

Croydon Council Library Buildings (Bradmore Green, Broad Green, Sanderstead & Shirley)

Application Form



This part of the form asks for basic information about your organisation. It also asks about the building or land that you would like to manage

1. PLEASE TICK WHICH LIBRARY/LIBRARIES YOU ARE INTERESTED IN:

Shirley	<input type="checkbox"/>	Sanderstead	<input type="checkbox"/>	Bradmore Green	<input type="checkbox"/>	Broad Green	<input type="checkbox"/>
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2. YOUR DETAILS:

Full name of your group / organisation
Other names commonly used:
Address:
Telephone:
Post code:
Email address:
Website:

Main contact
Full name:
Position:
Address:
Post code:
Email address
Daytime phone number:
Evening phone number:
Mobile number:

3. WHAT TYPE OF ORGANISATION / GROUP ARE YOU?

Type	Please tick (✓)	Type	Please tick (✓)
Partnership	<input type="checkbox"/>	Constituted Group	<input type="checkbox"/>
Company Limited by Guarantee	<input type="checkbox"/>	Newly formed group for asset transfer	<input type="checkbox"/>
Charity	<input type="checkbox"/>	Voluntary Organisation	<input type="checkbox"/>
(If a charity, please provide charity number)		Friendly Society	<input type="checkbox"/>
Community Benefit Society	<input type="checkbox"/>	Co-operative society	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>	Unincorporated association	<input type="checkbox"/>
Unincorporated social enterprise	<input type="checkbox"/>	Other [please state]	<input type="checkbox"/>

4. WHAT YEAR WAS YOUR GROUP / ORGANISATION FORMED?

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5. WHAT SKILLS DOES YOUR GROUP / ORGANISATION HAVE?

Skills	YES/NO	IF 'YES', PLEASE GIVE FURTHER DETAILS
Management		
Financial Management		
Marketing		
Community Knowledge		
Partnership Working		
Managing assets		
Human Resources		
Business Planning		
Legal		
Fund Raising		

6. WHAT ARE YOUR PLANS FOR THE BUILDING?

In addition to providing a brief summary in the box below, we recommend attaching a Business Plan with details such as activities, who will be responsible for managing the service, who will be responsible for maintenance and upkeep, etc. The Business Plan also needs to consider expenditure projections such as rent, rates, insurance, staff, security, maintenance etc. and income projections such as hiring out space, funding streams, grants, etc.

It is also important to consider whether you are able to meet some of the costs that may be associated with the lease. It is difficult to specify what these may be, as each case will be negotiated on an individual basis, however it may include feasibility study fees, architects fees, legal fees, Planning fees, etc.

7. HOW WILL THE COMMUNITY BENEFIT FROM THE PROPOSAL?

Community Benefits	YES/NO	IF 'YES', PLEASE GIVE FURTHER DETAILS
Will your proposal enable access by all members of the community?		
Will your proposal create a new service or activity in the local community?		
Will your proposal have wider community benefits?		
Will your proposal create opportunities for local organisations to work together?		
Will your proposal bring additional financial investment into the area		

8. Data Protection Act

We may use information on this form for purposes which are registered under the terms of the Data Protection Act 2018.

Occasionally, we receive requests from agencies that we work with, to pass on contact details of the organisations we support. We would normally only give out published office addresses, as this information is already in the public domain. If you do not want us to give out this information, please tick the following box.

I do **not** wish my organisation's contact details to be passed on to any other agencies.

We do not pass on, sell, or otherwise give out this information to commercial organisations.

9. SIGNATURE

Name (print)	(Sign)
Position in organisation:	
Date:	

Please email your completed form to: communityrelations@croydon.gov.uk