**Didsbury Park Surestart – invitation to submit proposals for Community Asset Transfer**

**Introduction**

Manchester City Council is prepared to receive proposals from community organisations based in Manchester on the future running of the Surestart Centre in Didsbury Park, M20 5LJ.

The successful organisation will be invited to enter into a full repair and insure lease with Manchester City Council in respect of the above property. The specific terms of the lease will be dependent upon the nature of the successful bid and will be negotiated with the successful applicant on completion of this process.

Please note that your proposal **must** include early years provision (children aged 2-4).

Organisations wishing to submit a proposal will be required to detail their plans for the centre by answering the questions in this form.

Each organisation’s response should be detailed enough to allow the Council to evaluate whether the bid represents good value for money and meets the criteria set out in this document.

**Who can apply?**

To be eligible your organisation must:

1. Have a constitution / governing document.
2. Be incorporated, or be willing to incorporate.
3. Be based in Manchester, preferably with a track-record of working in the Didsbury area.
4. Have a board of trustees / management committee comprising people that live and work in the Didsbury area.
5. Be a not-for-profit third sector organisation – this includes voluntary and community organisations which are value driven and which principally invest their surpluses to further social, environmental or cultural objectives.

**How your proposal will be assessed**

Your proposal should demonstrate:

* That your proposals are focused on needs of the community. You should demonstrate that there is a gap in existing services and/or proven demand for existing services / activities.
* That your proposal includes services to children aged 2-4.
* Support from the local community for your proposals. You must demonstrate that your proposals are supported by local people - this could be through a petition, responses to a questionnaire exercise you have completed locally, a needs assessment you have carried out etc.
* Your organisation’s history and experience of developing and delivering a range of services to a diverse community.
* Your organisation’s track record of managing a property (or what support you are accessing from a local infrastructure support provider such as Macc).
* How your proposed activities fit against the priorities identified in the Didsbury ward plan. These are:

***1 – Giving our children and young people the best start in life.***

***2 – Reducing Homelessness and looking after our most venerable citizens.***

***3 – Maximise the availability of affordable housing in the ward.***

***4 – Work with the police and the community to prevent crime.***

***5 – Ensure Parks and green spaces are utilised to their maximum potential.***

***6 - Ensure that highways are maintained to an acceptable and safe standard across the ward.***

***7. Thriving Neighbourhood Centres – Didsbury Village and Fog Lane.***

Applicants may be asked to provide a short presentation of their proposals to council officers. You will be given advance warning of this following the closing of the deadline for applications.

**Timetable**

The deadline for submitting your proposal is Friday 21st December 2018. Following this a panel of senior officers from the council will score each application and liaise with local elected members to select the organisation that will provide the best selection of services to the local community.

You will be notified of the outcome of your proposal in January 2019.

**Queries relating to this document.**

If you have any queries regarding this document or process, please contact Steve Higgins on 0161-234-3199 or Juliet Felstead on 0161 219 6151. Please note however we cannot offer advice on how to write your proposal or the strength of your proposal. If you need support to complete your proposal, help is available from Manchester’s infrastructure support organisation, Macc. They can be contacted on 0333 321 3021 or via the website at: [www.macc.org.uk](http://www.macc.org.uk)

**Section 1 – Service Delivery**

1.1. What services are you proposing to deliver from the centre on a **weekly** basis? Please include a brief description of each service and who it is aimed at, how often you will run the service, how many people you believe will use each service, your estimated cost of each service and what outcome you believe the service will deliver. Please continue on additional sheets if necessary.

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| Service name | Times/Dates | Target Community | Cost | Outcomes |
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1.2 What services will you run on a **monthly, annual or irregular** basis? Please include a brief description of each service and who it is aimed at, how often you will run the service, how many people you believe will use each service and your estimated cost of each service. Please continue on additional sheets if necessary.

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1.3 Do you propose to work with other organisations to deliver services? If so, please detail which organisations you already have plans to work in partnership with, what services they will provide and what outcomes you believe the service will deliver for local people. Only include those services you have already agreed upon with other organisations. Details entered here will be checked with the named organisation. Please continue on additional sheets if necessary.

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| Service Provider | Service name | Times / Dates | Target community | Outcomes |
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**Section 2 – evidence of support and need**

2.1. How do you know that the services you are proposing to deliver are needed by the local community? Please provide what evidence you have gathered in support of your application – this could be from questionnaires you have sent to local people, the results of consultation events you have put on locally, or from reports on local needs.



2.2. Which parts of the community are you targeting services at? Please describe which communities you are intending to work with and how you will appeal to different parts of the community in Didsbury. 

2.3 How will you monitor the impact of the services that you are proposing?



2.4 How will you review your service plans to ensure that they continue to meet the changing needs of communities in Didsbury?



**Section 3 – Proposed Cost of delivery.**

3.1 Please provide a detailed breakdown of your estimates for running the facility and provide information on how you will meet these costs.

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| Expenditure Item  (e.g. gas, repairs, staff costs) | Amount in £ | Source of funding. |
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3.2 Is there anything else you would like to say in support of your application? (no more than 500 words).