



Sunray Community Centre Application Form

Local organisations will be considered, including but not limited to:

- Existing community organisations
- Newly formed community organisations
- Community Interest Companies (CIC)

To be considered to oversee and manage the Sunray Community Centre, please complete this application form and submit, with any supporting documents to Richard Dean, Neighbourhood and Communities Manager (South of the Borough) at richard.dean@kingston.gov.uk. The closing date for applications is **5pm Friday 1st December 2023**

About your community organisation	
Organisation name and website address (if applicable)	
Charity number (if applicable) or Community Interest Company registered number.	
Address	
Contact details	Name: Position:



	<p>Contact number:</p> <p>Email address:</p>
<p>Links to the Sunray Estate and local area</p>	
<p>Mission and objectives of the organisation</p>	
<p>Current services / projects / activities</p>	
<p>Current partners / funders / sponsors</p>	



<p>Trustees and governance structure. Please list the full names of all trustees / board members and the positions they hold.</p>	
<p>Staffing and volunteer structure. Please list the names of all paid staff and the positions they hold.</p>	

Your Proposal	
<p>What types of activity do you envisage happening in the Sunray Community Centre?</p>	
<p>What do you envisage the operating hours of the Sunray Community Centre to</p>	



<p>be? Please include evenings and weekends where appropriate</p>	
<p>How will you engage with community organisations and residents? Please describe methods you will use to reach a wide and diverse range of residents and groups</p>	
<p>How will you manage bookings and ensure there is a wide and varied programme of activities across a week? Please outline your bookings process.</p>	

Business and Community Plan

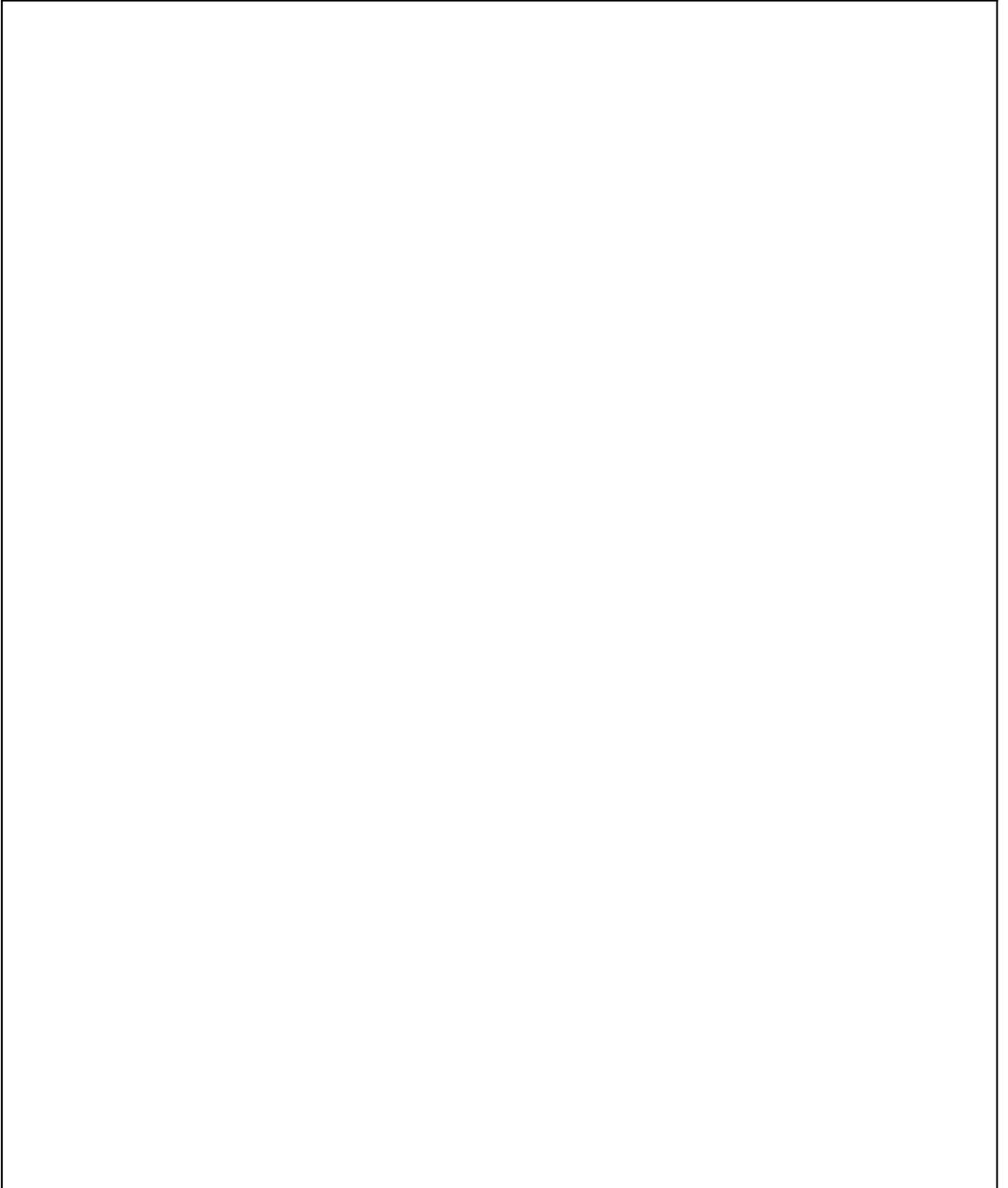
Local organisations will be considered, including but not limited to:

- Existing community organisations
- Newly formed community organisations
- Community Interest Companies (CIC)

Please outline below how you will manage the Sunray Community Centre and what you envisage the community offer will be. Below are some prompts which may help you in your submission. Please submit no more than 3 sides A4.

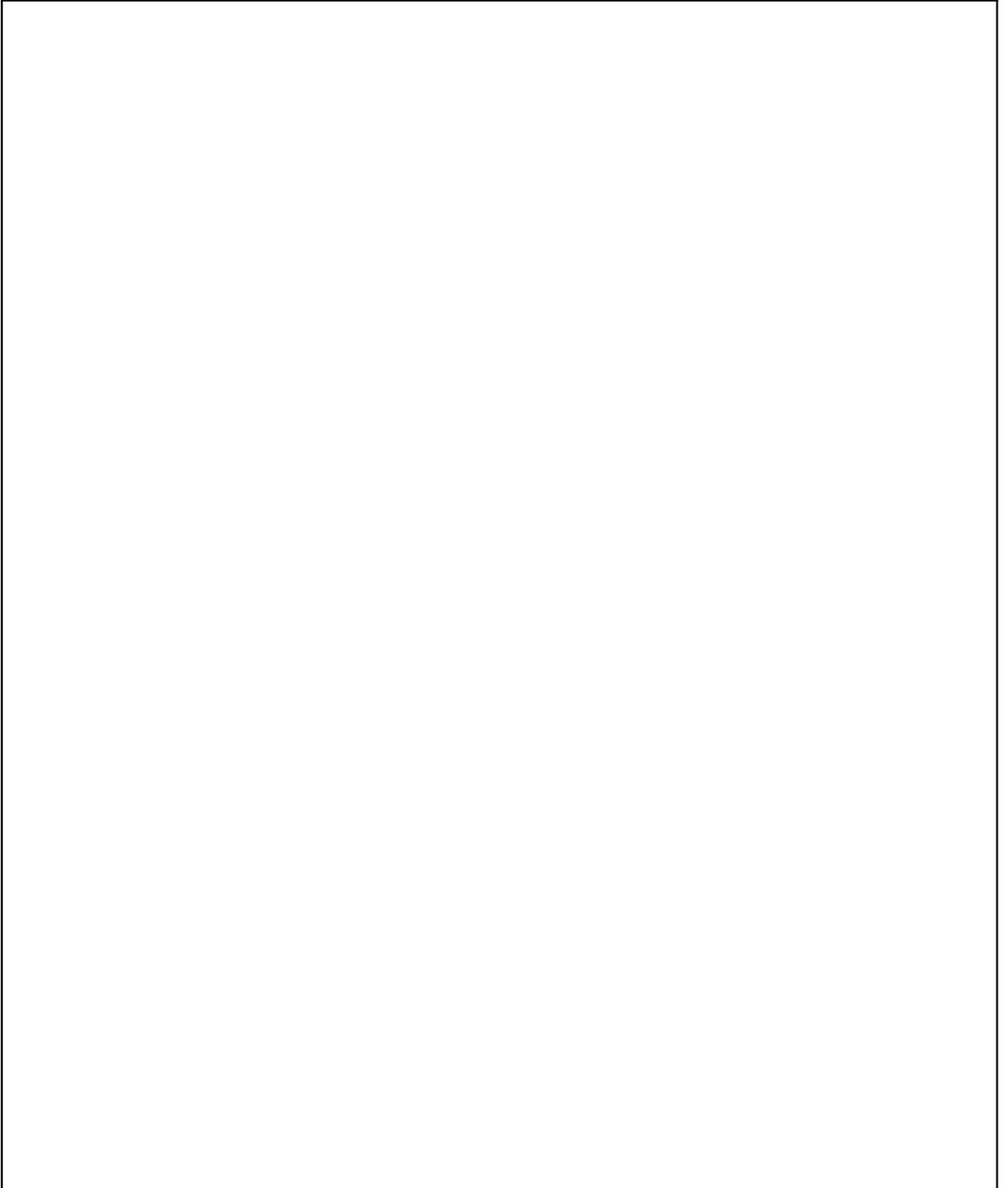


- What does your organisation aim to achieve over the next 5 years?
- How will you work with community organisations and encourage collaboration between organisations?
- How will you ensure a wide and diverse range of residents and groups can access the Sunray Community Centre? What will the benefits be for residents and groups?
- How will you contribute to the South of the Borough Community Plan, especially the 'Fairer' section, which can be found [here](#).
- How will you ensure you can safely manage, run and maintain the Sunray Community Centre? Please include any relevant information such as your experience in building management or running a community space. Please add links to relevant statutory policies and anything else you wish to share to support your submission. This includes but is not limited to:
 - Health and safety - statutory, please include
 - Safeguarding (children, young people and adults) - statutory, please include
 - Fire safety - statutory, please include
 - Food hygiene
 - Handling complaints and conduct
 - Equalities, Diversity and Inclusion
- How will you ensure the financial sustainability of the Sunray Community Centre? Please include the most recent set of audited finances, as available. Please outline how running costs will be covered. The lessee will be responsible for charges related to:
 - Utilities. This includes but is not limited to:
 - Electricity
 - Water
 - Business Rates
 - Repairs and maintenance
 - Any repairs and maintenance required to maintain the interior and exterior of the premises during the term
- Are there any risks or issues that could affect how your organisation operates? Please highlight key risks plus mitigation





THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES





[A large empty rectangular box intended for the applicant to provide details or a statement.]

Many thanks for taking the time to complete this application. Please submit to **Richard Dean, Neighbourhood and Communities Manager (South of the Borough)** at



richard.dean@kingston.gov.uk. The closing date for applications is **5pm Friday 1st December 2023**