

## **Community Reserve Sites – The Application Process**

Each application to purchase and develop a site is assessed and prioritised in order to ensure that the proposed developments meet the criteria for community use and will be of benefit to the people of Milton Keynes. Applications are assessed based on the criteria of need, reach, impact, diversity, sustainability (both financial and environmental) and the suitability of the project within the surrounding environment.

The application process is also intended to illustrate whether the organisation applying for the site has the capacity and resources to undertake a successful development and manage, maintain and sustain the facilities following the completion of the build.

Please note that there are no deadlines for applying. Groups are encouraged to visit <http://www.mkcommunityfoundation.co.uk/MK-Community-Properties> for more information and are also welcome to contact our Grants Director on 01908 690276 to discuss project ideas and proposals.

### **The assessment is a four-stage process:**

#### **Stage 1:**

Contact us to arrange a meeting with our Grants Director and a representative from our Managing Agents to discuss your proposed project in more detail. At the meeting, if your proposal description fits within our eligibility requirements, you will be advised that you may proceed to Stage 2.

#### **Stage 2:**

Your group submits an Expression of Interest Form, outlining the principle details of your proposal, along with your organisation's Constitution, 3 years of Accounts and a draft Business Plan. The Expression of Interest Form will be assessed by the Grants Team, assisted by the Foundation's Community Representatives, and the financial information will be reviewed by our Finance Director.

#### **Stage 3:**

If all parties are happy to proceed following the assessment of the Expression of Interest Form, your group will be invited to submit a detailed Community Reserve Site Application Form, along with some supporting documentation.

Your application will be fully assessed by the Milton Keynes Community Foundation's Property Advisory Panel, made up of representatives from the relevant Parish Council, other relevant voluntary sector organisations and our Community Representatives, for formal recommendation. All applications will be assessed in compliance with the Foundation's strategic objectives, taking into account the demonstrated need and demand of the community, the ability of the project to reach the targeted beneficiaries, the sustainability of the proposal, its innovation and uniqueness as well as the profile and track record of the applicant organisation.

The application will then be presented, along with the recommendation of the Property Advisory Panel, to the Foundation's next Property Board meeting where a final decision will be made by the Trustees. You can expect to receive a letter confirming the final decision within 5 working days of the Property Board Meeting. Property Board Meetings are held every 3 months.

**Stage 4:**

Once you have received confirmation of the success of your application, we will confirm which site is to be developed along with the valuation to purchase the 125 year lease. You will have an opportunity to place a two-year reservation on the site and pay a reservation fee of £5,000, or 5% of the value of the land after subsidy, whichever is greater (reservation fees will always be deducted from the purchase price of the reserve site) to enable your group the time to raise the funds you will need to purchase the site and commence the build. There will be set benchmarks for that reservation period, including fund raising progress, planning permission, environmental impact assessment, etc.

The success of the applicant with respect to these benchmarks will assist in the Trustees' decision to either move forward with the transfer of the title, or whether to approve a renewal of the reservation period for another two years (at £5,000, this time for each of the subsequent two years) if required.

Upon transfer of the lease the building must be completed within three years.

**For more information or to download an Expression of Interest Form, please e-mail [information@mkcommunityfoundation.co.uk](mailto:information@mkcommunityfoundation.co.uk) or visit our website.**

**If you need help with your application please contact the Grants Team on 01908 690276 or e-mail [information@mkcommunityfoundation.co.uk](mailto:information@mkcommunityfoundation.co.uk)**