

**Expression of Interest Application Form**

**Vacant Unit formerly (Billy’s Tea Rooms) - Main Street, Ballyhale, Co. Kilkenny**

**Section 1 – Applicant Details**

**Organisation Details**

Organisation Name:

Organisation Postal Address:

Organisation Phone:

Organisation Email:

Website:

**Authorised Contact Details**

Contact Person Name:

Position:

Phone:

Email:

**Section 2 – Organisation Background & Services Provided**

Please provide a brief background of an organisation you have managed, specifying (at a minimum) the following information:

* Year established
* Aims and objectives of the organisation (as specified in the Rules of the Association/Constitution) - Organisational structure
* Number of paid staff
* Number of volunteers
* Service/s provided
* Target clientele (i.e. support provided to local community groups and business)
* Linkages and/or networks with other community or professional organisations

**Please attach any relevant supporting documentation such as references or evidence of prior activities**

**Section 3 - Business Plan/Proposal for the Operation of the Social Enterprise – Café**

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**Section 4 – Capacity to deliver the services Part A**

Detail how the organisation proposes to operate the premises.

Please provide details of:

* Anticipated operating days and times
* Anticipated staffing levels
* Capacity and strategies to maintain staffing levels

**Section 4 – Capacity to deliver the services Part B**

Please detail the equipment that will be provided by the organisation and the proposed on-site storage requirements

**Section 5 – Financial Planning & Control**

Please outline details of experience and expertise in Financial Planning and Control

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**Section 6 – Environmental Stewardship**

Please outline the organisations’ environmental or sustainability policies.

Please also provide a list of the proposed actions aimed at protecting or enhancing the environment.

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**Section 7**

**– Supporting Information**

Please provide any other information that may be useful in assessing your application

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Please provide a list of supporting documents included with your application:

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| **Required (Mandatory) Attachments** | **Tick** |
| Copy of Certificate of Incorporation |  |
| Copy of Public Liability Insurance |  |
| Copy of Health and Safety policy |  |
| **Other Attachments** | **Tick** |
| References |  |
| Other documents – (please list) eg. Business Plan |  |

**Checklist**

The following items are to be returned to Council for consideration with your expression of interest. Please check all items are included with your submission.

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| **Items to complete and return to Council** | **Included** |
| Section 1 - Applicant Details |  |
| Section 2 - Organisation Background & Services Provided |  |
| Section 3 – Business Plan / Proposal for the operation of the Social Enterprise/Café |  |
| Section 4 – Capacity to deliver the services - Part A & Part B |  |
| Section 5 – Financial Planning & Control |  |
| Section 6 – Environmental Stewardship |  |
| Section 7 – Supporting Information |  |

Please ensure two authorised members of the organisation (e.g. Chairperson and Secretary) complete the details below. I have read, completed, signed and attached the relevant documents for the items listed above.

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Printed name of representative 1:

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Position in organisation:

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| --- | --- | --- |
|  | Date: |  |

Signature:

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Printed name of representative 1:

Position in organisation:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Signature:

Submissions, clearly marked **EOI - Social Enterprise – Café Proposal Ballyhale** must be received by Kilkenny County Council by email @ [community@kilkennycoco.ie](mailto:community@kilkennycoco.ie) by Friday 25th April, 2025.

All enquiries regarding the Expression of Interest process and document should be referred to: Catherine Byrne Murphy, Kilkenny County Council Community Section: [catherine.byrnemurphy@kilkennycoco.ie](mailto:catherine.byrnemurphy@kilkennycoco.ie) / 056-7794115