

Bringing our buildings to life

Application Form

This document contains the questions you will be asked in the invite only Application form.

The Application 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.

The Application Form is invite only. You need to complete the Expression of Interest form first, which can be found at harrow.gov.uk/wf_expressionofinterest

Your details

1. Name of the organisation, group or sole trader *(Type)*
2. Name of the second organisation, group or sole trader (if a joint application) *(Type)*
3. Title of lead contact for the organisation, group or sole trader *(Type)*
4. First name of lead contact for the organisation, group or sole trader *(Type)*
5. Last name of lead contact for the organisation, group or sole trader *(Type)*
6. Email of the lead contact for your application *(Type)*
7. Confirm email address of the lead contact for your application *(Type)*
8. Telephone of the lead contact *(Type)*
9. Address *(Type)*

Social Media

Please insert social media handles (if a joint application, insert for both applicants)

1. Facebook *(Type)*
2. Instagram *(Type)*
3. X *(Type)*
4. TikTok *(Type)*

Proposal

1. What do you want to use the building for? *(Type)*
2. What benefits will this bring to the local community? *(Type)*
3. Are you envisaging doing any physical building works to the property? *(Type)*

4. Are there developments to the building and its surrounding areas within your proposal? (this includes outdoor seating and installing specific equipment)
(Type)

Rent

What is your proposed annual rent for this building for the first 3 years of the lease? You might wish to consider what is possible when looking at the upfront costs the buildings require in Year One, which are outlined in the brochures.

Enter the proposed annual rent for Year 1.

£ (Type)

Enter the proposed annual rent for Year 2.

£ (Type)

Enter the proposed annual rent for Year 3

£ (Type)

Business Plan

You can either write your business plan in the box provided or attach it as a file.

You must provide clear evidence that you are ready to manage the building safely and with commitment to it being a long-term agreement (4 sides of A4, or 1600 words). (Type or attach file)

Your business plan should address:

- Proposed programme for delivery
- Your outputs and outcomes
- How you will deliver innovation
- Proposed impact of your project
- How you plan to manage the building (including staff and volunteers)
- How you will join up with other services and organisations in Harrow
- How you will be inclusive, enhance opportunity, challenge discrimination and foster a sustainable community
- How you will reduce your environmental impact
- How you will monitor and evaluate your project
- How you will finance and manage the refurbishment or extension of the building

Evidence

Please provide evidence of the track record of your organisation in delivering similar projects. If you are submitting a joint application, please submit evidence for both applicants.

Evidence can take the form of annual reports, information about successful grant applications and expressions of support from partners, service users, or community groups. You can attach up to 3 files.

(Attach files)

Finances

Attach your income and expenditure model for 3 to 5 years. *(Attach file)*

Explain any assumptions you have made in your financial projections and your reasoning behind them, for example pricing structure, capital expenditure, grants, funding, loans applied for/secured. *(Type)*

Risk assessment

You need to think about issues such as securing funding, capacity of your team and liabilities linked to the building.

Explain the risk *(Type)*

Likelihood of occurrence *(Select Low, Medium or High)*

What steps will you take to reduce the likelihood of this risk occurring? *(Type)*

Option to add further risks in the same format as above.

Further plans and policies

If you intend to apply for more than one building, and this application forms part of your bigger plan, please give details *(Type)*

Policies

If you select No for any of the below, please consider beginning to address this.

If you select Yes or In Progress for the below, please note we might ask for evidence at any point during the application process.

1. Do you have a Governing policy (*Select, Yes, No or In Progress*)
2. Do you have an Equality and Diversity policy (*Select, Yes, No or In Progress*)
3. Do you have a Safeguarding policy (*Select, Yes, No or In Progress*)
4. Do you have a Health and Safety policy (*Select, Yes, No or In Progress*)
5. Do you have an Environmental policy (*Select, Yes, No or In Progress*)