

**APPLICATION TO BID**

**In accordance with Third Sector Premises Policy Statement**

**FREEHOLD DISPOSAL OF**

**LAND AT SOUTHAMPTON STREET/CROWN STREET**

**READING, RG1 2SN**

**BIDDING OPPORTUNITY**

**Closing date for bids is noon 16th November 2022**

**PLEASE ATTACH THE FOLLOWING DOCUMENTS:**

* + **Annual Accounts 2019/20**
  + **Annual Accounts 2020/21**
  + **Annual Accounts 2021/22**
  + **Business Plan 2022 onwards**

**Return to:**

**Clare Muir**

**Voluntary Sector Support Manager**

**Reading Borough Council**

**Civic Offices**

**Reading RG1 2LU**

[**clare.muir@reading.gov.uk**](mailto:clare.muir@reading.gov.uk)



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| --- |
| **1. INFORMATION ABOUT YOUR ORGANISATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation |  | | |
| Registered Office address of organisation | postcode | | |
| Correspondence address  (if different from above) |  | | |
|  | Main contact |  | Second contact |
| Contact names |  |  |  |
| Daytime telephone |  |  |  |
| Evening telephone |  |  |  |
| Email address |  |  |  |
| Does the main contact have any communication needs |  | | |

**What is the status of your organisation?**

Voluntary

Charitable Incorporated Organisations

Cooperative

Registered Charity - Charity number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Limited by Guarantee - Company number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Enterprise

Registered Care Provider

Other please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. BASIS OF YOUR OFFER Scoring Ref 1-3**

**Please state whether the offer is subject to any terms and conditions such as building survey, planning permission, 3rd party funding etc**

Name of Purchaser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed purchase price ( if any) £ \_\_\_\_\_\_\_\_\_

*Basis and reason for the offer:*

Please provide details of proposed use, building works or improvements etc :

**3. MANAGEMENT OF YOUR ORGANISATION Scoring Ref 4**

**When was your organisation formed?** Date formed: \_\_\_\_\_\_\_\_\_\_

**Is your organisation working towards the Reading Voluntary Action “Safe and Sound” accreditation?**

YES  NO

**Does your organisation have a Management Committee?**

YES  NO

**Give details of the main aims & objectives of your organisation: [Max200 words]**

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| **4. FINANCIAL INFORMATION Scoring Ref 5 – PASS/FAIL** |

Please complete this section from your organisation’s latest annual accounts. These should not be more than 12 months old.

**FINANCIAL SUMMARY FROM YOUR MOST RECENT ANNUAL ACCOUNTS:**

|  |  |  |
| --- | --- | --- |
|  | Reading only | Regional / national (if applicable) |
| total income | £ | £ |
| total expenditure | £ | £ |
| surplus or deficit | £ | £ |

**PLEASE PROVIDE DETAILS OF YOUR INCOME:**

Do not leave any section blank – write ***N/A*** if the source of income is ‘Not Applicable’

|  |  |  |
| --- | --- | --- |
| **Sources of income** | **Reading**  **only**  **£ amount** | **Regional / National**  [if applicable]  **£ amount** |
| RBC grant aid | £ | £ |
| Statutory bodies | £ | £ |
| Fundraising from other sources | £ | £ |
| Investment income, including bank interest | £ | £ |
| Fees or charges | £ | £ |
| Subscriptions | £ | £ |
| Other [please specify]: | £ | £ |
| Other [please specify]: | £ | £ |
| Other [please specify]: | £ | £ |

**Please supply details of any other sources of income**.

**RESERVES:**

Calculate any free reserves held by your organisation using the balance sheet or statement of assets and liabilities in your latest accounts. ‘Free Reserves’ means money not allocated for a specific purpose.

|  |  |
| --- | --- |
| Free Reserves / Savings | £ |

If you have Free Reserves of more than 12 months’ expenditure what are these to be used for?

|  |  |
| --- | --- |
| **£ amount** | **Purpose** |
|  |  |

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| --- |
| **5. YOUR PROPOSAL** |

|  |  |
| --- | --- |
| **QUESTION**  **Scoring Ref 6 +7** | **What is your experience of managing buildings, including managing Listed buildings, if applicable?** |
| RESPONSE | **250 words max** |

|  |  |
| --- | --- |
| **QUESTION**  **Scoring Ref 8** | **Please set out a summary of the building in terms of current condition, potential opportunities and suitability for your proposed use. (include in Business Plan)** |
| RESPONSE | **500 words max** |

|  |  |
| --- | --- |
| **QUESTION**  **Scoring Ref 9** | **Please set out in suficent detail a program of any maintenance or improvement works you would wish to carry out at the property together with a cost summary and any related dependencies such as Building Regs., Planning Consent, Listed Building Consent etc.** |
| RESPONSE |  |

|  |  |
| --- | --- |
| **QUESTION**  **Scoring Ref 10** | **Describe your current activities and how they link to the Council’s priorities** |
| RESPONSE | **250 word max** |

|  |  |
| --- | --- |
| **QUESTION**  **Scoring Ref 11** | **Describe your proposed activities/use of the Property and how they link to the Council’s priorities** |
| RESPONSE | **500 words max** |