

The following checklist may help you understand if you qualify as a “Community Transfer Body” enabling you to make an asset transfer request.

Your organisations constitution or governing documents must contain the following provisions detailed below.

	Provision Required	Present	Section in your Governing Documents
(a)	A definition of the community to which the body relates. <i>(A clear description of who your organisation is made up of)</i>	Yes No	
(b)	Provision that the majority of the members of the body is to consist of members of that community <i>(A clear description that the members defined in (a) make up the majority of members)</i>	Yes No	
(c)	Provision that the members of the body who consist of members of that community have control of the body <i>(Show clearly that the members control the organisation)</i>	Yes No	
(d)	Provision that membership of the body is open to any member of that community <i>(Clarity that the membership is open to all with no restrictions)</i>	Yes No	
(e)	A statement of the body's aims and purposes, including the promotion of a benefit for that community <i>(Clear aims and purposes that show community benefit)</i>	Yes No	
(f)	Provision that any surplus funds or assets of the body are to be applied for the benefit of that community <i>(Detail of an asset lock and that show members can not personally benefit from the sale of the any assets)</i>	Yes No	

When you can show that all of the above are detailed in your governing documents you will be able to be designated a Community Transfer Body and we would be able to review any Asset Transfer Request

If your organisation is planning to request full transfer of ownership there are additional provisions that need to be detailed in your governing documents

	Provision Required	Present	Section in your Governing Documents
(g)	Provision that your organisation must have no fewer than 20 members.	Yes No	

If you think you meet the requirements to be a Community Transfer Body and would like support in drafting your Asset Transfer Request you may wish to discuss your ideas with Argyll and Bute Council officers. You can do this by completing an Expression of Interest Form: <https://www.argyll-bute.gov.uk/asset-transfer-eoi#>

Does your organisation fall within a class of bodies which has been designated as Community Transfer Body or been individually designated as a Community Transfer Body by Scottish Ministers?

Yes	
No	

If yes – You may be considered a Community Transfer Body able to make an Asset Transfer Request