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| Fc  The Community Empowerment (Scotland) Act 2015 enables community organisations to request the ownership, lease or management of publicly owned buildings or land, whether or not these are available for sale or deemed surplus to requirements. | **Community Asset Transfer**  **Application Form** |

**Stage 2: Full Application**

**This is an Asset Transfer Request in terms of Section 5 of the Community Empowerment (Scotland) Act 2015.**

**Before completing this application please ensure you have read:**

* **Scottish Government Guidance for Community Bodies; and**
* **Fife Council Guidance for Community Bodies**

**About the Property**

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| **Property Name and Address** (see section 5 in the Guidance Notes)  If possible, please provide a plan of the extent of the asset being applied for (e.g. grounds, location. Please provide either a VRN or SRN for the asset – web links below).  [www.saa.gov.uk/fife](http://www.saa.gov.uk/fife)  A VRN is 9 digits.  [Land Titles and Map](https://fifeonline-maps.maps.arcgis.com/apps/webappviewer/index.html?id=b05d39e340d24ea59f5c299f9d44c6c4) |
| James Allan Community Centre, Paton Street, Dunfermline, Fife, KY12 0BU |
| Please provide details of the purchase price proposed for the asset by the applicant.  It is expected that the applicant will have obtained an independent valuation of the asset. Please provide the estimated value and the source of this valuation - including submission of the valuation document - and how this relates to the proposed purchase price. |
| £1000 (with 95% discount similar to Wellwood Community Centre sale to Salvation Army.) |

**Section A – About the Proposal**

(see Section A in the Scoring Matrix)

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| Please provide a brief outline of your proposed initiative (maximum 500 words - see section 2 in the Guidance Notes). |
| The services you propose to deliver   * Food pantry services – we will provide food pantry service to all local community   + Currently we provide food pantry donations to following locations across Fife:     - Kirkcaldy, Dunfermline, Rosyth, Inverkeithing and Edinburgh * Warm room facility open to all local community residents * Coffee mornings open to all local community residents with free refreshments (tea, coffee, etc) such as the existing ‘Chow and Chat’ group gatherings which we have agreed to continue with the group organisers * Hot food donations to Homeless shelters in Dunfermline * ‘Cheap & Easy’ Cooking campaign   + ‘Cheap & Easy’ cooking starter pack donation to Kirkcaldy café charity * Fundraising for local, national and international charities (Poppy Appeal Scotland, CHAS, Bernados, Humanity First) and charity walks * Establishment of a library * Local community engagement e.g. holding regular peace symposiums bringing together all sections of the local community * Maintaining local environment   + Local Park & Street cleaning   + Tree planting * Daily prayers * Weekly educational classes * Monthly general meetings for members of Ahmadiyya Muslim Community * Making use of local professional expertise from members of the Ahmadiyya Muslim Community such as medical doctors, research, IT & engineering, professional chefs, business owners, architect, teachers to manage the community centre. * We have been providing above mentioned services for over 20 years * Following organisations have been engaged and are supporting the Community Asset Transfer application   + Fife councillors   + Bellyeoman and Headwell Community Councils   + Fife charities (Fife Centre for Equalities, EATS Rosyth)   + Segal House homeless shelter   + Army officers   + Police officers   + Religious organisations (Rosyth Parish Church, Healthcare Chaplain Victoria Hospital)   + Foodbanks (Dunfermline, Rosyth, Kirkcaldy) |

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| A1. | Please describe the aims and objectives of your proposal. |
|  | The purpose of all these services is to promote peace, community cohesion and harmony in our society. This will also improve and encourage a positive and spiritual standard.  Please find attached documents for details: - Ahmadiyya Muslim Community Edinburgh and Fife Community Engagement (Supplementary Information 2) |
| A2. | Please describe the service and community benefit that you propose to deliver. |
|  | Tackling Poverty and Preventing Crisis:  Provide food pantry specifically assist vulnerable members of the local community, addressing poverty and health inequalities.  Addressing the Climate Emergency:  Incorporate environmental sustainability into clean-up initiatives, such as tree planting and recycling programs.  Community Wealth Building:  Develop skill-building workshops to enhance employability and economic opportunities for local residents.  Improving Health and Well-being:  Provide safe spaces for social interaction to reduce isolation and promote community cohesion. |
| A3. | What is the demand/need for the services you will provide and how does acquiring the asset enhance your proposals? |
|  | AMC has been providing food bank donations as well as hot food donations to homeless shelters for many years due to the unfortunate rise in take up of these services.  We will be able to offer warm spaces and food pantry services as currently provided by our other 100+ local chapters throughout the UK including in Glasgow and Dundee within Scotland. |
| A4. | If your project or service is already being delivered explain what additional activity you will provide if you acquire this building. |
|  | The AMC will be placed in a much stronger position to increase in our welfare services to the local community with the aid of a permanent centre. Currently at times we struggle to cook hot food donations at individual members homes.  Local community made us aware of green space available close to the James Allan Centre which in future our volunteers can help to maintain. |
| A5. | Please provide details of your experience in delivering the services to be offered. |
|  | Members of the AMC have been providing above self-funded services safely for several years across Fife and Edinburgh. |
| A6. | Are there similar projects or services available in the area? |
|  | AMC can provide wide range of services to the local community with the acquisition of a permanent premises as all above services are not available currently to the local community. |

**Section B – Wider Support & Wider Public Support**

(see Section B in the Scoring Matrix)

**Community Consultation** (see section 3 in the Guidance Notes) – The Community Empowerment Act requires that the local community be consulted before an asset transfer application is submitted.

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| B1. | Please demonstrate there is sufficient support from the local community. You may want to check with the Area Community Development Team about to how to engage and consult with a wide range of the community including ‘hard to reach’ groups. |
|  | The National Standards for Community Engagement may also be helpful in ensuring that your engagement is effective and inclusive.  Clarify the variety of approaches you will take to consult with the wider community as well as existing members and users.   * e.g. online surveys, flyers & posters, public meetings and drop in events * share the vision of what the asset will, and could, be used for and genuinely take account of people’s needs and prioritise. * demonstrate the difference this could make and collect comments. * seek letters of support. * Be mindful of the population surrounding the asset and aim to gather at least 10% returns from the consultation.   Multiple meetings and community engagement events have been held in James Allan Centre to create awareness of the AMC intention to apply for James Allan Centre through CAT process.  In addition to the engagements prior to April 2024 application submission AMC held community engagement events in September 2024, December 2024 and then a consultation in February 2025 having reached out to the local community on multiple occasions through door to door invitations, on social media, through community councils and Fife councillors.  In addition surveys have been completed to gather feedback from local community. Please see the ‘James Allan Community Centre Consultation Report’ for further details and survey results. Copies of the surveys and also the consultation attendance register are also attached. |
| B2. | Have other stakeholders (e,g. community council, local councillors) been consulted about the proposals? Please provide evidence of any such consultation. |
|  | Fife councillors have been engaged and several meetings held with including Cllr Gordon Pryde, Cllr Gavin Ellis, Cllr Auxi Barrera, Cllr Lynn Ballantyne-Wardlaw, Cllr David Barratt and MSP Alex Rowley. In addition meetings have been held with Bellyeoman and Headwell community councils. All three local community councils and their members have been invited to multiple community engagement events.  The consultation report shows further evidence of engaging local community through posters in community centres, door to door invitations and social media posts.  See also attached letters of support. |
| B3. | Please detail any partnership arrangements and state if these are required to deliver the project successfully. |
|  | As the AMC is a self-funding organisation there is no reliance on partnerships with any other organisations. |
| B4. | Advice and support received (see section 4 in the Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application. |
|  | Advice received from Fife Council and Fife Voluntary Action as well as Fife councillors and currently Cllr Gordon Pryde guiding us on this process. |

**Section C – Impacts / Benefits**

(see Section C in the Scoring Matrix)

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| C1. | Demonstrate whether and (if applicable) how the proposal will promote or improve:  Economic development □ Regeneration □  Public health □ Social well-being 🗹  Environmental well-being 🗹 Reduce inequalities 🗹  Please tick which of the areas above have been considered as part of the proposal and provide more detail. |
|  | Please provide more details about how you will promote or improve any of the areas ticked above.  **Social well-being can be improved by following services:**  Warm rooms facility  Cheap and easy cooking campaign  Coffee mornings – free refreshments  **Environment well-being:**  Street and park cleaning  Tree planting  **Reduce inequalities**  Food pantry |

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| C2. | Please demonstrate how you will take into account the different needs of the community, including addressing inequalities e.g. health inequalities, accessibility of building. |
|  | Provide specific outcomes, financial outcomes including practical, physical and financial restrictions/barriers to accessing the services. How will the organisation address any restrictions/barriers to ensure the services are as accessible as possible to all sections of the community?  As the James Allan Community Centre is located near a SIMD (Scottish Index of Multiple Deprivation) area, we will be able to provide services to help and improve local residents well being.  The premises will cater people of all accessibility levels. |
| C3. | In relation to the services to be provided, how will that reduce public sector costs of providing the same or similar services? |
|  | As AMC is a totally self funded organisation there will be no reliance on public sector funds.  Fife council has a commitment to helping people out of poverty and we are very much aligned with these aims and values. |

**Section D – Organisational Viability**

(see Section D in the Scoring Matrix)

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| D1. | Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation. |
|  | The most recent acquisition being the Baitul Mahmood Mosque in the Dundee City (75 A Dens Road Dundee, DD3 7HY) which was acquired through a Community Asset Transfer from Dundee City Council in 2016.  The AMC has also acquired a school through the community asset transfer scheme in Birmingham.  All running costs for all our premises are self-funded. |
| D2. | Describe any previous experience your organisation has in delivering the community benefit and provide examples as appropriate. |
|  | Over 130 local chapters in UK provide above mentioned services including local chapters in Glasgow and Dundee within Scotland.  Examples of successful local community branches engagements (Dundee and Glasgow) have been added to attached activities document. |

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| D3. | Please state the names, skills and experience of the individuals who intend to take forward the proposal and subsequently manage the asset. |
|  | Some of the members include:  Regional President AMC Scotland – GP residing in Fife for nearly 20 years.  President AMC Fife and Edinburgh – IT Professional residing in Fife for over 7 years.  Serving as GP British Army Officer  Property management  AMC Fife and Edinburgh Youth Leader – Engineering Professional residing in Fife for several years.  Ex President AMC Fife and Edinburgh – worked as Clinical Director: Women, Children and Clinical Support Services at NHS Fife over several years residing in Fife.  Research professional  Professional Chef  Researcher  Teacher  Accountant |
| D4. | Provide evidence of your governance and decision making processes in relation to the asset and delivery of the services including finance, book keeping, including room/hall bookings compliance and staff/volunteer training. |
|  | The Ahmadiyya Muslim Community has a well-structured governance framework guided by its values of transparency, accountability, and inclusivity. Key decisions regarding the asset and service delivery are made through an executive committee, which includes representatives responsible for various community functions, ensuring diverse input and consensus-based decision-making.  The community maintains meticulous financial records through a dedicated finance team. This team is responsible for budgeting, monitoring expenses, and ensuring compliance with legal and regulatory standards. Independent audits are conducted annually to provide financial transparency and integrity.  Please see attached accounts reports from past few years.  AMC Fife and Edinburgh branch has current working arrangements with Rosyth Parish church and Edinburgh Currie Kirk for regular hall hiring for twenty years.  The local AMC Fife and Edinburgh branch is protected for all its financial obligations by its parent organisation AMA UK. The Ahmadiyya Muslim Community in the UK maintains a wide range of properties nationally and has been doing so since its establishment in 1924.  Many of the members are medical doctors, First Aiders and a certified in Food Hygiene. |
| D5. | Demonstrate that you understand what is required in relation to the management and maintenance of the asset e.g. insurances, ongoing maintenance, budgeting for major repairs, health & safety, electrical testing, firefighting, legionella testing. |
|  | AMC has previous experience of managing and self-funding all of the above aspects for tens of premises in Scotland and rest of the UK.  Liability insurance from HQ for all UK.  Limited company registered with OSCR - https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC050163 |
| D6. | Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives. |
|  | You should be able to demonstrate: -   * what you will evaluate, e.g., user experience, service provided etc. * when you will evaluate, e.g., following each service provided, on a monthly, quarterly, half yearly or annual basis. * how you will evaluate, e.g., face to face, phone interviews, questionnaires, feedback forms. * what you will do with the evaluations received, e.g., revise service provision, update business plan, share with the community.   Monthly and Annual reports are completed by all local chapters sharing details of services provided. |

**Section E - Financial Information**

(see Section E in the Scoring Matrix)

**You need to identify all the resources required to deliver and sustain the proposal.** If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here.

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| E1. | **Cash flow forecast** - Please provide a cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. An example of [cash flow](file:///Y:\E%20Economic%20Development\E10%20Voluntary%20Sector%20Development\Equality%20Diversity%20Human%20Rights\Community%20Asset%20Transfer\Final%20Documents\Cashflow%20Guidance-FVA.docx) forecast is available here |
|  | Cash flow attached. |
| E2. | **What funding has the organisation obtained so far?** Has the organisation discussed or received any funding for technical work e.g. for surveys, feasibility study, business plan etc. Please detail below the funding source(s), the amount awarded and the purpose which the funding will be used for. |
|  | We are a registered charitable organisation. Our community operations are not for profit purposes and we do not require external funding for our operations. |
| E3. | There is an expectation that applicants will have had discussions with potential funders about their proposal. Please provide details of potential funders approached and the outcome of discussions about what funding may be realistic from these sources. |
|  | Not applicable as our organisation is self-funded and there is no external funding required. |
| E4. | Other sources of funding the organisation has access to (e.g. voluntary donations, borrowing). Include information on e.g. fundraising events that will be undertaken; Just Giving; coffee mornings etc. Also include information about any reserves the organisation has (and what they will be used for) and if there is a reserves policy. |
|  | Membership contribution |
| E5. | Identify resources already in place for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements. Explain if the organisation is generating an income from other sources**.** |
|  | As the parent organisation the Ahmadiyya Muslim Association (AMA UK) has several properties throughout the UK which have been self-maintained over a period of several decades. Funding for all maintenance will be covered by AMA UK.  AMA UK has central departments such as HR, Finance and Property Management. These departments help all local branches with any maintenance requirements. |
| **E6.** | Will the project have an overall benefit in relation to public sector costs? Applicants should attempt to quantify in financial terms the community benefit that will result from the asset transfer. |
|  | The council will be able to save on-going running and maintenance costs of the centre. |

**Section F – Property**

(see Section F in the Scoring Matrix)

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| **Please specify if you wish to: Lease [ ] or Purchase [ X ] the asset.**  If lease, please go to F1, if Purchase please complete F2. | |
| F1. | Annual Rental |
|  | Please state the:  Proposed annual rental:  Duration of the lease (see Subsidised Leases Policy):  Any other special lease terms required: |
| F2. | Please state the level of discount being requested and provide justification for this level of discount being applied. |
|  | 95%  We understand Wellwood Community Centre was sold with similar discount. |

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| F3. | Has the organisation considered the ongoing costs that will be required to maintain the property – please detail how these will be met? Is funding available to cover initial overheads while services are developed (utilities, rates etc.)? |
|  | Ahmadiyya Muslim Association UK (parent organisation) has several properties throughout the UK which are self-maintained over a period of several decades. Funding for all maintenance will be covered by AMA UK. |
| F4. | Is the asset currently used or occupied by the Council or another party? Please state whether you have made any investigations and the outcome of any discussions regarding current use/occupation of the asset. This should be flagged up in any consultation process. |
|  | The council has confirmed the property is available under the Community Asset Transfer scheme. |

**Section G - Local and National Outcomes**

(see Section G in the Scoring Matrix)

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| G1. | How will the proposed benefits of the asset transfer request contribute to achieving the Council’s outcomes? See Plan for Fife [A new Plan for Fife | Our Fife - Community portal](https://our.fife.scot/plan4fife) |
|  | We will help to make Fife fairer for all sections of local community and tackle poverty and inequality. One of the benefits of the asset transfer will be that the AMC will look to expand welfare services it currently provides including a food pantry, Cheap and Easy Cooking campaign, hot meals and dry food donations for local homeless homes for example Segal House in Dunfermline.  Job opportunities on a small scale can be created for example cleaning services from local community.  See the ‘Business-User - Edinburgh and Fife application 2025’ document for further details. |
| G2. | How will the proposal impact on the Council’s own delivery of services? |
|  | The proposed welfare services will compliment Fife Council’s own services and will help reduce the burden on council services. |
| G3. | Demonstrate how the proposal will contribute to national priorities (refer to National Priorities). [National Outcomes | National Performance Framework](https://nationalperformance.gov.scot/national-outcomes) |
|  | Local community made us aware of green space available close to the James Allan Centre which in future our volunteers can help to maintain.  Our welfare services will help to reduce poverty and zero hunger goals as part of the National Priorities. |

**Section H – Other Information**

(see Section H in the Scoring Matrix)

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| **H1.** | **Additional information in support of your application** (see sections 6 & 7 in the Guidance Notes) – Include information on how you have kept the community updated about the proposal and other stakeholders who have been approached who could work in partnership with your organisation. |
|  | AMC is already managing premises in Glasgow and Dundee for several decades. We have organisational structure and each branch is led by a President and his team.  Please see attached Business Plan document which further explains the organisational structure. |

**Submission Checklist**

Before submission, make sure you have read the Council’s Guidance on community asset transfer and the Scottish Government Guidance for Community Transfer Bodies.

Please tick that you have included the following accompanying documents:

1. Full business plan for use of the asset □
2. Most recent full year accounts including reserves policy □
3. Constitution/governance document □
4. Letters of support from community members and   
   copy of community consultation report / consultation survey □
5. 5 year cash flow forecast □

**Signatures**

The application is required to be signed by 2 members of your organisation:

Person submitting Date Signature 1 – Director/Charity

Trustee…………………………..……………………………………………………………..

Name………………………………………..Date……………………………………

Signature 2 - Director/Charity Trustee………….……………………………………………………………..

Name…………………………………………Date…………………………………

Signatories in signing the above assess that the information contained within the application form is accurate at the time of submission. In addition, should their request be successful, conditions of transfer will be the subject of separate legal agreement(s) with the Council.

Please note that applications are required to be published for any objections but personal information will be redacted in line with data protection principles.

***Further information on how your information is used and why can be found at*** [***fifedirect.org.uk/privacy***](https://www.fifedirect.org.uk/privacy)***. The Council's Data Protection Officer can be contacted at:*** [***dataprotection@fife.gov.uk***](mailto:dataprotection@fife.gov.uk)***.***

Please send completed application form to: [CommunityAsset.Transfer@fife.gov.uk](mailto:CommunityAsset.Transfer@fife.gov.uk) or post to Zahida Ramzan, Policy Co-ordinator, 5th Floor, Fife House (West), North Street, Glenrothes, Fife, KY7 5LT.