

Community Asset Transfer Full Application Form

Name of Organisation

Kilwinning Community Shed

Name of Asset

Blacklands Hall, Abbots Avenue, Kilwinning KA13 6BZ

Asset Number

G2003006

Single Point of Contact (SPOC)

[REDACTED]

This form is to initiate an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015. Information is available at [Community Empowerment \(Scotland\) Act 2015](#)

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Section 1: Information about the request

To help you along we have filled in the details given in your initial enquiry form. If any information has changed, please amend accordingly.

1.1 Please provide details of the organisation making the request

1.1.1 Main Contact for all correspondence

Personal information	Please detail
Name	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email	[REDACTED]
Position in the Organisation	[REDACTED]

1.1.2

1.2 Structure and purpose of the organisation

1.2.1 What type of organisation are you? What is your legal structure for example, Constituted Group, Scottish Charitable Incorporated Organisation (SCIO), Community Interest Company (CIC) etc. Your organisation structure must enable you to undertake a CAT based on the definitions of the Scottish Government as outlined in the NAC Guidance Pack. Information is available at [Community Asset Transfer](#)

We are a registered SCIO with OSCR. Our Charity number is: SC053891.

1.2.2 Do you have a written formal constitution, governance document or set of rules?

Yes ☒

1.2.3 How many people are members of your organisation?

Currently we have 44 members that signed up to our online form, with 183 followers joined up on our Facebook group page.

1.2.4 When was the organisation established?

As an organisation we formed in May 2024.

1.2.5 What is the purpose and main activities of your organisation?
(Summary of your aims and objectives)

Initially formed in May 2024, we are in the process on gaining members to form a much-needed Community Shed in Kilwinning. Currently we have 49 members, with the numbers gradually increasing. We are currently trying to establish a Shed where community members can meet up with others, work on projects, and share creative skills and interests. It is a community led organisation aiming to provide whatever we can, in order to help maintain community spirit, overcome social isolation, and improve the health and wellbeing of our members. Currently there are no Community Shed's in Kilwinning, therefore members have to travel out with the area to attend other Community or Men's Sheds.

1.2.6 Does your organisation have previous experience of managing an asset?

(If yes, please provide details)

Yes, currently we have agreed terms with Colin Blair to use the former Job Centre for the purposes of a temporary shed. As part of the use, we are currently upgrading the building, whilst ensuring the appropriate insurances are in place.

1.3 Please specify the asset (building or land) you are interested in

1.3.1 Asset

Asset information	Please detail
Name of Asset	Blacklands Hall and grass area next that sits adjacent to the hall
Address of Asset	Abbots Avenue, Kilwinning KA13 6BZ

1.3.2 Type of transfer you are interested in

Full Ownership of Asset ☒

Lease of Asset ☐

Other (please specify) ☐

Click or tap here to enter text.

1.3.3 If leasing, what length of lease? (Please attach a note re any other terms & conditions)

N/A

1.3.4 Are there any other organisations potentially affected by the ownership of this asset? Please give details including in relation to existing ownership/leasehold arrangements/ current users/other contractual arrangements or any funding associated with the asset where conditions on its use or ownership may apply.

We are not aware of any other organisations affected by the ownership of the asset, as it is currently unused. However, we are aware that the car park is shared with the bowling Club, which will still be honoured on successful transfer of the asset.

1.4. Funding

1.4.1 Briefly outline how you propose to fund the transfer of ownership/lease.

We are currently in the process of liaising with the Scottish Land Fund to source funding to purchase the building. If unsuccessful, we are looking to apply to Foundation Scotland – Investing in Enterprise, Scotland.

1.4.2 A Business Plan with a 3 year cash flow statement is beneficial for information purposes. A Business Plan will be required before a final decision is made. Two main sources of support for a business plan are:

Just Enterprise: Third sector organisations, enterprising charities and community organisations that are trading can get support by self-referring.

Community Enterprise: Support for smaller third sector organisations and community groups that are non-trading. This service can be accessed by self-referring.

Business Plan attached (if available) ☐ ☒

If not available, would you like help to prepare one? ☐

3 year cash flow attached (if available) ☒

1.4.3 Previous 3 years financial statement is required.

Attached (if available) ☐

Reasons if not available (for example, new organisation)

As we were only formed in May 2024, we are unable provide previous 3 years financial statement

1.5 You previously shared with us the following. Is there anything you would like to add to this to enhance your application?

• Why are you interested in this asset and what do you want to use the asset for?

From the start of Kilwinning Community Shed, we have been keen to identify a space for us to set up. Currently we have use of the former Job centre on the Main Street in Kilwinning, however this is for a short term until we find out own permanent space. Prior to this we have been meeting regularly in Kilwinning Library for committee meetings, and utilising Cranberry Moss Community centre for social games nights. However we are keen to find our own permanent premises to start working on various projects for the community.

Having looked at the main available assets, Blacklands Hall is the only available premises in Kilwinning that is available without much upgrades needing done, The full size of the building and the land adjacent also allows for the ideas that we have in creating a community shed that will potentially provide activities that will include woodworking, model railway, gardening, art and crafts, computing, cooking skills, and gardening. Along with being a community shed, we also have a vision to create the space as a community hub for learning and social opportunities, with a possible community café developed in the future. The green space next to the hall will allow for us to create a community garden.

The building is also perfectly situated as its near accessible public transport, and a short walk to the town centre. This is convenient for members and anyone visiting the shed. We have been

looking around the town at various possible venues that are currently empty, and we are in agreement as a committee that this identified venue would be perfect for the vision that we have for our community shed.

- **What benefits will this bring to local community?**

Prior to the setting up of our organisation, residents of Kilwinning have either had to travel to the three towns, Irvine, or the Garnock Valley to attend a Shed. Therefore, it has become a much identified needed resource within the community.

Community Sheds are well known to provide several benefits, such as providing a space for people to connect, reducing social isolation and fostering friendships. Whilst engaging in hands-on activities, it can improve mental well-being and reduce stress. Working on projects can also promote physical activity and more active lifestyles. Older Men in particular are also well known not to talk openly about their health concerns; however the environment of shed allows for informal discussions around better wellbeing. At the same time, members can learn or refine practical skills ranging from woodworking, creative arts, and basic DIY skills. Many Community Sheds undertake projects that can benefit the local community whether it be creating planters to community benches, in turn enhancing a sense of purpose and contribution. Access to the green space next to the hall will also encourages physical activity, which can reduce the risk of chronic diseases such as obesity, cardiovascular disease, and diabetes. Spending time in nature has been linked to lower stress levels, reduced anxiety, and improved mood. Green health activities can also enhance cognitive function and overall mental health.

The Scottish Index of Multiple Deprivation (SIMD) Specific data for Kilwinning indicates that it has several data zones within the 15% most deprived in Scotland. Therefore, many adults in Kilwinning face challenges related to low income, unemployment, poor health, and limited access to services. The shed membership will be free and will certainly alleviate health concerns by organising visits and facilitate conversations from health partners in an informal setting. From the start we have been keen to have members from 18 years old above involved, so that we can share our work skills and experience, which can hopefully lead to being better prepared and equipped for industry. We are also keen to provide informal classes and courses in the shed, which could be a starting point for attendees to eventually attend further education.

We are keen to work with partners such as schools by creating planters and benches that pupils can be involved in designing and creating. We are also interested in working in partnership with Choose Kilwinning to create planters for the town centre. Our community garden will also benefit local food larders, as we are keen to provide fresh produce for the community. We have already had discussions with the Corra Foundation regarding setting up a Women's DIY group.

Although the shed will have the traditional aspect of woodwork, we are also keen to have other skills such as 3D printing, model making, model railway, art and crafts, computing, and cooking skills. In time we are also keen to provide a warm hub space, in which members of the community can pop in for a cup of tea and some homemade soup. In many ways becoming a much needed hub for Blacklands, and Kilwinning.

1.6 Please tell us below

1.6.1 Describe the level and nature of support for the request from the local community? (for example, Evidence from public meetings, community surveys, info on total number of people in the community etc).

From the start of the shed in May 2024, our meetings have been public and transparent within Kilwinning Library. Anyone can still attend out meetings. Feedback from the community has been very positive, and the level of support we have received has been phenomenal both locally, across Ayrshire and nationally.

Wider community engagement through social media and other local groups has also been very positive. We have received a huge amount of support from across our local communities and beyond. We have also conducted a community engagement, which was conducted online and through paper surveys handed around to the residents of Blackland's near the building. The survey has given us evidence that the Shed is a much needed resource and has community backing.

We have received many donations of tools, machinery, model train sets, furniture, equipment and materials from the community who are invested and interested in our project. We have already had pieces of work requested from organisations including Abbey Church.

We also have backing from local elected officials, MP/MSP's, and local business owners, including Colin Blair (Buzzworks) who has kindly given us use of the former Job centre for free as temporary facility.

1.6.2 Are you aware of any restrictions on the use or development of the asset? These might include changes to the building, create a new build etc. Please explain how your project will comply with these.

There are no restrictions, however we are mindful that that Blacklands Bowling Club is in close proximity, and we would be keen to discuss any changes with them. We would also be keen to continue sharing of the car park with the bowling club, and to work together to make the shared space more aesthetically pleasing.

Any changes to the building and the land will follow building control requirements and be run by appropriate NAC departments. Some local tradespeople have already offered their continued support, and our committee contains members with a background on construction and building works that will be pivotal in any upgrades needing completed.

1.6.3 Impact on existing use – what negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? 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 are mindful that there is a [REDACTED] club also interested in the building, and there might be possible fall out if we are successful with the application. From the onset we would be keen to rebuild a positive relationship. Further down the line, in terms of the community café/warm hub it wouldn't be running in competition and would only provide a limited menu during limited hours. Apart from this, we are not aware of any current negative consequences.

1.6.4 Describe how the proposal will benefit the wider Community, please consider:

- **Accessibility for all members of the community**

All men and Women aged 18 years and above are eligible to join, and membership is free to all members. We are mindful of some members may be older and have mobility issues, therefore we are keen to make the place accessible and have appropriate safety measures in place, with accessible facilities. We are also keen to have further discussion with organisations and partners to widen the accessibility to the community.

- **Wider community benefits**

The Kilwinning Community shed will provide an opportunity to repair, restore and upcycle/recycle items that belong to the community, whilst reducing waste destined for landfill. Whilst also providing handmade products for schools, community centres, churches and the local community for a donation.

The sharing of skills with the local community, will also be a key factor. Sharing tools and

resources also reduces waste and promotes a culture of reuse and repair. There is potential for community wealth benefit as many of our projects will support local businesses by purchasing materials and supplies from them.

Community sheds can also create potential job and industry awareness through skill development, learning a new and working collectively with others on projects for the community. Whilst the volunteering aspect can foster an element of civic pride.

The community garden will promote environmental sustainability, growing produce for larders, whilst providing an awareness of green health, which is well known to impact health and wellbeing. Engaging in hands-on projects within the shed also promotes physical activity and overall health. Social interaction and purposeful activities also improve mental well-being and reduce feelings of isolation.

Community sheds working on projects for schools and community centres can create a more connected, and resilient community, benefiting individuals and the community as a whole.

- **Create opportunities for local organisations to work together**

Our membership also contains members from an array of community organisations, which has allowed for us to have a positive relationship with the community. We are keen to support other community groups with their projects which allows us to raise further community awareness of our organisation. We are also keen to share our skills and abilities to provide help and support where possible to allow other groups to flourish.

We have already had requests of help from the community and community groups. Discussions have also been had with partners such as Corra Foundation regarding setting up Women's DIY Group. Whilst we have had an offer of support in developing our community garden from members of Eglinton Growers Allotment.

We have also had discussion with Healing Hearts Bereavement Support group to discuss possible partnership working, in order to provide a possible provision for some members at the shed.

- **Financial investment into the area (for example, through grants unavailable to the Council)**

Kilwinning Community Shed will be investing in improvements to the building through a cocktail of funding applied for (e.g. national lottery) and hosting regular fundraising events, whenever possible to cover the costs of any ongoing bills. The investment into creating the Shed, will also provide a much-needed place where community members can utilise for manufacturing of items, and growing of food.

- **Opportunities for developing local enterprise in particular ones which contribute to the community wealth building strategy.** Information is available at [Community Wealth Building](#)

Once the completion of the Community Asset Transfer has taken place, the Community Shed will utilise local businesses to carry out repairs. We are also keen to maintain a community wealth building approach of buying and selling from within our local area, whenever feasible.

- **Create new employment/volunteering opportunities.**

In order to attract younger members and gain more volunteers, we are keen to eventually open in the evenings and weekends. Our membership continues to increase, as we already have 49 members without even being properly open yet.

We are committed to ensure that our Community Shed encourages industry standards through skill developments whilst working on local community projects. Our older members will also provide an opportunity to provide peer support to younger members, to develop their workplace skills, making them more rounded individuals for employment. The various projects we are keen to develop, will also allow our volunteers to foster an element of civic pride.

Depending on the success of the community café/warm Hub, in the future we would consider looking at a social enterprise model, which could allow us to eventually employ staff from the local community.

Section 2: What skills, knowledge and experience does the organisation have in the following:

Please provide information on the following points and refer to guidance pack and Doc. BP-1 Business Proposal Template available on the website at [Community Asset Transfer](#)

Skills	Please detail
Management / Governance	<p>The board of trustees have an extensive array of experience ranging from being successful business owners, involved in organising and running charitable groups that includes the Rotary, Epilepsy Scotland, and community groups that include ice hockey and football teams.</p> <p>Our chairperson has run a successful construction company, which brings a vast knowledge of managing skills. One of our trustees is a trained chef, and has the experience of working under pressure. Our Treasurer has experience as a site coordinator in Fuchs lubricants, which brings an extensive knowledge of customer service and Health and safety. Our Secretary owns his own Handy-Man business, but prior to that he was a bus driver for Stagecoach which gave an insight into the importance of customer service. Our Secretary also has experience as a Volunteer for St. Andrews Ambulance, which brings experience in dealing with crisis.</p>
Financial Management	<p>As experienced business owners, some of the trustees have a wealth of skills and experience in financial management. These skills range from creating and managing budgets, allocating resources efficiently, tracking expenses, and ensure financial goals are met. Monitoring and managing cash flow, and financial analysis skills. Managing business assets, and financial reporting skills for investors and stakeholders. Our trustee that is a trained chef, has</p>

Skills	Please detail
	<p>experience in effective Cost Control, which involves monitoring and implementing strategies to minimise waste and maximise profitability.</p> <p>Other trustees have experience in managing community organisations which brings experience in securing and managing grants, along with skills in writing proposals, budgeting, and reporting to funders. Organising fundraising events, campaigns, and activities to generate financial support for community projects and initiatives.</p> <p>Collectively the board of trustees have over 40 years of experience of managing projects and business effectively.</p>
Marketing	<p>Through our Trustees that have their own businesses, we have a clear understanding about the importance of effective marketing. As an organisation, we believe in creating a strong brand, and from the early days of establishing the Shed, we created a logo that is used all across our publicity. The use of our social media and Flyers are the key modes of marketing, however word of mouth is equally important. In the future, once we are established in Blacklands Hall we are keen to share content such as blog posts, videos, and social media updates, in order to engage a wider audience.</p>
Community Engagement	<p>From the initial meetings about setting up a Shed, and to the formation of the organisation, all of our committee meetings have been open to the public. Our meetings have been promoted on social media, and promoted via our group WhatsApp, to anyone that has signed up as member.</p> <p>All our member are asked to complete a membership form, which includes a section to gauge members interests. From this we have generated our key activities that we aim to deliver.</p> <p>With the support of our local North Ayrshire Council Community Development Worker, and the Scottish Men's Shed Association in developing our capacity as an organisation, we have been holding fortnightly committee meetings in Kilwinning Library every second Wednesday since May 2024. We have also held a couple of informal games nights at Cranberry Moss Community Centre, for anyone to come along and have informal discussions about the Shed. We have also promoted our organisation at events such as Kilwinning Lights Switch on and Eglinton Growers Allotment Summer Open Day.</p>

Skills	Please detail
	<p>The community survey that we have recently held for the purposes of this application, has also given us an insight into additional activities that might interest the wider community.</p>
<p>Partnership Working</p>	<p>We have had positive discussions with organisations that include Choose Kilwinning, Kilwinning Abbey, Healing Hearts, Kilwinning Eglinton Anglers Club, Corra Foundation. Moving forward we are keen to build these relationships and also build more with partners.</p> <p>As part of the community engagement, we have lettered all key organisations in the community, to raise awareness of what we do and asking for support in taking on this asset of Blacklands Hall.</p>
<p>Managing Assets</p>	<p>Many of the skills used in managing assets of a construction company can be transferred to managing a community shed effectively. These include inventory management, such as Tracking tools, machinery, materials, and supplies to ensure everything is accounted for and readily available. Regular inspections and maintenance schedules to keep equipment and the shed itself in good condition. Implementing safety measures to protect users and prevent accidents or injuries. Keeping detailed records of assets, maintenance schedules, and usage logs to maintain order and transparency. One of the trustees is a trained electrician and first aider, therefore meeting a high standard of health and safety is paramount.</p> <p>As a group we have been given temporary use of the 129 Main Street, Kilwinning. Within the space, we have set up a temporary shed with sectioned workshops spaces currently in development. Although the space is interim, it has given us a collective experience in managing the space, upgrading and decorating the environment, and taking charge of the utilities, and the appropriate insurances. In turn giving us a vital experience in what will be expected in running any asset that we take on.</p>
<p>Human Resources</p>	<p>Just like hiring employees, the same skills can be transferred to working with volunteers in the shed. Due to the nature of working on projects on tools and machinery, we are keen to provide appropriate training on the equipment to enhance the skills of community members and volunteers, ensuring they can effectively and safely contribute.</p>

Skills	Please detail
	<p>Already we have introduced key documents such as membership forms with emergency contacts, members code of conduct, and adopted policies on child and vulnerable adult protection policy, safeguarding policy, health and safety policy, dignity and respect policy, and social media policy. Creating and enforcing these policies will promote fairness, inclusivity, and respect within the Shed. We are effective in organising events, meetings, and activities that engage the community and promote The Shed's objectives.</p> <p>We believe in effective communication amongst our members, ensuring everyone is informed and heard. We were recently got funding from PB, which will be used to Organise visit to another shed and we will use it as an opportunity for team-building activities to strengthen relationships and improve collaboration within the group.</p>
Business Planning	<p>We have trustees that have experience in managing companies and community organisations. Within the committee, our chair and secretary both have experience in running their own businesses. The chair has extensive knowledge and many year's experience in owning construction companies. Our secretary runs a successful handyman business. These skills are transferrable in the business planning of The Community Shed.</p>
Securing Funding for example, Grants	<p>We have a board of trustees that have a collective experience in raising funds for community organisations. Our chairperson has many experiences in fundraising for Kilwinning Rotary Club, which involved organising key events for the town. Our Vice Chair has been involved with raising funds for Epilepsy Scotland, and our Treasurer has experience of fundraising for local football and ice hockey teams, which includes organising bag packing days, and successful race nights.</p> <p>We have recently had a successful PB application and had initial discussions with Alexandra Krause (National Lottery Funding Officer) regarding applying for the National Lottery Community Fund for equipment and materials. We have also made contact with the Scottish Lands Fund and submitted an Initial application. We have also received some donations of equipment and money from members, and local businesses. Moving forward, we are committed to generating finances through creating items for donations, and regular fundraising activities. Contact has also been made to the NAC funding officer Rosemary Ramsey for funding opportunities, and we</p>

Skills	Please detail
	have received a detailed list of grants that we are in the process of applying to.

Section 3 - How will the proposal contribute to the local priorities set out by the NAC Community Planning Partnership Local Outcomes Improvement Plan.

Please provide details in the sections relevant to you. Information is available at

[Local Outcomes Improvement Plan – North Ayrshire Community Planning Partnership](#)

3.1 Wellbeing:

- We will address health inequalities.
- We will promote children and young people's wellbeing.
- We will enable community wellbeing.

Once our Shed is up and running, we are committed to organise health workshops which can offer workshops on topics such as nutrition, mental health, and physical wellbeing. Partnership is key to our project, and we are keen to link in with the local community workers from the GP surgeries to organise health screenings and services directly to the community shed.

Community Sheds are well known to make an impact on social isolation and wellbeing by bringing a sense of comradery through community projects. At the same time, having a cup of tea and good conversation around a table in a kitchen can be equally therapeutic, if not more. We have already had discussion with the Scottish Men's Shed Association who have offered to run a Men's MOT info session in the shed, which hopefully be the start to providing a safe space for members to share and learn about key health issues.

From the start we have had a few members pop along to our meetings, and they have indicated they have recently been widowed. We have already had discussions with organisation such as Healing Hearts to provide a service within the Shed once it is up and running.

3.2 Work:

- We will increase employment.
- We will develop volunteering.
- We will better support our young people.

Volunteering is at the heart of what we do, and our membership will increase even more once we are fully up and running. Our various proposed projects and groups will also bring in more volunteers. As previously mentioned, we are committed to ensure that our Community Shed fosters potential job and industry awareness through skill development and local projects. Our older members will also provide an opportunity to provide peer support to younger members (18-24), to develop their workplace and interview skills. Younger members can also learn practical skills such as woodworking, gardening, and crafting, which complements any further education. At the same time, projects involving 3D printing, model making, and other technical activities can enhance an awareness of STEM (Science, Technology, Engineering, and Mathematics) education. Community gardens can also teach younger members about growing and sustainable living.

3.3 World:

- We will work together to reduce carbon emissions and mitigate the impacts of climate change.
- We will increase active travel.

- We will increase carbon literacy within our organisations and communities.

The Kilwinning Community Shed promotes sustainability through recycling, and we encourage our members to participate in upcycling projects. This includes repurposing materials for various crafts and DIY projects, which helps reduce waste. We will also be aiming to upgrade any lighting to more environmentally friendly. The Shed is also committed to reducing carbon footprint by implementing eco-friendly practices. This includes promoting the use of public transport, walking activities, and carpooling for visits and meetings with other Sheds.

The community garden will also play a significant role in easing climate change. Plants absorb carbon dioxide from the atmosphere, helping to reduce greenhouse gases. We are keen to ensure the garden contains a variety of plant species, which in turn attracts different pollinators and wildlife that will encourage growth. The community garden will also provide local fresh produce, in turn reducing the carbon footprint associated with food miles.

Section 4 - Business & Development Plan

Please refer to Finance and Business documents: BP-I&E 3 Year Income & Expenditure and Doc. BP-1 Business Proposal Template available on the website at [Community Asset Transfer](#)

(If any the following is not incorporated in your business plan, please provide detail below in 4.1 and 4.2)

4.1 Briefly describe how you propose to fund:

- the price or rent you are prepared to pay
- any revenue or capital costs
- any overheads
- any redevelopment or ongoing maintenance
- the costs of your activities

Currently we are in the process of applying for support from the Scottish Lands Fund, for funding of the building. We have also identified additional funders that include Foundation Scotland (Investing in Enterprise Fund) for an alternative possible route for funding the project. We are also committed to organise a quarterly fundraising event to raise funds to cover the costs of any ongoing utility bills. We are keen to make items for the community, in turn receiving donations for the items, which will also cover the cost of any ongoing maintenance expenses. Some of our members have given us donations to cover the cost of insurances and utility bills, and we have received donations of equipment and materials from local businesses.

4.2 Please identify all proposed income and investment, for example:

- all proposed grants or loan applications
- any donations you expect to receive

Initial enquiries have been with Alexandra Krause (National Lottery Funding Officer) regarding a National lottery Community Fund application to purchase equipment and materials to get us started on some projects. We are also aiming to make an application to the Garfield Weston Foundation for further assistance with any additional maintenance costs. We are also in discussion with local building sites/companies who have offered to provide donations of resources and materials. We were recently successful with a PB application to assist in the purchase of some equipment, and a visit to another shed.

4.3 Contingency Planning – for example, future pandemic, energy cost increases etc:

Please describe any plans that you have should there be any major changes to your forecast plans eg financial, staffing, volunteering (we are looking for information on your resilience as an organisation).

Once we are in the building, we will have a better idea of the regular utility and energy use, which will give us a better idea of the reserve and contingency fund that we will need to allocate. Any excess funds from our quarterly fundraising events, and donations from items created will be allocated to our reserve funds. We have no employees however we are committed to increase our membership.

Section 5 - Supporting documentation must be included (if applicable)





In order for us to properly assess your application we require a range of supporting documents as specified below. If these are currently not available and you are working on them, we will be back in touch soon and your SPOC will be on hand to help.





This information will be used as part of the assessment by NAC Community Asset Transfer team.

- Copy of constitution/governance document or set of rules (see Section 1.2)
- Any maps, drawings or description of the asset/land requested
- Note of any terms and conditions that are to apply to the request
- Copy of Community Consultation / Engagement activities
- Evidence of community support
- Evidence of Funding Secured
- Business Plan with 3 years projected cash flow statement (see Section 1.4 and Section 4)
- Last 3 years independently verified reports/accounts
- 12 months bank statements
- Equalities Policy / Statement
- Child Protection / Protecting Vulnerable Groups Policy
- Health and Safety Policy / Health and Safety at Work Act Policy
- Letters of Support or References
- Other policies for example, Training policy, Volunteer policy, proper Employment practices, wages and conditions of service of employees and purchasing policies, if relevant to your organisation
- Insurance – Public Liability Insurance / Buildings / Contents / Employers, etc.

We require 2 signatures at this stage.




Signatures of the organisation making the request

Signatory	Please detail
Signature 1	
Print Name	
Position	
Date	

Signatory	Please detail
Signature 2	
Print Name	
Position	
Date	

Date Protection: North Ayrshire Council gathers and process information about you so that services, including this form, can be delivered effectively. We will only ask for the minimum information necessary and process this in line with the provisions of the Data Protection Act. A copy of our privacy Policy Statement is available on request or can be viewed on our website at [Privacy Policy](#)

By signing below you are agreeing to your information being gathered and processed as above.

Signatory	Please detail
Applicant's Signature	
Print Name	
Date	

By ticking this box you are agreeing to your information in relation to this asset transfer request being shared with a third party, who may have involvement in your application process ☒

We will keep your information for 5 years to monitor your asset transfer. If you wish this information to be removed, please contact us and we will remove within 30 days.