

Rent subsidy application

1. Property Name & Address	
2. Market Rent & Valuation Date	
3. Applicants Details (including charity No., main contact etc)	
4. Applicants proposed use of the building	
5. Governance arrangement	
6. Supporting Evidence submitted <ul style="list-style-type: none">• Business plan• Copies of audited accounts (3 years for established / or projected 3 year cash flow)	
9. Directorate sponsor (relevant organisational Director i.e. Childrens services etc)	
8. Qualifying test: Does the organisation have sufficient core funding to cover the property market rent?	

A. Financial Resources

	Weighting	Justification	Score
% of total project capital costs secured	100% - 20		
	75% - 15		
	50% - 10		
	25% - 5		
	Less than 25% - 0		
Sustainability of future revenue income stream for the business	Strong evidence - 20 3 year projections provided show income exceeding on-going costs		
	Good evidence - 15 3 year projections show good evidence of revenue meeting on-going costs		
	Some evidence - 10 limited evidence of revenue meeting on-going costs		
	Little evidence - 5 on-going costs exceed substantiated revenue levels		
	No evidence - 0 no evidence presented		

B. Contribution towards Portsmouth City Councils Priorities

	Weighting	Justification	Score
How does the organisation support the Council in meeting its corporate priorities and objectives	Strong Evidence - 20 Clear and demonstrable evidence on how the organisation helps the council to meet many of its priorities		
	High Evidence - 15 Clear and demonstrable evidence on how the organisation helps the Council to meet at least one of its priorities		
	Some Evidence - 10 evidence shows to some extent how this organisation helps the Council meet at least one of its priorities		
	Little Evidence - 5 Limited information on how this organisation helps or could help the Council meet at least one of its priorities		
	No Evidence - 0 No evidence provided on how the organisation helps the Council meet any of its priorities		

C. Benefit to Portsmouth as a whole

	Weighting	Justification	Score
How does the organisation support Portsmouth as a whole	Strong Evidence - 20 Clear and demonstrable evidence on how the organisation benefits the community and the City		
	High Evidence - 15 shows how the organisation benefits the community and the City, but could be better evidenced		
	Some Evidence - 10 shows to some extent how this organisation benefits the community and the City, but could be better evidenced		
	Little Evidence - 5 Limited information on how this organisation benefits the community or the City		
	No Evidence - 0 No evidence provided on how the organisation benefits the community		

D. Detriment if unable to provide service from selected building

	Weighting	Justification	Score
What would be the detrimental impact on the Council and the City if the organisation was unable to carry out services from the asset	Very significant impact - 20 Clear and demonstrable high negative impact on the Council and the City		
	Notable impact - 15 shows clearly a notable to high impact on the Council and City		
	Some impact - 10 shows there would be some negative impact on the Council and City		
	Little Evidence - 5 Limited impact demonstrated through submission		
	No Evidence - 0 No evidence of negative impact on either Council or City.		

Scoring Matrix

100%	No rent payable	
90 - 99%	10% rent payable	
80 - 89%	20% rent payable	
70 - 79%	30% rent payable	

60 - 69%	40% rent payable	
50 - 59%	50% rent payable	
40 - 45%	60% rent payable	
30 - 35%	70% rent payable	
20 - 25%	80% rent payable	
10 - 19%	90% rent payable	
0 - 9%	100% rent payable	

Standard Lease Terms:

- 1 Leases to be granted for a term certain of up to five years
- 2 Full repairing and insuring (FRI)
- 3 Leases to be outside of the security of tenure provisions (Part II) of the 1954 Act
- 4 Concessionary rent to be inserted in the rent covenant, subject to review to market rent, or further concessionary rent.
- 5 Have an absolute restriction on use (i.e. note to use the premises other than for and for no other purpose)
- 6 Have an absolute restriction on alienation
- 7 In certain circumstances the Council will insert a break clause to reflect a future need or requirement to ensure flexibility, subject to consideration of proposed external funding arrangements