**Schedule 3: Expression of Interest template**

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This schedule sets out a form for completion in order to express an interest in running a community-managed Partnership library. We are seeking organisations or groups of residents (referred to as community body) to run a Partnership library at one or more of the following locations:

* Child’s Hill library
* East Barnet library
* Mill Hill library
* South Friern library.

Before completing this form, please read and consider:

Schedule 1: Schedule 1: Support available for Partnership libraries

Schedule 2: Expected service delivery and outcomes for Partnership libraries

In completing the template set out below, your answers should give sufficient information to demonstrate that you have carefully considered the invitation to run a Partnership library as part of the council’s network of libraries. It should also demonstrate how this opportunity can benefit the local community.

**Evaluation**

Applicants are required to respond to each of the questions in the Expression of Interest form below. Questions 1, 2, 3 and 4 will be scored using the following scale:

|  |
| --- |
| **SCORING SCALE** |
| **Score** | **Performance Commentary** |
| 0 | Very Poor or No Response |
| 1 | Poor Response |
| 2 | Limited Response |
| 3 | Satisfactory Response |
| 4 | Good Response |
| 5 | Outstanding Response |

Applicants will be invited to submit an outline business case if:

* The applicant’s proposal achieves a minimum score of 8; and
* The applicant achieves a score of at least 2 for every question.

Please submit your completed Expression of Interest form on the ePortal at [www.barnetsourcing.co.uk](http://www.barnetsourcing.co.uk)

The closing date for the receipt of Expressions of Interest is **31July 2016**.

Receipt of the expressions of interest will be acknowledged within 7 working days.

If you have any questions relating to any of the information contained within this pack of documents please submit them through the ePortal at [www.barnetsourcing.co.uk](http://www.barnetsourcing.co.uk).

If you require assistance or guidance on accessing the portal please contact us on 0208 359 7024, or partnershiplibraries@barnet.gov.uk

**Expression of Interest application**

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A. Name of Applicant:

B. Name of organisation or group that will comprise the ‘Community Body’

C. Please describe the organisation or group (e.g. existing organisation, an existing residents group, a new group being established for the purpose of running a Partnership library)

D. Please state whether the organisation or group is formally established and if so, what type of organisation it is? (e.g. charity, community interest company etc). If registered with the Charities Commission, please provide the registration details.

E. Contact name for correspondence

F. Phone/Email

G. Address

F. Name of library (libraries) in which interested:

**Please answer the following questions:**

1**.** Please provide a description of your proposals (up to 1,000 words, Arial 12 font) - for example, your ambition and vision for the Partnership library, additional services that you intend to provide over and above the minimum level of library opening hours (minimum of 15-hours per week), details of partners you may work with to expand the service offer available from the Partnership library.

2. Please explain how you have involved, or are planning to involve, the local Community in developing your proposals (up to 500 words, Arial 12 font)

3. Please explain how you intend to staff and manage the service, and what steps you have taken or intend to take to recruit additional volunteers and/or staff (up to 500 words, Arial 12 font)

4. Please explain how you propose to secure financial sustainability for the service, and what steps you have taken or intend to take to do this. Include examples of the assumptions you have made about sources of income, expenditure, cash-flow estimates, etc.

5. Please provide any further information that you feel is relevant as part of the Expression of Interest (up to 500 words, Arial 12 font)