that apply)

Are you interested in?

SERVICE TRANSFER REQUEST
(Running a service in your community)

COMMUNITY ASSET TRANSFER REQUEST
(Taking over a building in your community)

COMMUNITY ENABLING FUND REQUEST
(Applying for the Council's "Community Enabling Fund")

If you would like to discuss your proposals before completing this Expression of Interest Form, please contact Debra on 01443 281188 or 07880 044520

When completed, please return this form to:

Debra Hanney

Community Asset Development Officer

**RCT County Borough Council, Corporate Estates, Ty Trevithick, Abercynon, RCT,
CF45 4UQ**

Please email a copy of this Expression of Interest to the Community Development Officer at RCTTogether@rctcbc.gov.uk



Guidance for completion of the "Expression of Interest" form

The "Expression of Interest" form is an important document, as it gives your organisation/group the chance to share an idea for delivering a service or managing community assets (buildings and land) in the community. We want to know why the service your organisation/group would like to run is important within your local community and/or across RCT.

This information within it will help the Council to identify good community based proposals for sustainable uses of public buildings, land or delivery of services currently owned and managed by Rhondda Cynon Taf Council. The Council will use this information to consider transferring the building or service to your organisation/group ie. a Community Asset Transfer (or CAT).

The aims of a Community Asset Transfer from Rhondda Cynon Taf Council are:

- To encourage local communities and groups (new or existing) to become empowered and active citizens by delivering services and managing local buildings in their local area.
- To develop capacity in communities and promote shared use of community buildings through a collaborative approach between public, private, voluntary and community sectors.
- To safeguard buildings and services for community use and benefit.

When initially assessing your completed "Expression of Interest", the Council will consider:

- Does your proposal demonstrate any potential efficiency savings or added value to managing council buildings and/or services?
- Does your proposal benefit the people of Rhondda Cynon Taf?
- Does your proposal contribute to the Council's priorities and plan?

(Follow the link to view the Councils Single Integrated Plan which can be found on www.rctcbc.gov.uk/rcttogether)

If we like your idea and your "Expression of Interest" can demonstrate it has the potential to meet the Council's criteria, you will be invited to submit a full, costed Business Plan, which will then be considered for submission as a Community Asset and/or Service Transfer application.

Similarly, if you also want to apply to the Community Enabling Fund to support a successful Community Asset Transfer, then a separate Application Form will be sent out to you for completion.

If the Council feel the proposal cannot progress, we will write to you and inform you of the reasons why.

NB. Important - please read. Where Council assets/services are identified as suitable for Community Asset Transfer, they will be publicised via the Council website as part of a "Window of Opportunity" to allow other organisations to comment and share their proposals to promote fairness, transparency and enhance collaborative approaches in the process.

We will be encouraging groups to work together to maximise use of public buildings and services to ensure long term sustainability of buildings, land and services. There may be opportunities to strengthen individual proposals through this process.

As such information you submit in Section 5 may be made available for other organisations to view as part of the Councils "Window of Opportunity".

Please tick if you object to this information being shared to any third parties

Expression of Interest Form (EOI)

**for a Community Asset Transfer (CAT) and Community Enabling Fund Requests
from Rhondda Cynon Taf Council to a Third Party**

Please note that this is an Expression of Interest only and completion of the form does not constitute a guarantee of transfer/lease of an asset, service transfer or award from the Community Enabling Fund.

PROPOSED PROJECT NAM		
1. CONTACT DETAILS		
Please provide details of the person to whom all correspondence should be sent.		
Title (<i>Mr, Mrs, Ms, etc</i>)	First Name:	Surname:
Role within the organisation:		
Address & Postcode:		
Tel:		
Mobile:		
Email:		

2. ORGANISATION/GROUP DETAILS	
Please provide details of the organisation making this application.	
Name of Organisation/Group:	
Address & Postcode (<i>if different from above</i>):	
Tel (<i>if different from above</i>):	
Fax:	
Email (<i>if different from above</i>):	
Website:	
Are you a new or existing organisation/group?	<ul style="list-style-type: none"> • New (please skip to Section 5) <input type="checkbox"/> • Existing <input type="checkbox"/>
What year did your organisation start?	

3. ORGANISATION/GROUP 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"/> Commercial Business	<input type="radio"/> Other _____	

Does your group or organisation currently have? (You will be asked for these documents if you progress to the Business Plan stage.)

<i>Item</i>	<i>Yes</i>	<i>No</i>
A constitution or governing document		
Terms of Reference		
Organisation/Group - Bank or Building Society Account		

4. TELL US ABOUT YOUR ORGANISATION (OR GROUP)

- a) What does your organisation/group currently do? (If you are a new group, skip to Section 5)

5. TELL US ABOUT YOUR PROPOSAL

- a) Describe what your organisation/group wants to do in your community?

- b) How does your proposal link to Council priorities and plans?

- c) **Assets** - Will you need a space for delivering your proposal? If you know that your proposal involves a Council owned building or piece of land, please provide the address and postcode. What do you want to use the space/property for and why?

- d) **Services** - Does your proposal involve an existing Council service? Please list the services and state whether you are looking for a whole service transfer i.e. across the whole of RCT, or just a transfer in a specific geographical location.

- e) Please list the names of any **Council Officers** you have spoken to about your proposals.

- f) Please list the names of any **Councillors/Elected Members** you have spoken to about your proposals.

6. TELL US ABOUT YOUR COMMUNITY IDEA

a) Why do you believe that the proposal is needed in your community?

b) How will it benefit local people in RCT and what evidence you have to support this?
Have you discussed your idea with other people/groups in your community?

(This is important because if you progress to the Business Plan stage, you will have to demonstrate that you have community support - NB. as part of the assessment process, the Council may approach anyone you name below)

c) How do you aim to generate income or fund your proposal in the community?

7. APPLYING FOR THE COMMUNITY ENABLING FUND

a.	Are you interested in applying to the RCT Together Community Enabling Fund? (Awards will usually be in the range of £1,000 to £10,000.) Yes / No
b.	Approximately, how much would you wish to apply for?
c.	How would you intend to use the grant? Please provide a general overview of what you need the funding for.
d.	Please advise if you have tried to access other funding sources and the outcomes of these applications.

8. ORGANISATION/GROUP SKILLS AND EXPERIENCE

a) What skills and experience does your organisation/group currently have to effectively carry out and sustain your proposed plan(s)? Please provide a brief overview of the skills and experiences held by the:

Committee	
Employees	
Volunteers	
b) Are there any additional training or development needs you have identified for:	
Committee	
Employees	
Volunteers	

c) **What support do you need?** (Please tick if you require any of the following support)

a.	Business Support
b.	Funding Advice
c.	Governance and Legal Structures
d.	ICT/Information Management Advice and Guidance
e.	Other (please advise)

If you are already receiving support from any external agencies, please list these below and tell us what support they are providing.

9. DECLARATION

This section requires the acknowledgement and signature of the main contact detailed in Section 1.

I can confirm that to the best of my knowledge and belief, all answers on this application form are true and accurate.

I also confirm that I am authorised to act on behalf of the organisation submitting this Expression of Interest.

I acknowledge and consent to my projects details in Section 5 will be made public via the Council's website, in the event of my proposal progressing to the Business Plan stage.

Signature _____
Print Name _____
Position _____
Date _____

Please advise how you would prefer the Council to contact your organisation ie. language and format?

The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information.

To learn about how your privacy is protected and how and why we use your personal information to provide you with services, please visit our service privacy notice here

www.rctcbc.gov.uk/serviceprivacynotice and the Councils data protection pages here www.rctcbc.gov.uk/dataprotection.