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| **Voluntary and Community Sector Premises Allocation Process 16-22 Middlesex Street, E1, LondonD1 Non-Residential Space (663m2)** | TENANT APPLICATION FORM |

Please read the Information and Guidance Notes carefully before completing this form.

# Contact Information

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| Organisation Contact Details (if applying as a consortium please provide details of the lead partner and the names of the consortium members) | |
| Name of organisation | Click here to enter text. |
| Main contact person | Click here to enter text. |
| Job title | Click here to enter text. |
| Address | Click here to enter text. |
| Ward | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email address | Click here to enter text. |
| Website address | Click here to enter text. |
| Consortium members (if applicable) | Click here to enter text. |
| Where do you already deliver services from (please list number of units delivering services, by borough)?  (if different from above or if delivering across multiple sites) | Click here to enter text. |
| If successful in your tender, is it intended that this venue will be in addition to your existing premises, or a replacement for an existing premises? | Click here to enter text. |

# Your Organisation

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| Governance | | |
| Are you a not-for-profit organisation? | | Yes ☐ No ☐ |
| What is the status of your organisation? (Please select) | Registered Charity | ☐ |
| Community Group | ☐ |
| Co-operative | ☐ |
| Faith and Equalities Group | ☐ |
| Social Enterprise | ☐ |
| Community Interest Company | ☐ |
| Other (Please State) | Click here to enter text. |

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| **Finance** | |
| Does your organisation pay all employees and contracted staff the London Living Wage as a minimum? (Currently £11.05 per hour) | Yes ☐ No ☐ |
| What was your organisation’s turnover in 2020/21? | £ Click here to enter text. |
| What was your organisation’s expenditure in 2020/21? | £ Click here to enter text. |
| What non-committed cash reserves did your organisation have on 28th February 2022? | £ Click here to enter text. |
| What percentage of your income in 2020 - 2021 was from: | |
| * Grants and contracts from Tower Hamlets Council | Click here to enter text. % |
| * Other Funders/Trusts? | Click here to enter text. % |
| * Contracts | Click here to enter text. % |
| * Fundraising | Click here to enter text. % |
| * Earned income (e.g. office rental, sale of services) | Click here to enter text. % |
| * Other (Please State) | Click here to enter text. % |
| * Click here to enter text. | Click here to enter text. % |
| * Click here to enter text. | Click here to enter text. % |
| What is the value of the assets you hold? | £ Click here to enter text. |
| Does your organisation have any financial liabilities? (e.g. loans) Please provide details and amounts. | Click here to enter text. |
| What future plans do you have to diversify your income stream and make efficiencies over the next three years? (Maximum 250 words) | |
| Click here to enter text. | |
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| Organisational Objectives |
| What are your organisations’ aims and objectives? Please include details of your beneficiaries, their key characteristics, numbers you work with a year and the activities you undertake.  (Maximum 250 words) |
| Click here to enter text. |

# 3. Your Proposal

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| **a. Your Services and Activities** |
| This property is a valuable community asset that, with the right partners, has potential to enable the delivery of positive community activity, how do you plan to use it?  Please tell us about:   * How you plan to use this space * The services and activities that you will deliver from this space * The service users that will benefit from your tenancy * The organisations that you plan to work with in the local area * The anticipated impact of the delivery of said activities and services |
| **How do you plan to use this space, including the services and activities you plan to deliver? (max 500 words)** |
| Click here to enter text. |
| **Who will benefit from your work? (250 words)** |
| Click here to enter text. |
| **Which organisations do you plan to work with in the local area? (250 words)** |
| Click here to enter text. |
| **The anticipated impact of the delivery of said activities and services (250 words)** |
| Click here to enter text. |

# 4. Your Beneficiaries

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| **How many people have you delivered services to in the last 12 months?** | |
| Click here to enter text. | |
| **What percentage of these were Tower Hamlets residents?** | |
| **Percentage** | Click here to enter text. |
| The unit will be provided on an annual rental cost of £1000, significantly below market value. What do you expect the subsidised cost of this overhead will allow you to do in addition to what you have detailed above, specifically, what impact do you envisage this having and how will you measure it? | |
| Click here to enter text. | |

# 5. Your Premises Situation and Needs

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| **Please tell us about your current primary premises** | | |
| Do you currently lease or license premises/ property owned by  (please tick as appropriate): | Tower Hamlets Council | ☐ |
| Private landlord | ☐ |
| VCS Organisation | ☐ |
| Owner Occupier | ☐ |
| Other  (Please Specify) | Click here to enter text. |
| What is your current rent per annum? | £Click here to enter text. | |
| Is there a Service Charge? | Yes ☐ No ☐ | |
| If ‘YES’ what is the Service Charge per annum? | £ Click here to enter text. | |
| When does your current Lease/ License Agreement expire? | Click here to enter text. | |
| What is the total size of the facilities you currently occupy in square foot? | Click here to enter text. | |
| Please add details of any other premises in Tower Hamlets that you currently use to deliver services and whether you intend to continue to use these if your application is successful. | Click here to enter text. | |

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| **Your Premises Needs** | | | |
| **With reference to the advertised property and floor plan, why do you feel this property meets your organisations premises needs?**  Please note that this section will help us to better understand your premises needs and how well suited these are to the property. Should your application be unsuccessful, the information you provide here could also help identify alternative premises opportunities in the future | | | |
| Click here to enter text. | | | |
| **What are your proposed days and hours of operation? (Where possible, please state specific times)** |  | | **Anticipated operating hours** |
| **Monday** | |  |
| **Tuesday** | |  |
| **Wednesday** | |  |
| **Thursday** | |  |
| **Friday** | |  |
| **Saturday** | |  |
| **Sunday** | |  |
| **Please outline if this move would enable you to make any financial savings and if so, how will you use these savings. Please state the amount you would save.** | | | |
|  | | | |
| **Please outline if this move would enable you to generate any additional income through the provision of events or other activities. If so, please give an indication of what these would comprise of and the income you would forecast to generate from this activity.** | | | |
|  | | | |
| **Are you able to move in from 1st September 2022, if no, please specify when you anticipate you will move?** | |  | |
| **Please provide a summary of how you are planning to manage the space for other organisations to access, including an outline your experience of doing this to date.**  **This should cover off the provision for community groups on a cost only basis and provision for private hire which can be done at market rates.**  **(250 words)** | | | |
| Click here to enter text. | | | |
| **Please provide any experience you have of working with local schools and or educational groups and how you would facilitate visits from local schools to view the exhibition space incorporated in the community space?** | | | |
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# 6. Any other useful information

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| **Please tell us here any other information that is relevant to your application (250 words)** |
| Click here to enter text |

# 7. Supporting Documents

**Please tick below the documents that you are able to include. If you cannot provide one of those listed, please add a note in the comments to explain why.**

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| **Governance documents:** |  | **Comments (if any)** |
| Copy of Constitution/Terms of Reference | ☐ | Click here to enter text. |
| Copy of minutes from most recent AGM | ☐ | Click here to enter text. |
| Copy of minutes from most recent Board Meeting/ Management Committee | ☐ | Click here to enter text. |
| Copy of members in key management committee positions | ☐ | Click here to enter text. |
| Copy of Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance | ☐ | Click here to enter text. |
| **Key policy documents:** |  |  |
| Equal Opportunities Policy | ☐ | Click here to enter text. |
| Data Protection Policy | ☐ | Click here to enter text. |
| Financial Management and Procedures Policy | ☐ | Click here to enter text. |
| Financial Reserve Policy | ☐ | Click here to enter text. |
| **Safeguarding documents:** |  |  |
| Whistle Blowing Policy | ☐ | Click here to enter text. |
| Safeguarding Policy | ☐ | Click here to enter text. |
| **Finance and accounting documents:** |  |  |
| Annual Audited Accounts 2020-21 | ☐ | Click here to enter text. |
| Financial Management Accounts for last quarter | ☐ | Click here to enter text. |
| Copy of most recent Bank Statement | ☐ | Click here to enter text. |
| **Reference:** | | |
| Name, address, and contact details of current or previous landlord. | ☐ | Click here to enter text. |
| **If you have been unable to supply any of the requested supporting documentation, please give any further detail why here:** | | |
| Click here to enter text. | | |

# 8. Declaration

In submitting this Application Form the named contact is agreeing to the following statement on behalf of your organisation.

“The information I have provided is accurate as far as I know. If I discover that the information is inaccurate, I will notify Unite Students immediately and will provide the accurate information as soon as possible. I confirm that my organisation meets all the basic Eligibility Criteria listed in Guidance Notes. I am aware that I may be asked to provide further evidence to support the information provided and agree to do so if requested.”

Please email your application form to [charity@unitestudents.com](mailto:charity@unitestudents.com) along with supporting documentation.

The closing date is **5pm on Friday 8th April**.

Shortlisted applicants will be interviewed on **Wednesday 20th or Thursday 21st April**. All applicants will be notified of the selection outcome shortly after this date.

Applications submitted after this deadline will not be accepted.