

1. **Your details and the asset**

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| Name of the asset subject to CAT:  |  |
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| Name of the community organisation: |  |
| Type of constituted community organisation: |  |
| Registration number (and where registered):  |  |
| Registered address of the community organisation: |  |
| Name of contact for the community organisation:  |  |
| Role / title of the contact: |  |
| Email of the contact: |  |
| Telephone of the contact:  |  |
| Name of the asset subject to CAT: |  |
| Address of the asset subject to CAT: |  |

1. **Profile of Community Organisation**

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| 2.1 Overview of your community organisation (no more than 300 words) |
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| 2.2 Objectives of the community organisation (as outlined in your constitution if relevant) |
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| 2.3 Does your community organisation meet these statements? Planned is based on being in place at the point of the transfer.  | yes | planned | no | Please give details if the answer is no: |
| We are a Woking based community organisation or have a track record of providing social benefit in the borough. |[ ] [ ] [ ]   |
| We are appropriately constituted e.g. registered charity, community interest company or charitable incorporated organisation, non-for-profit organisation, co-operative or cooperative and community benefit society |[ ] [ ] [ ]   |
| We can evidence good governance, robust financial systems, and all necessary policies expected of a community organisation (provided through constitution). |[ ] [ ] [ ]   |
| Our constitution allows for the management of assets to operate for public good resulting in social, economic or environmental benefits to the local community in the borough. |[ ] [ ] [ ]   |
| We can demonstrate a track record in asset management of the scale proposed, having in place all the correct requirements e.g. licences, permissions, and insurance cover. |[ ] [ ] [ ]   |
| We have the capacity to manage the asset and have directors, committee members or staff who have the necessary experience and skills.  |[ ] [ ] [ ]   |
| The income we generate through the asset will be invested back into the asset as part of capital improvements or in community activity directly linked to the asset. |[ ] [ ] [ ]   |
| Our organisation complies with relevant equal opportunities legislation in its work and recruitment / employment of staff - embraces diversity and works to improve community cohesion.  |[ ] [ ] [ ]   |
| We comply with requirements of our regulatory body e.g. Charity Commission and/or Companies House. |[ ] [ ] [ ]   |
| We have safeguarding policies in place. |[ ] [ ] [ ]   |

1. **Proposition for CAT**

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| 3.1 Please give an outline of plans for the asset (max 400 words). |
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| 3.2 How the asset complements other services or assets in the neighbourhood (max. 200 words). |
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| 3.3 If the asset and its planned activities will compete with other services please explain why the provision is needed. Include n/a if not relevant. (max 200 words). |
|  |
| 3.4 Council Objectives of CAT. | How does the proposition meet the council’s objectives for CAT (max. 100 words for each section). |
| CATs will be a route to sustaining valued community assets and enabling locally run services to thrive and flourish independent of council funding. |  |
| CATs will be a vehicle for enabling and empowering community organisations to directly operate assets and to support the growth and development of the third sector. |  |
| CATs will foster social and economic benefit for the local area, focusing on social inclusion and be environmentally considerate.  |  |

1. **Authorisation**

Authorities by the chairperson (or equivalent) of the board of trustees to agree to the submission of this business case for CAT.

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| --- | --- |
| Name of chairperson or equivalent: |  |
| Role within the Community Organisation: |  |
| Email contact:  |  |
|[ ]  I have read Woking Borough Council’s CAT policy and agree to the points within it |
|[ ]  I agree that the organisation I represent meets the community organisation criteria  |

You are welcome to provide a copy of your constitution.