

Appendix 3 – Business Proposal

Applicants should submit a business proposal following approval of the Stage 1 Suitability Application.

The business proposal should include all the information that the Council will require to make a decision. It should be noted that the range of information required will depend on the circumstances of the transfer.

The guidance notes below intend to inform applicants of the detail required within the business proposal.

Introduction	<ul style="list-style-type: none"> • Background • Description of the organisation • Vision, aims and objectives • Services you provide and who benefits
Organisation & management	<ul style="list-style-type: none"> • Governance • Management structure and board (skills, experience and knowledge) • Staffing • Quality Assurance standards held by organisation • Policies, systems, procedures • Health and safety • Equal opportunities • Environmental principles • Financial policy and agreements e.g. booking and hiring procedures (if appropriate); VAT status; charging policy
Proposal	Outcomes, aims, objectives and targets the proposal would deliver, including how these would be monitored and assessed over the life of the project. Identifying whether the project would create new jobs, housing or learning opportunities, and how these link to the North Ayrshire Council priorities and other relevant strategies.
Community needs	Demography Needs – evidence Other community facilities / gaps in provision Consultation Community benefits – including potential projects, usage etc.
Partnerships	Outline the key partnerships and relationships needed to deliver this proposal
Property	Identify site Proposals for site – building / refurbishment Length of lease / transfer arrangements Planning issues Project management

Risk assessment	A risk assessment will show that you have undertaken a methodical review of the risks that may face your organisation over the life of the plan, have assessed the likelihood of them happening and their impact, and have formed a plan for dealing with those events, should they occur.
Project plan	<p>You should include a timeline of key tasks and activities. You should also explain how you will monitor and review your plan and who will be responsible for doing this.</p> <p>Description of any proposed development.</p> <p>Detailed breakdown of timings/costs for any proposed building works or refurbishment proposals, and how this would be funded.</p>
Management plan	<p>This would include:</p> <ul style="list-style-type: none"> • Managing premises • Health and safety plan • Compliance with relevant legislation.
Budget and cash flow	<p>An indicative five year capital and revenue budget plan including all anticipated grant funding, identifying whether this had already been secured and any other income expected and sources of income. A cash flow projection needs to show the actual cash position of your organisation for the current financial year and a projection for a further four years. Clarify information on underlying assumptions and activity levels.</p>