

**COMMUNITY ASSET TRANSFER**

**RENT REBATE APPLICATION**

**IMPORTANT NOTES**

Voluntary and Community Organisations (VCOs) that currently lease property from the Council can apply for a rent rebate whenever their rent falls to be reviewed. Consideration of the application is at the Council’s sole discretion. Any rebate granted will be commensurate with the benefits provided by the VCO, the minimum necessary to secure these, and only continue until the following rent review.

Please complete all sections of this form as fully as possible (if a question is not applicable please mark with N/A) and, where possible, submit the form electronically to [CAT@moray.gov.uk](mailto:CAT@moray.gov.uk). Any queries regarding this form should also be submitted to this email address.

This form and all supporting documents may be published online. Personal information will be redacted before the application is published. Submission of this form denotes agreement to all your submissions being published.

**Section A:**

**Information about the community or voluntary organisation**

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| 1. **Details of organisation** | |
| **Name of organisation** |  |
| **Registered address** |  |
| **Postcode** |  |

|  |  |  |
| --- | --- | --- |
| 1. **Organisation contact Information** | | |
| **Contact name** |  | |
| **Position in organisation** |  | |
| **Postal address  (inc postcode)**  *If different from above* |  | |
| **Contact telephone no.** |  | |
| **Contact email address** |  | |
| **We agree that correspondence in relation to this request may be sent by email to the address given above**. *(tick to indicate agreement)* | |  |
| *You can ask us to stop sending correspondence by email, or change the email address, by telling us at any time; please give 5 working days’ notice.* | | |

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| 1. **Please tick the corresponding box(es) to confirm the type of organisation and its official no:** | **✓** | **Registered Number** |
| Scottish Charitable Incorporated Organisation (SCIO) |  |  |
| Company |  |  |
| If the company also a charity, its charity number |  |  |
| Community Benefit Society |  |  |
| Unincorporated organisation (no number) |  | ***LEAVE BLANK*** |

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| 1. **Please tick the corresponding box below to confirm which documents accompany this application:** | |
| Constitution |  |
| Articles of Association (Companies) |  |
| Registered Rules (Community Benefit Societies) |  |
| If the organisation does not have a written constitution, please tick this box.  (*Please note that the application will not be progressed until a copy of the organisation’s written constitution has been provided.)* |  |

**Section B:**

**Information about the lease**

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| 1. **Please provide a street address and any name by which the land or building leased to you is known.** | |
| Name of Asset |  |
| Asset Address |  |

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| --- | --- | --- |
| 1. **Details of the current rent rebate (if any):** | | |
| Current annual rent (as stated in lease documentation): | £ |  |
| Amount of rent rebate awarded: | £ |  |
| Amount of annual rent paid (if grant is less than 100%) | £ |  |

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| --- | --- | --- |
| 1. **Details of the rent rebate being applied for:** | | |
| Date when rent is due to be reviewed (from rent review notice): |  | |
| Amount of proposed rent: | £ |  |
| Amount of rent rebate being applied for: | £ |  |

**Section C:**

**Reasons for Application**

1. **Benefits of the Proposal**

Please set out the benefits that you consider would arise if the rent rebate were to be agreed. You should explain how your operation benefits your community and others. A separate Business Case can be submitted to address the requirements of this section.

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Continue overleaf if required.

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**Section E:**

**Level and nature of support**

Please provide details of the level and nature of any existing support from your community and describe any consultations carried out.

*(This could include information on the proportion of your community who are involved with the project, how you have engaged with your community beyond the members of your organisation. You should also show how you have engaged with any other communities that may be affected by your operations.)*

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**Section F:**

**Financial Information**

Please provide the following financial information:

1. Approved financial accounts for the last two financial years;
2. A detailed cash flow projection for the current financial year; and,
3. Summary cash flow projections for the following two years.

**Section G:**

**Declarations**

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

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| **We, the undersigned on behalf of the community organisation as noted at Section A, 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.** |

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| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Position: |  | | |
| Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Position: |  | | |
| Signature: |  | Date: |  |

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| Please send the completed form, together with all accompanying documentation, to: | |
| **By Post:** | **Asset Transfer Team**, Moray Council, High Street, Elgin IV30 1BX |
| **By Email:** | [CAT@moray.gov.uk](mailto:CAT@moray.gov.uk) |

**Section G:**

**Checklist of accompanying documents**

To check that nothing is missed, please list any documents which you are submitting to accompany this asset transfer request: (please tick)

|  |  |
| --- | --- |
| Constitution |  |
| Articles of Association |  |
| Registered Rules |  |
| Financial Statements |  |
| Business Case |  |

Please note any additional supporting documents not listed above:

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**Useful Links**

The following links provide sources of further information, advice or support for community bodies:

[Moray Council Community Support Unit](http://www.moray.gov.uk/moray_standard/page_75494.html)

[Community Ownership Support Service (COSS)](http://www.dtascommunityownership.org.uk/)

[Development Trust Association Scotland](http://www.dtascot.org.uk/)

[Business Gateway Moray](http://www.bgateway.com/local-offices/moray?gclid=CMK2_8-2_r4CFYrJtAodCX4Aiw)

[Highlands and Islands Enterprise](http://www.hie.co.uk/community-support/community-assets/default.html)

[tsiMoray](http://www.tsimoray.org.uk/about)

**Office Use only:**

|  |  |
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| Reference: | CAT/CRR/ |
| Date Received: |  |
| Date Acknowledged: |  |
| Validation Date: |  |