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**Affordable Workspace Charitable and Not for Profit Register Application Form**

**Overview**

There is a need for more affordable workspace in Lambeth, and as such the Council is implementing a new planning policy in 2020 requiring future major developments to lease some of their space as affordable workspace to organisations that are on either:

1. the Approved Provider List; or, the
2. the Charitable and Not for Profit Register.

This application form is for organisations wanting to apply to be on the Charitable and Not for Profit Register. If you’re interested in applying to be on the Approved Provider List please do not complete this application but rather visit [lambethnow.com](http://www.lambethnow.com/) for the applicable application form.

A place on the Charitable and Not for Profit Register presents a valuable opportunity for organisations interested in obtaining affordable workspace in Lambeth. This list will include relevant organisation information and other information, such as the type of space the respective organisations want to lease, making it easy for property owners to select and engage organisations to lease affordable workspace to.

The Charitable and Not for Profit Register will be effective from November 2022 and exist for 3-years until November 2025. New organisations can apply to be on this list on a rolling basis. Organisations will need to re-apply every 3-years to remain on the Charitable and Not for Profit Register. Organisations that apply within 6-months of the 3-yearly anniversary are automatically enrolled onto the subsequent 3-yearly cycle.

**Instructions for Applicants**

**Aims**

The selection process for the Charitable and Not for Profit Register is intended to be open, transparent and rigorous. The Council’s selection criteria aligns with the emerging affordable workspace policy and aims to select organisations that will maximise the economic development and regeneration potential of affordable workspace provided in the borough.

**Timescales**

The following timescales are proposed:

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| --- | --- |
| **What** | **When** |
| Opportunity to apply to the Charitable and Not for Profit Register published and promoted | 4th July 2022 |
| Application deadline | 9th September 2022 |
| Organisation selection including scoring and due diligence completed | 28th October 2022 |
| Charitable and Not for Profit Register finalised | November 2022 |

The information supplied by applicant organisations will be checked initially for completeness and compliance before responses are evaluated. Organisations can apply on a rolling basis, and the Council will carry out scoring and due diligence within 6 weeks of each application.

**How to apply**

Please complete this application form and send it as a Microsoft Word formatted document to invest@lambeth.gov.uk by the application deadline if applying in 2022, or as and when you are ready to apply from 2022 onwards.

**Clarification information**

Please email requests for clarification to invest@lambeth.gov.uk. Your questions and answers will be shared anonymously on [lambethnow.com](http://www.lambethnow.com/) weekly so that all applicants have a fair chance in their application.

**Guidance and scoring**

This application form is split into the following sections:

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| **Section**  | **Commentary and details on any scoring**  |
| 1. **1. Information for Publication**
 | Subject to being selected, the information in section 1.3 is what the Council will publish and make available to developers who are looking to select and engage with organisations on the Charitable and Not for Profit Register for their affordable workspace. |
| 1. **2. Technical Questions**
 | The Council will score the answers provided in this section using best judgement. Organisations need to score at least 3 out of 5 for all questions in this section. Information provided in other sections, such as Information for Publication and Letters of Support, may be drawn upon to assist with scoring the responses. The score definitions are as follows:* Score of 0: there is no response to the question
* Score of 1: an attempt has been made to respond, but has not met requirements/experience (has not covered any essential points)
* Score of 2: the response / experience has partially met minimum requirements (has covered some essential points)
* Score of 3: The response / experience has met minimum requirements (has covered all essential points, may have included clear examples)
* Score of 4: The response / experience has exceeded minimum requirements (covered more than the essential points, gave clear examples)
* Score of 5: The response / experience added significant value (covered more than the essential points, gave clear thorough examples to illustrate where value has been added)
 |
| 1. **3. Commercial Questions**
 | The Council’s finance department will assess the responses to the commercial questions including the financial documentation provided. It will be a pass / fail and will be based on the test of does your organisation have the financial means to lease new affordable workspace in Lambeth. |
| 1. **4. Supporting Information**
 | This information, including references, will be used to assist in the evaluating responses to sections 2 and 3. |
| 1. **5. Declaration**
 | Please confirm the accuracy of information provided and sign. |

**Published information**

As set out in the table above, information on organisations on the Charitable and Not for Profit Register shall be published to make it easy for developers to identify, select and engage with organisations that they may wish to lease their affordable workspace to. The Council will update the list on an ongoing basis as when there are changes to the Charitable and Not for Profit Register.

**Termination**

Organisations on the Charitable and Not for Profit Register can ask to be taken off the list and the Council will process this request within 1 month, updating the details on the Council’s websites accordingly. If the Council is of the view that any organisation on the Charitable and Not for Profit Register does not meet the criteria of, perhaps in light of new information, then the Council is within its right to take the organisation of the Charitable and Not for Profit Register.

**Caveats**

The Council’s acceptance of an application form for the Charitable and Not for Profit Register does not constitute a contract and inclusion on the Charitable and Not for Profit Register does not guarantee contracts and has no direct financial value. Likewise, inclusion on the Charitable and Not for Profit Register shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between organisations and the Council other than the relationship expressly set out here.

The Council’s inclusion of an organisation on the Charitable and Not for Profit Register is an indication that the organisation has at the time at which the organisation was first included in the register, the financial means and intention to fulfil the aspirations of Policy ED2 Affordable Workspace, but in no way is the Council guaranteeing to property owners that the organisations indeed have the said financial means and intention to fulfil the intentions of the aspirations of Policy ED2. As such, it is worth noting that it is the responsibility of the property owners seeking to lease affordable workspace to organisations on the Council’s Charitable and Not for Profit Register to carry out their own due diligence including technical and commercial elements of organisations on the register. The Council does not take any responsibility for discussions between property owners and organisations on the Charitable and Not for Profit Register.

**Application Form**

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| **Section 1. Information for Publication** |
| **1.1. Contact Details** |  |
| Organisation legal name  |       |
| Organisation trading name, if different |       |
| Registered address |       |
| If different to the registered address, trading address in Lambeth, or if not, main trading address |       |
| Telephone number |       |
| Website address |       |
| Primary point of contact name |       |
| Primary point of contact job title |       |
| Primary point of contact email address: |       |
| Primary point of contact phone number:  |       |
| **1.2. Legal Entity** |
| Legal entity type, e.g. plc, ltd, charity: |       |
| Please confirm if you are for or not for profit | [ ]  For Profit [ ]  Not for Profit |
| Company registration number |       |
| Charity registration number, if applicable |       |
| Date of incorporation / registration |       |
| Parent company legal name, if applicable |       |
| **1.3. Qualitative Information for Publication** |
| Please provide an organisation overview, ideally including details on what services you deliver, how your support (or can support in the future) Lambeth’s businesses and local residents (such as through training or employment opportunities, business support, community events, supporting disadvantaged groups and tackling economic inequality through creative and digital industries related activity, etc).*Maximum word count: 300 words – this text may be used in the publication of the list* |  |
| Do you already have a Lambeth location that you work from?  | [ ]  Yes [ ]  No |
| What would obtaining affordable workspace mean to your organisation? | [ ]  Ability to remain in Lambeth[ ]  Ability to expand in Lambeth[ ]  Ability to move to Lambeth |
| Please state why you would like to lease affordable workspace in Lambeth*Maximum word count: 300 words – this text may be used in the publication of the list.* |       |
| What is your ideal size of space |       |
| What is your ideal landlord fit out specification |       |
| What is your ideal length of lease |       |
| What are the characteristics of your ideal location |       |
| What rental range could you afford per square foot?Insert a comment if needed. | £      - £           |
| Do you wish to add any further comments about rental arrangements on your desired space? |       |
| Please attach any images you would like to be included as part of your bio on the List (max. 3 images) |  |

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| **Section 2. Technical Questions**   |
| **2.1 Social Value***Please provide details to demonstrate your track record or capability to deliver significant social impact to residents in Lambeth and alignment with the Council’s inclusive growth aims set out within* [*Lambeth’s Economic Resilience Strategy (2022*](https://love.lambeth.gov.uk/economic-resilience-strategy/)*), the* [*Lambeth Made*](https://lambethmade.org/about/) *Strategy, or* [*Lambeth Together*](https://lambethtogether.net/)*.*Maximum word count: 500 wordsScore: 0-5 (0 low, 5 high) |
|       |
| **Score: 0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |
| **2.2 Community Opportunities***Please provide details on how you have the capability and commitment to actively promote opportunities, services and events to residents. Please also provide details on local employment opportunities you have created or have the capability and commitment to create.*Maximum word count: 500 words Score: 0-5 (0 low, 5 high) |
|       |
| **Score: 0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |
| **2.3 Need for Affordable Workspace***Please tell us about how affordable workspace would benefit your organisation.* Maximum word count: 500 words Score: 0-5 (0 low, 5 high) |
|       |
| **Score: 0** **[ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |
| **2.4 Business Conduct***Please provide details on your commitment to: London Living Wage; local employment where appropriate; inclusive recruitment; and sustainability.*Maximum word count: 500 wordsScore: 0-5 (0 low, 5 high) |
|       |
| **Score: 0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |

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| **Section 3. Commercial Questions**   |
| What is your current annual income? | £      |
| How many employees do you have? |       |
| What is the balance of your unrestricted reserves | £      |
| Please attach detailed (not abbreviated) accounts for the last three years | Image result for attach button Image result for attach button Image result for attach button |
| Please provide management accounts for your financial year to date including in particular an income and outgoings table, and balance sheet | Image result for attach button |
| Please provide information on any loan finance commitments or offers you’ve secured, what are the terms of this finance and if this could be used for use when leasing new affordable workspace in Lambeth arising from Policy ED2 |       |
| Please provide details on your current loans, including the headline terms for repayment |       |
| Would you need a guarantor to enable you to enter into a lease? | [ ]  Yes [ ]  No |
| If yes, please provide details  |       |
| and, please attach their last three years of company accounts for your guarantor if applicable.  | Image result for attach button Image result for attach button Image result for attach button |
| If you leased affordable workspace in Lambeth arising from Policy ED2 and set up a separate company (such as a subsidiary trading company) to the hold the lease, would your organisation provide a full parent company guarantee? | [ ]  Yes [ ]  No |
| What is your VAT registration number, if you have one? |       |

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| **Section 4. Supporting Information** |
| **4.1 Existing Space Information** |
| How many locations do you lease space?  |       |
| What are the addresses of each of the spaces you lease? |       |
| What is the total net internal area size of spaces you lease (estimate)? |       |
| What are your space costs in each of your sites? |       |
| **4.2 Organisation and Professional Standing** |
| Do any of the following statements apply to your organisation or any of your directors, owners/trustees or partners? |  |
| * In a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors
 | [ ]  Yes [ ]  No |
| * Been convicted of a criminal offence related to business or professional conduct
 | [ ]  Yes [ ]  No |
| * Committed an act of serious misconduct in the course of business or profession
 | [ ]  Yes [ ]  No |
| * Not met responsibilities related to paying social security contributions
 | [ ]  Yes [ ]  No |
| * Not met responsibilities related to paying taxes
 | [ ]  Yes [ ]  No |
| * Guilty of serious misrepresentation in supplying information
 | [ ]  Yes [ ]  No |
| * Have you had any contracts ended for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?
 | [ ]  Yes [ ]  No |
| If you answer yes to any of the questions above, please provide details of the circumstances including what has been done to put things right. The Council will review the details and form a view as to whether this gives reason to exclude you from the list. In making this assessment the Council will act in a reasonable and proportionate manner. |       |
| **4.3 Insurance** |
| What level of Employers Liability insurance do you have? A minimum of £5 million is required. | £      |
| What level of Public Liability insurance do you have? A minimum of £5 million is required. | £      |
| What level of Professional Indemnity insurance do you have? A minimum of £0.5 million is required. | £      |
| In the case of inadequate cover, would you be willing to increase your insurance? | [ ]  Yes [ ]  No |
| **4.4 Health and Safety** |
| Does your organisation have a Health and Safety Policy as required by Section 2(3) of the Health and Safety at Work etc. Act 1974. The policy will withstand evaluation against the following criteria: Organisational Responsibilities and Arrangements for Safety for the type of work intended, including but not limited to:* risk assessment procedures;
* safe working systems / methods;
* procedure for monitoring the implementation and effectiveness of your health and safety policy;
* provision of relevant, competent health and safety advice;
* procedure for dealing with emergencies;
* procedure for reporting and investigating accidents and dangerous occurrences;
* provision of information, instruction, supervision and training.

Bear in mind that a copy of the policy statement of intent alone may well not be sufficient. You may be asked to provide sample risk assessments / method statements / safe systems of work / training records relevant to the type of work to be carried out, should there be any future contractual relationship with a developer. | [ ]  Yes [ ]  No |
| Has your organisation had any enforcement action by HSE / local and other enforcing authorities (i.e. prosecution or issue of Improvement or Prohibition Notices) taken against your company in the last 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| Has your organisation had any reportable accidents, dangerous occurrences and notifiable diseases record in the last 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| **4.5 Equal Opportunities** |
| In the last three years, has any finding of unlawful racial, sex or disability discrimination in the employment field been made against your organisation by the employment tribunal, the employment appeal tribunal, or any court, or in comparable proceedings in any other jurisdiction? | [ ]  Yes [ ]  No |
| If yes, please provide details on what steps your organisation took as a result of that finding or investigation? |       |
| In the last three years, has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission (E&HRC) because of a claim of unlawful discrimination? | [ ]  Yes [ ]  No |
| If yes, please provide details on what steps your organisation took as a result of that finding or investigation? |       |
| Does your organisation have an equal opportunities and diversity policy? If yes, please attach your equal opportunities and diversity policy | [ ]  Yes [ ]  No |
| **4.6 Environmental Management** |
| Does your organisation have an environmental policy? | [ ]  Yes [ ]  No |
| Has your organisation been prosecuted under any environmental legislation in the past 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| **4.7 Letters of Support**  |
| Please provide up to three letters of support on the supporting organisations’ letter headed paper with their signatures to show your previous relevant track record. | Image result for attach button Image result for attach button Image result for attach button |

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| **Section 5. Declaration** |
| **Declaration of interest** |
| Does any person connected with your organisation (or any of the organisations who you will be working with) have an associated person who is employed by us or has been employed within the last three years? For the purpose of this questions, an ‘associated person’ is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the Council (or associated body), whether: under a permanent or fixed contract of employment with the Council; through an agency contract with an employment agency; or, as a consultant or contractor through a contract for services with the Council. | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| **Overall Confirmation** |
| I confirm that the information in this form is accurate and complete to the best of my knowledge. |
| Name (in capital letters):  |       |
| Signature (electronic signatures are acceptable) |       |
| On behalf of (name of organisation)  |       |
| Position in organisation |       |
| Date |       |