

## Bringing our buildings back to life

### Expression of Interest form

This document contains the questions you will be asked in the online Expression of interest form, which can be found at [harrow.gov.uk/wf\\_expressionofinterest](https://harrow.gov.uk/wf_expressionofinterest)

The Expression of interest form times out after it has been inactive for 20-minutes and your data will be lost. This is to protect your personal information.

You cannot submit this PDF as part of your application.

### Applicant details

If this is a joint application, you will be prompted to complete this section twice.

1. Name of the organisation, group or sole trader (*Type*)
2. Type of organisation, group or sole trader (*Type*)
3. Charity number (if applicable) (*Type*)
4. VAT numbers (if applicable) (*Type*)
5. Registered address of the organisation (*Type*)
6. Postcode (*Type*)
7. Title of lead contact of organisation, group or sole trader (*Type*)
8. First name of lead contact for organisation, group or sole trader (*Type*)
9. Last name of lead contact for organisation, group or sole trader (*Type*)
10. Job title of the lead contact (*Type*)
11. Email of the lead contact (*Type*)
12. Confirm email address of the lead contact (*Type*)
13. Telephone of the lead contact (*Type*)
14. Organisation, group or sole trader website (*Type*)
15. Residential address of lead contact (*Type*)
16. What does the organisation, group or sole trader do? (300 words max.) (*Type*)

### Eligibility

Please confirm you are eligible to apply for this programme. We can ask for evidence at any point during the application process.

If this is a joint application, only one applicant needs to be able to answer yes to each of the statements.

1. Does your organisation, group or sole trader meet these statements?  
(Yes/No)

2. We are a Harrow based organisation, group, sole trader, or resident (Yes/No)
3. We have been operating for a minimum of 2 years. (Yes/No)
4. We are appropriately constituted e.g. registered charity, community interest company or charitable incorporated organisation, non-for-profit organisation, co-operative or cooperative and community benefit society. (Yes/No)
5. We can provide evidence of good governance, robust financial systems, and all necessary policies expected of an organisation or group provided through constitution. (Yes/No)
6. We can demonstrate a track record in running community services and activities, and/or running a business and have in place all the correct requirements e.g. licences, permissions, and insurance cover. (Yes/No)
7. We have the capacity to manage the building and have directors, committee members. (Yes/No)
8. Our organisation or group complies with relevant equal opportunities legislation, embraces diversity and works to improve community cohesion. (Yes/No)
9. We comply with requirements of our regulatory body e.g. Charity Commission and/or Companies House. (Yes/No)
10. We can supply two references, with one being business related. (Yes/No)
11. We have no outstanding Business Rates arrears. (Yes/No)

### **Proposal**

Please give an outline of your plans for the building (max 300 words). *(Type)*

### **Finances**

1. Please attach 2 years of accounts as evidence that you have the capital means to open the building to the public within 6 to 9 months or evidence of fundraising over the last 2 years of sums over £50,000. You have the option to attach both accounts and successful fundraising as evidence. *(Attach files)*
2. Please attach your financial forecast for 2026/27 and 2028/29 *(Attach files)*

### **References**

The council requires you to supply the details of two references we may contact. One reference must be business related.

Your permission to contact a referee will be assumed unless you explicitly state that you do not wish us to do so.

If this is a joint application, you still only need to submit two references, one per applicant.

1. Referee one

Contact name (*Type*)

Organisation name (*Type*)

Address (*Type*)

Postcode (*Type*)

Email (*Type*)

Telephone number (*Type*)

Capacity in which known to you (*Type*)

I do not wish you to contact this reference during the application process (*Tick option*)

2. Referee two

Contact name (*Type*)

Organisation name (*Type*)

Address (*Type*)

Postcode (*Type*)

Email (*Type*)

Telephone number (*Type*)

Capacity in which known to you (*Type*)