

**Expression of Interest Form**



**Independent Framework for Transfer and Delegation**

 **Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expression of Interest Form**

The information in this form will be used in the review process. The review will focus on eligibility, the need for transfer or delegation and an initial exploration of risk, community engagement, conflicts of interest and the ability of the project to maintain and enhance the value of the asset.

Applying organisations are recommended to use [*EOI Guidance Notes*](https://marine.gov.scot/data/transfer-and-delegation-expression-interest-guidance-notes-applicants) when completing this Expression of Interest form.

Completed forms should be e-mailed to CESU@gov.scot with the subject title as ‘Expression of Interest’ and your ‘Organisation Name’. Please do not submit additional materials. Only requested attachments will be accepted. Links to online supporting materials are welcome but please note these will not necessarily be considered in detail. Please use the format Proposal Name: Document Name when naming any documents.

**Section 1: Eligibility**

1. **About Your Organisation**
	1. Name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Registered address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Please indicate your organisation type:

[ ]  Scottish Local Authority

[ ]  Other Scottish Public authority with mixed functions or no reserved functions (within the meaning of the Scotland Act 1998) (please state which type)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Established community organisation, which must conform to [Section 6 of the Act](https://www.legislation.gov.uk/asp/2019/1/section/6/enacted) (please state your organisational structure e.g. Scottish Charitable Incorporated Organisation etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Scottish Harbour Authority

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

N.B. Private or family organisations are not eligible for transfer or delegation

1. **How can we contact you?**
	1. Main contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Does the main contact have any communication needs?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Position in organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Business address, if different from registered address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Introducing your proposal**
2. Name of proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The proposal is for a:

[ ]  Transfer

A transfer is when the function of managing an asset is taken on in full by the new manager. This includes financial & reporting requirements, as set out in the Scottish Crown Estate Act 2019. Crown Estate Scotland would no longer be involved in the direct management of the asset.

 [ ]  Delegation

A delegation is when the function of managing an asset is delegated to a new manager who then takes on agreed aspects of management. Crown Estate Scotland will provide support and advice to the new manager; the extent of their continued involvement in the management of the asset will be as set out in the terms and conditions of the delegation agreement.

In both cases, assets remain in ownership of the Crown and net revenues are returned to the Scottish Consolidated Fund.

For further information please see [A Guide to Community Management through Transfer and Delegation](https://marine.gov.scot/data/transfer-and-delegation-guide-community-management)

1. Please briefly describe the geographical area covered by your proposal.

Please also provide a map of the proposal area to indicate:

* The boundary of the proposal area
* The assets requested within the proposal area

Please refer to the [*EOI Guidance Notes*](https://marine.gov.scot/data/transfer-and-delegation-expression-interest-guidance-notes-applicants)for accepted map format and scale.

**Scottish Crown Estate Act 2019**

The [Scottish Crown Estate Act 2019](https://www.legislation.gov.uk/asp/2019/1/contents/enacted) provides an opportunity for Scottish Crown Estate assets to be managed by eligible bodies and introduces new duties to maintain and enhance value and

sustainable development and contribute to (i) economic development, (ii) regeneration, (iii) social wellbeing and (iv) environmental wellbeing.

This expression of interest form provides you with an opportunity to tell us how your organisation will seek to maintain and enhance the value of the asset(s). Do remember to draw specific attention to how your approach will meet and contribute to these new duties.

**Section 2: Your Proposal**

1. **Your proposal aims and objectives**

Please use this section to outline your organisation’s proposal aims and objectives. We have listed some key questions below that should be included in your outline. Bullet points can be used to list key points.

* What do you plan to do and what prevents it from happening at the moment?
* The type of management approach and the decision-making structure?
* What are the expected benefits of your proposal?
* The scale and timescale of the proposal?

 (Suggested word limit 500 words)

1. **Enhancing Value**

The Scottish Crown Estate must be managed in a way to ensure that it contributes to the sustainable development of Scotland. Managers of assets will be required to adhere to the duty of maintaining and enhancing the value and income arising from assets. Please tell us how you think your proposal will achieve this, including:

* What potential costs/savings result from your proposal?
* How the assets will be managed in a way that is likely to contribute to:
	+ Social Wellbeing
	+ Environmental Wellbeing
	+ Regeneration
	+ Economic Development
* Does your proposal focus in any particular area, e.g. economic development or environmental wellbeing, if so why?

For further information on Value please see [A Guide to A Successful Application: What We Look For in an Application: Value](https://marine.gov.scot/data/transfer-and-delegation-guide-successful-application)

For more information on current asset profiles, please visit [Crown Estate Scotland’s Asset Profiles](https://www.crownestatescotland.com/news/new-suite-of-documents-offer-fresh-insight-into-use-of-scottish-crown-estate)

 (Suggested word limit 500 words)

1. **Management Suitability**

It is important for us to understand why transfer or delegation is the most suitable option for your proposal. Please provide a brief summary explaining alternate management options that have already been considered and why transfer or delegation is the most appropriate management option for your proposal.

For further information on alternate management options please see [A Guide to Community Management through Transfer and Delegation: Is Transfer and Delegation right for me?](https://marine.gov.scot/data/transfer-and-delegation-guide-community-management)

 (Suggested word limit 200 words)

1. **Community Engagement**

To ensure the best possible outcomes, Scottish Government must ensure that proposals have the support of the relevant local communities. Please use this section to tell us about the people you expect to be most impacted by your proposal, this could include relevant stakeholders, tenants and other users of the proposal area.

If you already have evidence of their support or engagement with the proposal, for example minutes of meetings where the proposal has been discussed or letter of support from representative bodies, copies can be provided with this form.

For further information on Community Engagement please see [A Guide to Community Management through Transfer and Delegation: Community Engagement](https://marine.gov.scot/data/transfer-and-delegation-guide-community-engagement)

 (Suggested word limit 300 words)

1. **Local Interests and Relationships**

Please tell us about how you plan to manage any possible conflicts of interest within the proposal area.

A list of any identified groups and activities in your proposal area that may be significantly impacted by your proposal either positively or negatively is acceptable at this stage.

Applicants are recommended to consult the [Crown Estate Scotland Interactive Map](https://www.crownestatescotland.com/resources/map) to identify current tenants in or adjacent to the proposal area.

 For further information on conflicts of interest please see [A Guide to A Successful Application: What We Look For in an Application: Conflicts of Interest](https://marine.gov.scot/data/transfer-and-delegation-guide-successful-application)

 (Suggested word limit 300 words)

1. **Risk**

When applying for a transfer or delegation, prospective managers are required to consider fully how they will manage and meet liabilities, including liabilities which may be attached to newly acquired assets. This means that all current, future and past liabilities are taken on by the new manager.

Please tell us about the risks associated with your proposal and how you plan to manage them. At this stage, a list or table of identified risks and a brief outline of how each will be managed is acceptable.

For further information on risk please see [A Guide to A Successful Application: What We Look For in an Application: Risk](https://marine.gov.scot/data/transfer-and-delegation-guide-successful-application)

 (Suggested word limit 300 words)

Supporting Document Checklist

[ ]  Map of proposal area

[ ]  If applicable, evidence of community support/need for your proposal

Any additional documents should be labelled in the format Proposal Name: Document Name

**Section 3: Declaration**

By signing below, I acknowledge that I have read the supporting information. I also agree that I have full authority to submit this expression of interest on behalf of the organisation and all information submitted is correct and true.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(A typed signature is acceptable.)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What Happens Next?**

Please note that the submission of an Expression of Interest does not form a guarantee of the success of your proposal. Your Expression of Interest will be assessed and we aim to respond to you within 30 working days. However, we may be unable to respond within this timeframe if your proposal is particularly complex. Should your proposal take longer to review, we aim to send you a further acknowledgement advising you when we will be able to respond.

If your proposal is accepted to stage 2, you will be invited to submit a full business plan which will expand on the initial information that you have provided within this Expression of Interest. Applying organisations will be expected to provide further, detailed information in relation to project context, value, national oversight, governance, financial management, community engagement, risk management and reporting.

**Privacy Policy**

Our privacy policy can be found [here](https://marine.gov.scot/content/transfer-and-delegation-privacy-notice)