

Schedule 6: Guidance and application form for a transition loan.

Transition loan guidance

The Partnership library Transition Fund is a one-off loan facility which the Council will make available to support groups that are working with Barnet Council to develop a community-managed Partnership library. It is available to groups who have been invited to submit a business case.

It is available to support emerging community bodies or existing organisations to establish a Partnership library. This will include support to establish a community body through to the development and implementation of proposals for the provision of a library service. It is only available to those groups once a business case has been approved.

The Partnership library Transition Fund comprises of two components and is available to finance up to 100% of approved costs for initiation, set-up and capital work. There is no obligation to access the loan facility.

The loan will only be available on set-up and will need to be paid back over a maximum eight-year period.

The two loan components are:

1. Up to £3,000* for initiation work to help community bodies formulate and progress proposals. This will be available after an Outline Business Case has been approved. This money could be used to support costs relating to establishing the legal structure, legal advice on grant funding and leases, the design and printing of promotional material, a launch event, minor redecoration, signage, etc;
2. Up to £5,000* for each library to support funding for capital buildings work or equipment that can be used to improve the delivery of library services. It could be used, for example, to fund minor refurbishments or buy additional equipment to enable extra community services to be provided.

*These are guidelines and consideration will be given to loan applications that require a different allocation between these three elements.

Transition Loan Application Form

Please complete all of the questions in the application form below in as much detail as possible. Where relevant, please include additional supporting information /materials with your application.

If you require further information or assistance with completing this form, please contact Andrew Merritt-Morling 0208 359 7024, or email partnershiplibraries@barnet.gov.uk

Completed application forms should be returned to The Library Service Review Team, London Borough of Barnet Commissioning, North London Business Park, London N11 1NP

Transition loan application form

NAME OF ORGANISATION: This is the organisation wishing to develop a Partnership library		
NAME OF APPLICANT: If different from above		
NAME OF PARTNERSHIP LIBRARY to which this application refers		
CONTACT DETAILS OF MAIN CONTACT: This is the person to whom all correspondence relating to your application will be addressed	Name: Daytime Telephone no: Evening telephone no: Email: Postal Address:	
1. DESCRIPTION OF THE ACTIVITIES THAT WILL BE SUPPORTED BY THE LOAN		
2. BREAKDOWN OF ACTIVITIES AND AMOUNT OF LOAN REQUIRED FOR EACH ACTIVITY	ACTIVITY	£
3. TOTAL LOAN REQUESTED	TOTAL LOAN REQUESTED	
6. PLANNED PAYBACK		

ARRANGEMENT Please state the proposed payback arrangements to ensure the loan is fully repaid within 8 years	
DECLARATION On behalf of the community library, I am submitting an application for a transition loan of £ (x) from the London Borough of Barnet to support establishment and the a Transition Fund which, if successful, means that we agree to abide by the rules and requirements of the funding body	
SIGNED:	
DATED:	

Please return this application, together with any appropriate supporting documents, to:

Andrew Merritt-Morling
 Libraries Service Review Programme Manager
 London Borough of Barnet Council
 North London Business Park
 London N11 1NP

Email: partnershiplibraries@barnet.gov.uk

