

GUIDANCE FOR APPLICANTS

#GlasgowCommunities

PEOPLE
MAKE
GLASGOW
COMMUNITIES

Welcome

Your organisation has been invited to submit a proposal to support your aspirations to become involved in the management of a Glasgow City Council building/ venue/ facility. This guide has been prepared to assist applicants with the completion of this proposal.

You are now at Stage 2 of the People Make Glasgow Communities process for management or transfer of a building/ venue/ facility; the “Initial Assessment” phase. To progress to the “Engagement Phase”, your organisation is required to submit a proposal to allow the Council to assess the suitability of your proposal in line with People Make Glasgow Communities and the City Plan.

What assistance is available to complete the proposal form?

For any assistance in completing the proposal please contact your nominated case officer in the first instance. Alternatively please contact the People Make Glasgow Communities Team:

peoplemakeglasgowcommunities@glasgow.gov.uk

How much will the transfer cost?

This very much depends on the scale of building/ venue/ facility for which you are looking to adopt responsibility. Indicative running costs should have been provided to your organisation at the “Initial Assessment Stage” of the People Make Glasgow Communities process. If you do not have these, please contact your nominated case officer or the People Make Glasgow Communities Team: peoplemakeglasgowcommunities@glasgow.gov.uk

There may be one-off costs associated with any building/ venue/ facility transfer and these may include:

- Feasibility studies
- Architects' fees
- Legal fees

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- Consultancy fees

These are the costs that your organisation may incur when calling on independent, professional advice to help them with the transfer. These must be considered when developing a plan for the management or transfer of a building/ venue/ facility along with the ongoing costs of maintaining the building/ venue/ facility.

What happens next?

Once you have completed your proposal, please return the proposal form and all supporting documentation to your nominated case officer or:

PEOPLE MAKE GLASGOW COMMUNITIES

Glasgow City Council

Exchange House

231 George Street

Glasgow

G1 1RX

E-mail: peoplemakeglasgowcommunities@glasgow.gov.uk

Proposal Form Questions – what information is required?

The proposal form for the Initial Assessment Phase provides the opportunity and space for your organisation to tell us what the purpose of your services are and why this particular building/venue/facility will accommodate the above.

This proposal form will show us what your organisation entails and how the benefits of these services will flow from the proposal.

Please refer to the below questions, which are included in the proposal form, but have been simplified for better understanding:

SECTION C: YOUR PROPOSAL

- 1) Tell us about your proposal for the building/venue/facility and how you feel this operating. Provide some detail as to why your organisation is well placed to deliver the benefits that will flow from the proposal.**

In a concise format, explain how you feel your services will operate within this building.

What impact will your organisation and services have on the surrounding community?

Explain why you feel your organisation is best placed to deliver services from this facility.

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Discuss the engagement and support (elected members/stakeholders) you have that highlights the importance of your services within this community?

2) Tell us about the benefits that you expect to generate from this proposal and how these meet an existing need. Will your proposal benefit the local community, a community of interest or both?

Explain what benefits you expect to deliver with your proposal.

Who will be the beneficiaries and communities that will benefit from your proposal?

3) What are your plans to generate sufficient income/grants to be able to sustain the ongoing operating costs of the building/venue/facility?

This question is asking you to provide concise examples of making feasible income from your services which include the upkeep and running of the building.

Please provide any evidence of previous income, grants and fundraising.

Tell us briefly what your plans are to generate sufficient income which encompass the management of the building and employment.

4) Tell us about any experiences you have in managing a building/venue/facility?

The management of the building/venue/facility carries a lot of responsibilities and knowledge of facilities management.

Include any relevant previous experiences, examples and knowledge of facilities management that your organisation/ individuals within your organisation have

5) What help and support from the Council family would you require for this proposal?

It is crucial that the Council is made aware at an early stage in the proposal phase, of any financial or officer support to the project. This requires your organisation to be open and honest with regards to the support it expects from the Council family.

Explain any support you require during the process.

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6) Please provide us with any other information that you feel is relevant to your proposal.

Feel free to disclose anything else you feel is relevant to the proposal and application process.

How long will the assessment of any proposal take?

The assessment will usually take place within two weeks of receipt of your proposal.

On satisfactory assessment of the proposal, the building/venue/facility is being published on the People Make Glasgow Communities webpage and a closing date is being set for 6 weeks from the date of publishment.

If no other party is coming forward within this time, then no other interested parties will be considered for this venue (until the application is successful or comes to an end).

If another party comes forward, both proposals will be considered and assessed accordingly.

At this point, your proposal will be published on the PMGC webpage.

Where the panel's assessment concludes with a recommendation that the application should not proceed, your organisation will be advised accordingly. The assessment report will be shared with your organisation to allow for additional guidance and support to be offered to enhance any recommendations where appropriate.

