***Rev E***

***Helping Hands Project Application***

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| ***Organisation Name and Address:*** |  |
| ***Point of Contact Details (including email and phone number):*** |  |
| ***Is the organisation already seeking any help (financial or otherwise) for this project? (if yes please provide details opposite)*** |  |
| ***Which priority group does your organisation fall under (refer Helping Hands Initiative: Brief and Application Process separate document)*** |  |

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| **1. Current Facilities/Area**. Please provide details of your current property Maximum Score 10 (please describe in 100 to 200 words) |
| **2. What property improvement works would make a difference to you:** Maximum Score 10 (please describe in 100 to 200 words) |
| **3. *Describe how this investment in property improvement works will benefit its users, the wider community, staff, and the organisation*:** Maximum score 10 (please describe in 200-300 words) |
| **Please provide any further known information regarding the building such as latest condition survey (if one is available) presence of asbestos, access issues, plumbing problems etc:** This section shall not be scored and is for information purposes only. |
| **Please submit by email photographs or if you can a short video of the relevant areas of the current property that require renovation in the box below. Please title the photographs accordingly.**  **Please return completed applications to:** [**admin@hubwestscotland.co.uk**](mailto:admin@hubwestscotland.co.uk) |
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**Submission Guidance and Information**

**How to complete the submission:**

* Ensure that you complete each section with as much relevant information as possible.
* Please do not submit more than this form asks for- this is to ensure a symmetry in the submissions and to ensure that everyone has the same chance of selection.
* Section 1. Please detail your current property in terms of its type, age, number of rooms, external space and whether you own or lease the property. Evidence of approval by the property owner will be required for any renovation works. An example would be that you own a community hall approximately 50 years old which includes a group community room (approx. 5m x 20m), small kitchen, toilet, store room, and have a small external garden space.
* Section 2. Please identify the scope of works that the building requires. An example of this would be listing what works are required such as new flooring, new toilet, new kitchen equipment etc and what this will allow you to do for the community.
* Section 3. Please identify the benefits to the local community in terms of quality of delivery and increase in delivery these renovations would result in. An example of this would be that with new kitchen facilities you would be able to deliver cookery classes or to provide food to community groups.
* Please ensure that all photographs or videos submitted are titled and areas identified.

**How the submissions will be scored:**

* A panel of 5 shall score the submissions
* Each section shall be scored purely on the information provided in the submission
* Each of the three sections shall be scored between a minimum 1 point to a maximum 10 points. The sections will be added to give a final score out of 30.
* Section 1. Scoring will be based on the level of need for a renovation- 1 point deemed as a low level of need of renovation and 10 point deemed as a high level of need of renovation
* Section 2. Scoring will be based on the ability to have the work completed within a five-working day period. 1 point deemed that the renovation would be more than a five-day working week and 10 points deemed that the renovation would be a five working day project.
* Section 3. Scoring will be based on the level of impact the renovation will have on increased quality of current services and new services provided to the community building clients and to the key priority groups in the local community of North East / Parkhead area of Glasgow - 1 point deemed as low-level impact and 10 points deemed as high level-impact on the local community
* You will individually be notified your score at the end of the selection process

The two highest scoring community property submissions shall progress to the final selection process. Both community properties will be visited by the panel to view the current provision and to understand the renovation works in more detail.

**Timescale (subject to Government restrictions applicable at the time):**

**Q3 2021: Advertisement and applications**

**Q4 2021: Evaluation and Selection**

**Q2 2022: Commence project on site**