



**DUNDEE CITY COUNCIL**

**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**ASSET TRANSFER REQUEST FORM**

**IMPORTANT NOTES:**

**You are strongly advised to contact us, complete a pre-application form and discuss your proposals before making an asset transfer request.**

**([nicky.maccrimmon@dundeecity.gov.uk](mailto:nicky.maccrimmon@dundeecity.gov.uk))**

**Please complete the attached asset transfer request form if the property/land is owned/leased/managed by Dundee City Council**

**You should read the asset transfer guidance provided by the Scottish Government before making a request.**

**(<http://www.gov.scot/Topics/People/engage/AssetTransfer>)**

**Please also see Dundee City Council guidance documents.**

**When completed, this form must be sent to Dundee City Council Community Partnership Manager, Mitchell Street Centre, Mitchell Street, Dundee DD2 2LJ**

**E-mail: [asset.transfer@dundeecity.gov.uk](mailto:asset.transfer@dundeecity.gov.uk)**

(1) This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015 in relation to property owned, leased or managed by Dundee City Council. Please refer to Guidance document.

(2) This is not an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015 in relation to property owned, leased or managed by Dundee City Council. Please refer to Guidance document.

### Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request (Name your organisation)

Strathmartine Community Larder (SCIO)

1.2 CTB address. This should be the registered address, if you have one.

Postal address:

24 St Giles Terrace  
St marys  
Dundee

Postcode:  
DD3 9JQ

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name:

Melanie Kiyani

Postal address:

SCL  
24 St Giles Terrace  
St marys  
Dundee

Postcode:  
DD3 9JQ

E-mail: [admin@starthmartinecommunitylarder.co.uk](mailto:admin@starthmartinecommunitylarder.co.uk)

Telephone:

**YES**, we agree that correspondence in relation to this asset transfer request may be sent by e-mail to the e-mail address given above. (Please tick to indicate agreement).

You can ask the relevant authority to stop sending correspondence by e-mail, or change the e-mail address, by telling them at any time, as long as 5 working days' notice is given.

1.4 Please describe the structure of your organisation and its official number, if it has one.

	Company (with no fewer than 20 members), and its company number is .....	
	Scottish Charitable Incorporated Organisation (SCIO) (with no fewer than 20 members), and its charity number is .....	SC050802
	Community Benefit Society (BenCom) (with no fewer than 20 members), and its registered number is .....	
	Unincorporated organisation (no number)	

**Please attach a copy of your Constitution, Articles of Association or registered rules.**

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

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1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers (i.e. those listed at 1.4 above)?

No

Yes

If yes what class of bodies does it fall within?

A community-controlled body

## Section 2: Information about the land and rights requests

2.1. Please identify the **land/property** to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require, a drawing may be helpful.

Details of Property

2 shop units

Address:

24 & 26 St Giles Terrace Dundee

Postcode:DD3 9JQ

Community Area

Strathmartine ward - st marys community area

2.2 Please provide the **UPRN (Unique Property Reference Number)**, if known.

This should be given in the relevant authority's register of land.

UPRN:

Not know

### Section 3: Type of Request, payment and conditions

3.1 Please tick what type of request is being made:

For ownership (under section 79(2)(a)) – go to Section 3A

For lease (under Section 79(2)(b)(i)) – go to Section 3B

For other rights (Section 79(2)(b)(ii)) – go to Section 3C

#### 3A – Request for Ownership

What price are you prepared to pay for the land requested?

Proposed Price: N/A

Please attach a note setting out any other terms and conditions you wish to apply to the request.

#### 3B – Request for Lease

What is the length of lease you are requesting?

Following conversations with major funders we are requesting a 99 year lease. For larger funding amounts the lottery and Robertson's for example favour longer leases especially when lease is for local authority properties.

How much rent are you prepared to pay? Please make clear whether this is per year or per month:

Proposed rent: £50 per month per shop unit total £1,200 annually.

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

### 3C – Request for other rights

What are the rights you are requesting?

N/A

Do you propose to make any payment for these rights?

Yes

No

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed Payment: £                                  per

Please attach a note setting out any other terms and conditions you wish to apply to the request.

**We wish to continue to lease the properties based on the current lease agreement and its conditions.**

**See attached**

## Section 4: Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

### 4.1.1 Objectives of Project

- The prevention or relief of poverty particularly among the residents of the Strathmartine area of Dundee.
- The advancement of citizenship or community development and promotion of volunteering opportunities.
- The advancement of environmental protection or improvement by encouraging the reduction of food waste and the recycling of surplus clothing and household items.

### 4.1.2 Why there is a need for your Project?

To relieve poverty, particularly among the residents of the Strathmartine area of Dundee. The Strathmartine Electoral Ward contains three regeneration areas. These are Kirkton, Ardler and St Marys. Strathmartine contains over 8000 households. Using the Scottish index of multiple deprivation statistics (2020) the ward has a population over 20,000 people. As of the SIMD Data 2020, Ardler has an overall population of 2766 of which 76% live within the 20% most deprived. Kirkton & Trottick has an overall population of 5,172 of which 82% live within the 20% most deprived. St Marys & Brackens has an overall population of 6,124 of which 25.5% live within the 20% most deprived. 20% of the population of Strathmartine are children aged between 0 – 15 years of age. 28% of children living in Strathmartine are living in poverty. 18% of the population of Strathmartine are aged 65 and over. 17.2% of the population of Strathmartine are income deprived. 35% of the population of Strathmartine are living within the 20% most deprived crime data zones. 12.4% of the population of Strathmartine are employment deprived. SIMD Data zones The 2020 SIMD Data shows us that Strathmartine contains 10 data zones which are amongst the 20% most deprived. A further breakdown demonstrates that one data zone is ranked as SIMD 4 (20% most deprived), five data zones are ranked as SIMD 3 (15% most deprived), two data zones are ranked as SIMD 2 (10% most deprived) and two data zones are ranked as SIMD 1 (5% most deprived). Of these data zones the two which are SIMD 1 (5% most deprived) are in Kirkton & Trottick and St Marys. The Strathmartine Community Larder has a physical presence in both of these areas which demonstrates that we have a targeted approach to our work. Health As of the 2020 SIMD Data, 58.2% of the population of Ardler live within the 20% most deprived in relation to health. In Kirkton & Trottick 82% of the population live within the 20% most deprived in relation to health. In St Marys & Brackens 14.9% of the population live within the 20% most deprived in relation to health. The Strathmartine Community Larder will serve the needs of the people of Strathmartine. However, we will also ensure that we target resources to people and communities within the ward who are most in need. We will use a mixture of local knowledge and data analysis to accomplish this. The cost of living crisis is affecting everyone but is especially hard on those already living in the lower income bracket. we provide access to many free items as well such as sanitary products, tooth brushes, nappies, pet food these are all items that people need and are having to choose over food.

#### 4.1.3 Development/changes/modifications required

The SCL has already secured significant funding to make necessary improvements to both shop units. £23k was used to upgrade the units install false walls to create back storage area, fit kitchen area for volunteers and future courses, install new flooring, power sockets and counter areas so that we would meet health and safety requirements. Future development may include hot water system for hub shop as it currently has none and also to investigate energy saving ideas due to threat of increased costs due to the cost of living crisis.

The SCL project is in a constant state of development as we aim to respond to the communities needs whatever they may be. we are currently consulting with the local community as to their needs regarding shop opening times. we are aware that many local families are living within work poverty and may well need the services we provide outwith the existing opening hours, perhaps an evening or weekend slot would be beneficial to them.

We are also aware that electrical goods may be seen as luxury items to people on low incomes, therefore we are currently working to access training which would allow 2 volunteers to obtain PAT testing qualification, this will allow local people to access goods at a more affordable cost and also for the SCL project to ensure they are providing goods which meet relevant safety standards.

#### 4.1.4 Activities that will take place

- Daily food larder providing affordable food and toiletry items
- Daily access to hub providing access to affordable recycled clothing and household items
- Various early evening courses to be established will include cooking on a budget, one pot cooking, batch cooking, clothing upcycling. Held in St Marys cc and st pauls academy.
- Access to 3<sup>rd</sup> party projects and information on various subjects such as - legal support, money advice, volunteering, health care.
- Volunteering opportunities and upskilling, food handling, customer services, stock management, cash handling.
- Free Training for all volunteers. we have access to customer service, first aid in work place, food hygiene, food allergy awareness and other courses.
- Work experience - we have volunteers that come from local schools to gain experience. We currently have pupils from Morgan Academy and Kings park who attend regularly. SCL has been risk assessed by education dept staff.

4.1.5. If the asset is to be used by the public it would be helpful if you could provide details of letting's policy and opening times.

Opening times:

Larder shop unit is currently open mon, tues, wed and fri 9- 5pm

Hub Shop unit is currently open Mon, Tues, Wed and Fri 10- 4pm

#### 4.1.6 What provision will be provided for people with disabilities?

Both shop units are ground floor and fully accessible, they also both currently have electronic assisted doors.

We offer work experience for pupils from Kingspark who have various needs - this gives them the opportunity to learn new skills in a stress free environment . all the pupils have a great time and are always keen to return.

#### 4.1.7 Any other relevant information?



## Benefits of the Proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

Please explain how the project will benefit your community by detailing how your project will promote or improve: -

### 4.2.1. Economic development/income generation

We have regenerated 2 local shop units that had been empty for over 2 years. securing approx. £30k of funding to refurbish the units to meet the needs of the SCL project, using another local charity to carry out the work and providing work experience for young people as part of an apprentice / training programme. we purchased safe commercial fridge and freezer units to allow us to follow current food hygiene requirements. We have attracted a further £150k from the national lottery and Robertson's trust to create 2 full time posts 1 development worker and 1 larder coordinator both posts are funded for 3 years. Both of these roles include a remit to further the work of the SCL and to not only promote the services provided but to also increase services. We have recently self-funded a 20-hour post for a coordinator post within the Community Hub shop, which has been filled by a local person who was previously a volunteer with the project. Their role will focus on increasing footfall and income generation of the Hub income raised will be used to ensure the long-term sustainability of the overall project. We will be branching out and creating community-based courses and learning opportunities for local people to learn methods that can be used to be more creative with their food and to make their food bills lower. cooking on a budget, batch cooking classes, one pot cooking, learning to make their own wonder boxes are some of the ideas we will be taking forward in the near future. We have funding which will allow us to pay let costs at other community run facilities to host these groups, therefor creating an income for likeminded community led projects as well as strengthening links between these projects and our own. Another example of income generation is PAT (portable appliance testing) funding has been secured to purchase the relevant testing equipment and to provide certified training for 2 volunteers to become qualified PAT testers. This will allow the hub to test and safely sell electrical equipment and to also offer the service to other community projects at an affordable cost .

### 4.2.2. Regeneration

SCL has taken on and refurbished 2 shop units in the St Marys area that had lay empty for multiple years. Feedback is that local people love to see the shopping parade busy and full of life again. We have created a friendly community atmosphere where people can come in and have a chat and be signposted to support and other projects that they may not have heard of. We have provided 2 full time jobs in the area and countless volunteering opportunities. We will be making use of the local St Mary's community centre and church working in partnership to provide the planned workshops and groups. We have secured funding to allow us to pay these facilities let costs, providing them much needed new income. We secured £23,000 to upgrade the 2 units to usable spaces.

### 4.2.3. Public Health

We provide a local affordable food project which can be accessed by anyone in our community, we provide good quality items which for many makes the difference between having food on their table or going without. Through a successful community led lottery bid we have secured funding to hire a development worker to work with the project over 3-year period to raise the profile of

the SCL and to create outreach work with the local community. Some of the planned activities/groups include cooking on a budget, one pot cooking class and batch cooking group all of these will promote affordable healthy eating to the wider community. we provide sanitary products, baby food and nappies weekly with no charge to the users, we also provide free pet food in partnership with the SSPCA who donate food on a regular basis. These items are provided free following feedback from SCL members who stated that they often have to choose between food and these items. For many the larder eases stress and improves mental health and wellbeing buy allowing people to feel better about living on a lower budget, knowing that they can access food and other items each week at a reduced cost means that they can perhaps afford to buy other things that may have been a struggle to afford before. we have had comments such as its difficult to have funds to purchase birthday gifts or treats or even to have the funds when perhaps the children grow out of clothes and or shoes or when friends invite you to social events, being able to purchase the basics at the larder can greatly reduce these worries.

#### 4.2.4. Social Wellbeing

As a project we are happy to say all of our volunteers are local people and in fact were also all larder users. We currently have 10 volunteers who work in our shop units and larder sessions covering various shifts (both shops are open Mon, Tues, Wed, Frid 10am – 4pm and the larder also has a weekly pop up session on a Thursday in Kirkton CC.

We offer various free training opportunities to our volunteers such as food hygiene, customer service, allergen awareness, first aid etc. These courses if completed privately cost the learner anything between £30 and £50 per course.

We feel the project can offer good experiences to those involved providing an opportunity to be part of a work force gaining experience in customer service, stock maintenance, cash handling. All of these things raise people's confidence and give them plenty of skills to add to a job application, to talk about at interviews or even just to aid their own wellbeing in general.

The ongoing cost of living crisis where the price of many essential goods is increasing faster than most household incomes is having a detrimental effect on much of our community. people are struggling to make ends meet, poorer people are being impacted the most . it will deepen existing poverty as well as tip others over into poverty. Funding has been secured to allow the SCL to distribute vouchers for local supermarket which can be used to purchase clothing or groceries and as well as this we can make payments to people struggling with increased fuel cost.

At the larder we offer all the food below plus 6 extra bonus items for £5. The list below shows the price of the items if you were to buy them from the shops, without including any bonus items you can get at the larder.



Cornflakes- £0.69, Pasta-£0.41, Hot dogs-£0.99, Meatballs- £1.25, Pasta sauce- £0.89, Tinned Ham- £1.69, Crackers-£0.5, Biscuits- £0.37, Hotpot-£2.95, Cheese- £2.79, Tea bags-£2.50, Sausages-£1.60

Total cost £16.86

#### 4.2.5. Environmental Wellbeing/Environmental Benefits.

SCL provide a huge environmental benefit to the community we ensure a reduction in general food waste by passing on short coded or surplus food items to the community by working in partnership with local supermarkets and Fare Share. We currently collect from local stores - Asdas, Tesco's, M&S, Lidl's and Aldi's as well as purchase 2 weekly orders from Fare share (central distribution project for surplus food). The community hub shop collects donations of clothing,

household items, toys etc reducing overall waste going to landfill by tons each month. These items are sorted cleaned and resold at a fraction of the original cost to local people. We also take donations of baby items (cots, prams, high chairs, clothing etc) and pass them on to projects such as Tots For Togs and Dundee pregnancy group who redistribute to families in need free of charge . we are currently taking part in the Dundee city climate funding which if success full would allow us to provide several household energies saving items at a subsidised cost to local people. These items will include air fryers, lightbulbs, heaters, radiator reflectors. Long term we hope to be able to continue to provide these items through funds generated.

4.2.6. Does your project contribute to the reduction in equalities? Please detail how.

The SCL offers a fare and transparent service within the community, all users are the same and can access all of the services available through the project. There is no means testing as everyone from all walks of life within the community can and do experience hardship at some time. Several of our members are in full time employment but experience in work poverty, they do not have access to many of the means tested benefits available to others. Very often we see people who use the larder services offering to pay forward so that others can access the service free of charge. They will pay for their own shopping then leave money to cover the cost of another's. We do not turn anyone away, if people are in need then they can access the service free, we do not require a referral from other agencies the way food banks do and there is no limit to how many times an individual can attend each week.

4.2.7 Any other relevant information?

We currently support the following groups with clothing donations :  
Dundee Community Group  
Hub Recycle group  
Dundee pregnancy and parenthood group  
Transform  
Turriff House

### Restrictions on use of the Land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions. (It may be necessary to organise meetings with City Development Planning Officers to ascertain this information).

Not that we are aware of

### Risk Analysis

4.4 Please identify the main risks to your project and how you could mitigate/reduce 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.

Please see attached risk analysis for the project

### Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experiences of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

Have you/your organisation managed projects or owned/leased land previously?

. Please provide details of: -

Current lease in place for both shop units - attached

4.5.1. Skills and experience of members of the organisation

We have trustees and volunteers with a vast amount of experience some spanning 40+ years in projects as trustees, chairpersons, secretary's, treasurers.

Groups they are or have volunteered with include:

- Local Management Groups
- Neighbourhood Representative structures
- Community Regeneration Forums
- Community Planning Partnerships
- Social Inclusion Partnerships
- Children's clubs

Current trustees include local people who hold degrees / qualifications in:

- Business Management
- Education
- Catering
- Childcare
- Social care
- Social work
- Nursing

- Clerical administration

#### 4.5.2 Do you intend to use professional advisors

We aim to continue to use the advisors from

- Strathmartine Empowerment Team,
- Dundee Volunteer and Voluntary Action,
- Faith in Communities ,
- OSCR
- Nine Trades.

#### 4.5.3 Do you currently lease/manage a property from DCC? If yes, please provide details

Lease currently held on 24 and 26 St Giles Terrace, Dundee, DD3 9JQ – see attached

#### 4.5.4. Please detail how you plan to maintain the asset?

We will like many other projects apply for funding from various sources and continue to build on the ongoing working relationship we have with the food network and the Alexanders Community Development team.

With regards to funding we aim to apply for start-up funding for various activities relating to the overall project which can then become sustainable and where possible generate ongoing income, which will be used to fund the overall project.

examples so far include

the charity hub which is situated in one of the shop units taking in donations of clothing and household items which can then be sold on within the community at a reasonable affordable price. The hub generates a good sustainable income weekly and we do not envisage this changing. good quality donations are received every day. The branded clothing is sold on vintage and has so far generated approx £200 per month

The project has also been successful in securing funding to purchase portable appliance testing equipment and to cover the cost of 2 volunteers to complete PAT tester training. not only does this increase the items that can be sold in the hub but also means SCL can offer PAT testing services to other community groups at a reasonable cost. We have consulted with third sector projects who currently pay for PAT services and will generate as much as £2,500 per year (£250 per test x 10 per year based on groups already interested in using the service )

A lottery community led grant was awarded which will finance the running costs over 3 years. we are currently 7 months into this.

We have secured match funding for larder coordinator post from Robertson's Trust and Bank of Scotland fund.

Localised fund raising by larder trustees' staff and volunteers is an ongoing process which has proved to be very successful. Over the past 6 months they have organised bingo nights, spiritualist evenings, the kilt walk, collections and food drives at local stores and at DUFU Tannadice park, overall, these events have raised over £5,000 which is fed into I funds to supplement food purchases to begin to combat the shortfall once DCC food support is withdrawn from projects. future plans include charity fashion show and other sponsored events.

4.5.5 Any other relevant information?

N/A

## Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

5.1.1 How many people are members of your organisation? Are they in agreement with this application?

We currently have 7 trustees and 20 volunteers who are all registered members of the project and are fully supportive of this application.

5.1.2 How many people are members of your community as defined in your constitution/governing rules? Are they in agreement with this application?

We currently have over 600 people registered as SCL members and users we support over 250 of those on a weekly basis, some come each week, some twice a week and some come at times of the month when they have the most need, e.g week before pay day.

All of these people have at one time or another spoken about how they rely on the project and how it benefits them directly. We have a wide variety of users, people who have had benefits reduced and those that have been sanctioned as well as large families on low incomes and a high number of local people who are struggling with in work poverty.

Following an online and in person survey we have established that all of our members would agree that the proposed saving of £6k per year that could be saved on rent costs would undoubtedly benefit everyone involved as it would mean a larger part of the SCL income would be funnelled back into the long-term sustainability of the service. We asked users if they agreed a reduced rent for shop units would benefit the project and if so in what way? See attached sheet for responses given.

5.1.3 Have you consulted with other local stakeholder groups and agencies? Please provide evidence.

- During the pandemic we worked in partnership with the St Marys community centre LMG and used their building to host weekly larder sessions. We continue to work alongside the centre and promote each other's services.
- Faith in communities' team – provide ongoing support through the food network and have provided small pots of funding for various items

- Dundee Community Food Network. – SCL are active members of the group meetings are attended by dev worker and 1 trustee. This group provides a link to likeminded projects city wide.
- SCL development worker and a Trustee attend the Strathmartine Local Community planning Group. This allows them the opportunity to give updates on the SCL activities and to keep up to date with other local projects and agencies.
- We work with the Kirkton Community Café (Monday evenings) TBM support café on a Thursday lunch time and st Marys cc recovery café (Friday mornings) providing food items and ingredients on a regular basis, which in turn allows them to offer weekly free meals within the community.
- SCL users survey - results attached

5.1.4 Have you contacted local staff? If yes please provide details of who

- Strathmartine Empowerment Team CLD workers Mark MacDonald and Hazel Feilder.
- DCC community Health Team - CLD worker Ria Rooney.
- Social security Scotland staff - providing advice during larder sessions to users of the service.
- Faith in communities – we have representatives on the Dundee food network group

5.1.5 Have you contacted any other communities that may be affected?

We have connected with like-minded projects throughout Dundee and work with them to promote city wide food provision.

We swap items and share recourse on a regular basis.

We do not turn people away that may be from other areas, but we can provide advice as to when their local projects are open. therefore, we do have users from across the whole of city.

5.1.6 Any other relevant information?

N/A

## Section 6: Funding

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

6.1.1 Please show your calculations of the costs associated with the transfer of the land or buildings and your future use of it, including any redevelopment, ongoing, maintenance and the costs of your activities. All proposed income and investment

should be identified, including volunteering and donations.

- See attached cost projection.

There should be no cost to transfer as we don't want to own the building, we would just like to lease it.

6.1.2 Please also supply details of what funding you have received so far and any conditions attached.

We received £3000 from The National Lottery towards our overheads.  
We secured 18 months free let from Dundee City Council for the units.  
We received £23,124 from Dundee Partnership towards the refurbishment of the shop units.

6.1.3 Details of funding you have applied for but are still waiting a decision/response

N/A

6.1.4 Details of other funding i.e. voluntary donations, borrowing etc.

We regularly receive donations of food items from

local people

Scottish SPCA -pet aid

McDonalds

Fans supporting food banks project

6.1.5 Any other relevant information?

### **Signature**

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.



**We, the undersigned on behalf of the community transfer body as noted at Section 1, make an asset transfer request as specified in this form.**

**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

Name: Melanie Kiyani

Address: 24 St Giles Terrace,  
Dundee,  
DD3 9JQ

Date: 01/02/2023

Position: Trustee/Chair Person

Signature 

Name: Jacky Nicoll

Address: 24 St Giles Terrace  
Dundee  
DD3 9JQ

Date: 01/02/2023

Position: Trustee/Treasurer

Signature

## Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

### Section 1 – you must attach your organisation’s constitution, articles of association or registered rules

Constitution  
Risk analysis  
Survey  
Class feedback  
Current lease

### Section 2 – any maps, drawings or description of the land requested.

n/a

### Section 3 – note of any terms and conditions that are to apply to the request

### Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

### Section 5 – evidence of community support

Survey results

### Section 6 – funding

Details of funding received