

If you are interested in applying for transfer of an asset, we would strongly encourage you, in the first instance, to complete this pre application form. This will allow us to discuss at an early stage the best way to support you through the process and to discuss your ideas and needs to help establish any suitable assets.

1. Please provide details of the organisation making the application

Name of Organisation:

Address:

Post Code:

Tel. No.: E-mail:

2. Please provide details of your Committee/Trustees and a contact name and address

Main Contact Name: Position:

Address:

Tel. No.: E-mail:

Other Trustees, Committee Members

Name	Position

3. Please tell us about the asset (building or land) you are interested in

Details of Property:

Address:

Post Code: Community Area:

What type of transfer are you interested in:

Ownership:

Lease: Length of lease:

Other: Details:

4. Structure of the Organisation

What type of organisation are you:

Company

Scottish Charitable Incorporated Organisation (SCIO)

Community Benefit Society

Unincorporated Organisation

How many members do you have:

Do you have a formal constitution governance document or set of rules:

Yes

No

Please detail how your community is described in your governance document and what population and/or communities the asset will serve:

5. What is the structure and purpose of your organisation?

How many people are involved in your organisation?

Management Committee: Paid Staff (Full-time or part-time):

Co-opted Staff: Members:

When was the organisation established:

What is the objective and main activities of your organisation?

Does your organisation have previous experience of managing and maintaining an asset? If yes, please give details below Yes
No

What do you want the asset for and why do you think there is a need for your project?

What benefits will you bring to the community and others? You will need to show how you will promote or improve:

Economic development/income generation

Regeneration

Public Health

Social Wellbeing

Environmental Benefit

Reduce Inequalities

Please let us know how you plan to fund your project including the price or rent you are prepared to pay for the asset.

6. Declaration/Expression of Interest

Signed:

Name:

Position:

Date:

Completed application should be sent to:

Nicky MacCrimmon
Community Partnership Manager
Mitchell Street Centre
Mitchell Street
Dundee DD2 2LU

Tel: 01382 435822

E-mail: asset.transfer@dundeecity.gov.uk