Bath & North East Somerset Council

Future of Modern Libraries

**Full Application Form – Stage 2**

For organisations interested in managing a Community Run Library

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**Full Application Form – Stage 2**

Organisations that have received agreement at Stage 1, can progress to Stage 2 and submit a Full Application Form. Stage two includes access to the one off Start up Grant.

Where an organisation wishes to enter into discussions with the Council regarding a Community Asset Transfer, a full Business Plan will also be required to be submitted alongside this Full Application Form.

Please read the Application Pack prior to completing the form.

**Contact details**

**Please provide the details of the organisation submitting this Application.**

Name of organisation:

Correspondence address:

Telephone No:

Mobile:

Email:

Contact person:

Role of Contact person:

Contact person Telephone No:

1. **The Proposal**
	1. **What is the name of the Community Run Library to which this Application applies?**
	2. **Have you secured a location for the Community Run Library?**
	3. **What option do you wish to apply for**

**Option A -** B&NES and Consortium stock Community Run Library

**Option B -** B&NES stock only Community Run Library

**Option C** - Independent stock Community Run Library

* 1. **Please tell us more about your plans and how the Community Run Library will operate?**
	2. **What other services or facilities will you offer?**
	3. **Please detail how your plans meet the Council’s Library Service Strategic Framework outcomes. Please tick the ones that apply.**
* Creating stronger, more resilient communities
* Increasing reading and literacy
* Improving digital access and digital literacy
* Improving health and wellbeing
* Providing information, support and signposting for our most vulnerable residents
* Supporting economic growth by encouraging people back to work and encouraging greater prosperity
* Helping everyone achieve their full potential through learning and access to information
* Providing cultural and creative enrichment
* Providing safe spaces and community cohesion
1. **Governance and Management**
	1. **What are the aims and objectives of your organisation?**
	2. **What is the legal status of your group? Please provide charity number/ company number if relevant.**
	3. **Please tell us about the financial status / track record of your organisation?**
	4. **What is the organisational structure including committee structures and how you manage staffing and volunteers?**
	5. **Please tell us what resources you have available? (include details about volunteers, equipment, funding, partners etc)**
	6. **Please detail your policies and procedures adopted by your organisation? Please attach copies along with your application.**
	7. **Please detail what training you will provide or have organised for your organisation.**

1. **Equalities**
	1. **How do your plans ensure that all sections of the community are not discriminated against?**
	2. **How will your plans ensure that you offer a neutral and accessible space that is welcoming to all sections of the community?**
	3. **How will your plans ensure that you offer a book lending resource that is unbiased and meets the varied needs and interests of local people?**
2. **Community Involvement**
	1. **How do your plans reflect the community’s needs?**
	2. **How have you engaged the local community in your plans and how will you continue to involve them in the future?**
	3. **Who is involved in your plans? Detail here the partners and key stakeholders who are involved in your plans.**
3. **Delivery**
	1. **What are your timescales?**
	2. **What do you need to make it happen?**
	3. **What are the risks and how do you plan to mitigate them?**
	4. **Will you require planning permission? If so, how does that impact on your timescales?**
	5. **Please explain other consents and agreements that you may be required to obtain before you start?**
4. **Financial arrangements**
	1. **Please tell us what financial resources you have available and how will you generate income (please use the income and expenditure excel sheet).**
	2. **What financial arrangements do you have in place? (Please provide a copy of your accounting policy and procedures)**
	3. **Do you have the necessary insurances in place? (please provide copies of public liability and employees liability (this will include volunteers)**
5. **Grant**

*If you are applying for the One off Start Up Grant (up to a maximum of £5,000) please complete this section.*

* 1. **Please detail what you intend to use the grant for?**
	2. **How will the grant help you deliver your aims and objectives?**
	3. **Please detail the costs below:**

|  |  |
| --- | --- |
| Total cost of project: | **£** |
| Amount Sought from the Start Up Grant: | **£** |
| Funds identified from other sources (if applicable) please detail below | **£** |
|  |
| Ongoing costs (are there any ongoing costs and how will these be met (please detail below) |
|  |

* 1. **Please provide details of your bank account.**
1. **Any other information**
	1. **Please provide any other information that you think would be useful to your Application?**

Please complete and return to: Communities Team, email:  Connecting\_Communities@bathnes.gov.uk