



## DEVELOPMENT TRUST NI COMMUNITY ASSET TRANSFER DEMONSTRATION PROGRAMME

### DTNI

Development Trust NI (DTNI) is the leading network of community and social enterprise practitioners in Northern Ireland (NI) dedicated to the development needs of its members. Development Trusts are organisations that work to meet the needs of local communities (of interest and place) through the development of its assets and services and promotion of community social enterprise.

DTNI is part of a wider movement that includes Development Trusts Scotland and Wales and Locality in England. We are specialists in community asset ownership, enterprise, collaboration, social action, local regeneration, commissioning, community voice and advocacy. We form a national and international grid of peer-to-peer support, sharing ideas, knowledge and skills from people who have done the work and learned the lessons.

### Principles

We strongly support the idea that a thriving and diverse civil society should support and actively promote the ideals of community ownership, enterprise and sustainable development and that the acquisition of assets by local communities can support the fulfillment of those ideals. Assets can be catalysts for significant change in communities, in managing change, resolving conflict and creating a focus for communities, promoting community resilience, enterprise, independence and sustainability.

Our core principles reflect our ideas and beliefs on how local communities structure themselves to meet and deliver local needs. Those principles state that Development Trusts are committed to:

- **Community representation:** to being community led by and for local people and developing joined up approaches to meet the many needs of a community of place and interest
- **Driving social change & social justice:** bringing about positive, social or environmental change to make communities fairer and more inclusive
- **Community social enterprise:** earning income for community benefit, not for private profit and aiming for long-term sustainability
- **Developing its assets:** maximising community assets, people, community enterprise, land and buildings and to locking and entrusting those assets as solely for community development
- **Independence & Collaboration:** working in partnership with other sectors and stakeholders but accountable to the local community and free to determine their own direction, priorities and objectives
- **The promotion of equality & diversity:** To promote good relations that will strengthen reconciliation, as well as promote and encourage transformation and sustainability within, and between communities.

Development trusts are community enterprises working to create wealth in communities and keep it there. They trade on a 'not-for-personal-profit' basis, re-investing surplus back into their community and effecting social, economic and environmental outcomes. Our aim in Development Trust NI is to work with community organisations to promote resilience, self reliance and sustainable development through community enterprise. We work to develop and support a membership led network of like minded individual and organisations content to share their learning and experience with others. We work to help deliver a development trust in every community that wants one.

## DTNI PROGRAMME SUPPORT

DTNI has been working with the Department for Social Development (DSD) on its Programme for Government commitment to support social enterprise growth across the broader voluntary and community sector in Northern Ireland. One element of this commitment is the development of a policy framework for community asset transfer to enable and support community ownership and management of public assets. DSD has completed its consultation on a draft policy framework and will be bringing forward proposals to the Executive for approval later in 2013.

DSD has tasked DTNI with leading on a Demonstration Programme to test implementation of the new policy framework, once approved by the Executive. Organisations participating on the Demonstration Programme will have an opportunity to avail of a broad range of supports. That includes direct access to the experience of DTNI board of directors and staff, to facilitation support, networking opportunities, business development and advocacy to regional and local government, investors and other stakeholders in support of your organisation, your community and its sustainable development, asset acquisition and growth.

### Our strategic advisors will provide information and expertise in;

- Governance
- Capacity Building for Community Organisations
- Capacity Building for Board Members
- Mentoring For Key Workers
- Peer Learning
- Networking and Exposure to Exemplars in Best Practice
- Conferences, Seminars, Workshops and Information and Awareness Events
- Consultancy Support
- Signposting to Other Sources of Support
- Access to Partners & Associates of DTNI
- Conflict Resolution Support
- Change Management Support
- Regional Voice for Network Members

Participants will also have a unique opportunity to embed community led social enterprise for social and economic regeneration. Participants will be at the forefront of setting the terms and conditions by which local community organisations acquire, manage and develop their asset base to better meet the needs of the communities they represent. Participants will have the opportunity to lead on behalf of their communities and to demonstrate through best practice, a model for social development and renewal that emphasises resilience and reliance, community ownership and community determination over dependency on grants to manage poverty and decline.

## INVITATION TO APPLY

Development Trusts NI (DTNI) invite expressions of interest from community development and voluntary sector organisations, community networks, local area & neighbourhood renewal partnerships<sup>1</sup> to participate in the Community Asset Transfer Demonstration Programme. The CAT Demonstration Programme will run for approximately 17 months up until March 2015 and will provide direct support for approximately 6 pilot transfer proposals.

The application process will be conducted over two stages. In stage one we ask the applicant organisation to submit all information requested in the form below. Applicants appraised to progress to stage two will be invited to interview<sup>2</sup> with a panel of representatives drawn from DTNI and DSD. Submission of an application should not be taken as guarantee of support from DTNI.

There are a number of key elements that we consider as being highly relevant to organisations progressing from 'pre-qualification' stage 1 to stage 2 'interview'. Please bear the following factors in mind and provide evidence where required. Failure to take account of key criteria may render your application invalid.

Please read the footnotes throughout for further information & guidance

<sup>1</sup> Partnerships applications, where the partners include statutory partners must be led by a community partner

<sup>2</sup> Please note that an invitation to interview should not be taken as an indication of agreement on behalf of DTNI and its sponsoring department that an application will participate in the Demonstration Programme.

# STAGE ONE APPLICATION ASSESSMENT

## CORE CRITERIA

### A) Principles & Legal Form

Share the core principles of DTNI and support the organisation in its advocacy and promotion of work on behalf of its supporters and associates

Be formally constituted as an organisation registered with Companies House and recognised within its memorandum and articles of association as being for community purpose and having where relevant charitable objectives with charitable status

#### Evidence Sought:

Signed Application/Declaration of Support

Copy of Memorandum & Articles of Association

### B) Public Sector Stakeholders

Have engaged the 'primary' public sector asset holder in discussion on proposals for alternative use for the asset in question

Have sought/acquired documentary evidence on the status of the asset detailing its present usage and future requirement/ proposal for future use including closure, transfer and market sale

Have engaged a 'secondary' public sector body to support the organisation in its pursuit and development of the asset in which it has an interest<sup>3</sup>

Have a clearly defined interest (including an outline business proposal) in an asset that is at present or is likely to be deemed 'surplus' to requirements by the public body with which it presently resides

#### Evidence Sought:

Letter of acknowledgement from the public sector asset holder confirming enquiry/engagement on asset transfer

Letter of support from a 'secondary' public sector body/agency supporting your organisations asset transfer proposal

### C) Third Sector Stakeholders

Have engaged a range of community stakeholder interests in exploring collaborative development of the asset in question

Have an outline proposal on potential uses of the asset for the principle stakeholders involved outlining how this will contribute to the sustainability of the organisation(s) and assist in meeting the needs of the community of interest/place

#### Evidence Sought:

Letter of acknowledgement from other community stakeholder groups/relevant individuals supporting

<sup>3</sup> This may be the 'primary' asset holder

your organisation as lead applicant on asset transfer

Provision of supplementary documentation/ strategic plans (if available) outlining community planning, regeneration, enterprise development objectives

#### **D: Business Development & Investment Readiness**

Be prepared to commit to the development of a business plan with a view to developing the asset as a sustainable venture independent of the need for continuing public sector subvention

Be prepared to engage with social investment bodies and seek appropriate capital/revenue investment including a loan finance product, grant/loan finance product mix

##### **Evidence Sought:**

If available please submit relevant appraisal / plans / studies or other supporting documents relating to your proposal.

#### **E) Learning, Sharing & Networking**

Be prepared to share their learning and experiences with other organisations participating in the Demonstration Programme through hosting a minimum of 1 networking and action learning event

Be prepared to commit to full participation in all Demonstration Programme events

Be prepared to engage with the wider community and voluntary sector to disseminate learning as they progress through the programme including participation and presentation at DTNI seminars, workshops and conferences

##### **Evidence Sought:**

Signed Application/Declaration of Support

Track record in local community development

Participation/representation on community forum/networks

Representation/participation on multi-stakeholder partnerships

# Stage One Application

## DTNI Community Asset Transfer Demonstration Programme

### 1. Name of Organisation

### 2. Trading/Business Name

(if different from above)

### 3. Organisation Type

(e.g. Community Development Association, Community Network, Rural Development Association, Local Area/Neighbourhood Renewal Partnership)

### 4. Legal Form

(Lead Applicant)

### 5. Correspondence

(If your organisation is a partnership/network etc please list members)

Legal Structure

(e.g. Company Limited by Shares; Community Interest Company; Industrial & Provident Society etc)

Company Number      Charity Number

Principal Contact	Position
Address	
Telephone	Mobile
Email	http

**6. About the Applicant Organisation**

Number of Staff	
Full Time	Part Time

**7. Directors**

(Inc. Office Bearers)

Chair	Vice Chair
Secretary	Treasurer
Members	

**8. Areas of Work**

(Please rank 1,2,3... etc. as relevant)

	Yes
Arts	
Business Support	
Disability Services	
Childcare Services	
Community Development	
Community Gardens	
Community Hubs/Centre	
Development Support	
Environment (& Management)	
Healthcare	
Heritage & Buildings Preservation	
Housing	
Rural Development	
Renewable Energy	
Retail & Hospitality	
Sports/ Leisure/Recreation	
Tourism	
Training/Employment	
Transport	
Workspace Management	
Youth Services	
Urban Development	

Other - Please Specify:

## 9. Statutory Funding/Finance

(Please tell us if you are presently in receipt of any core programme funds, service level agreement income, or other finance from any of the following government departments or 'other' sources of public finance.)

	Yes	No	Programme Fund <sup>4</sup>	Service Level Agreement		Other Funding Purpose
				Yes	No	
OFMdFM						
DSD						
DETI						
DARD						
DRD						
DHSSPS						
DOJ						
DOE						
DE						
DEL						
DFP						
Name						
Other 1 <sup>5</sup>						
Other 2						
Other 3						

## 10. Other (non-governmental) Sources of Finance

(Please list your organisations sources of finance.)

	Awarding Body/Source	Amount	% of Total Income
1			
2			
3			
4			
5			

<sup>4</sup> Please specify & If not applicable write in N/A

<sup>5</sup> Please specify the name of the public body/authority

## 11. Loan Finance

(Is your organisation currently in receipt of a loan?)

Loan Provider	Amount	% of Total Income
1		
2		
3		

## 12. Public Asset

(Please tell us about the public sector asset that forms the basis of your application.)

Asset Owner if disputed write unknown	Address (inc. postcode/town-land)
Is the asset Land, a building(s) or both	
Is the asset Presently Occupied	Yes No
If <b>yes</b> to above, tell us when the asset is due to become 'surplus'	

## 13. Public Sector Involvement <sup>6</sup>

(Please name the public sector organisation involved/engaged to support this application (if applicable))

Public Body	Contact	Email	Are they the asset owner?
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## 14. Other Community Voluntary Sector organisations involved in this application

(Please list the names of other community organisations engaged in support of this application)

Organisation	Contact Name	Email
1		
2		
3		
4		
5		

<sup>6</sup> That should include direct reference to the public sector body with direct responsibility for the asset you are expressing an interest in. It might also include another public sector body directly supporting the organisation in its development work and the pursuit of an asset. (For example: A Local Government Authority)

**15. Please tell us more about the asset you are interested in pursuing?**

(Please make reference as to what conversations you have had with the existing public body that owns the asset, whether that asset is surplus to requirements)

Max 250  
words

**16. Do you the lead applicant (and partners) intend to establish a new organisation (A Development Trust)?**

If **yes** please tell us how this will impact on the existing organisations, the services they provide and the communities (of place and of interest) that they work in and in support of. Will it complement, or displace existing development and provision of services?

Yes No

Max 250  
words

## 17. Any Other Information

(Please use this space to let us know of anything you feel is of relevance to your application not already requested above)

Max 250  
words

## Declaration of Support

We the undersigned support in theory and practice the principles underpinning the development focus of DTNI outlined above and are committed to DTNI's membership development.

We are committed to engaging wholly with DTNI to participate in the Demonstration Programme being developed to test the NI Executive's Enabling Framework for Community Asset Transfer.

We will share the learning with our organisation and with the wider community of interest and place and will when requested participate in regional and sub-regional awareness raising workshops, seminars and conferences.

**Signed:** <sup>7</sup> \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I have reviewed the checklist of documents to be returned and included the following:

Yes No <sup>8</sup>

Memorandum & Articles of Association		
Copy of annual accounts 2012/13		
List of Company Directors		
Confirmation on sources of finance		
Supporting documentation (if relevant) from public sector asset holder		
Letter of support from a 'secondary' (not the asset holder) public sector body		
Minutes of meetings with other stakeholders		
Business plan proposal		
Feasibility study (if relevant)		
Economic appraisal (if relevant)		

<sup>7</sup> In the case of electronically submitted forms, signatory and witness will be required to countersign if called for interview.

<sup>8</sup> If no please note in "any other information" box above why this document is not included.