

Meanwhile Space CIC

Enabling temporary uses of vacant property and sites

*** PROVISIONAL ***

ALLOCATION POLICY

LJ WORKS

The tenant recruitment process

A number of workshops and open days are planned to take place at LJ Works over the launch period for potential applicants. These will give people an opportunity to see the spaces available, and discuss lease and membership options, costs, tenant requirements and any other questions. These sessions will also explain the process for applying to be a tenant, as below. Meanwhile Space find this approach also provides opportunities for tenants to network together and to gain greater understanding of the project aims and operational aspects, as well as opportunities for us to get to know the tenants. The sessions ensure that people are very clear about what they are applying for. We can also identify those who may need additional support with the application process [even 1-to-1 if required] and limit expectations of those who won't meet the criteria.

Interested parties will be asked to complete an online application form. Meanwhile Space will review applications. Applicants who do not make it past this stage will be given feedback and invited to apply again in future, or signposted to relevant business support programmes. Successful applicants for desk memberships will progress straight to the space induction process. Shortlisted applicants for studio and workshop spaces will be invited to an interview.

- STEP 1 – Spaces defined and promoted
- STEP 2 – Expressions of Interest (EOIs) invited from potential tenants
- STEP 3 – Open days and application support
- STEP 4 - Applications invited from potential tenants
- STEP 5 – Proposals shortlisted
- STEP 6 – Interviews
- STEP 7 – Offers made to tenants
- STEP 8 – Agreements

People who are unsuccessful in their application will be encouraged to access business support to help develop their business ideas, and encouraged to reapply to LJ Works in the future. These business support programmes may be offered by LJ Works directly, or by partner or external organisations, and are likely to vary over time. A list of currently available support will be maintained on the LJ Works website, and will be discussed with unsuccessful applicants to find the best match for their needs.

Phasing & localness

LJ Works has been designed and built to provide opportunities for local people. In the initial launch phase (until 3 Jan 2023), only applications from residents of the Loughborough Estate will be considered.

From 4 January 2023 applications for any remaining spaces will be progressed; however, applications

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from local people will continue to be prioritised through the scoring criteria (see below).

Affordable rents and flexible lease terms are offered to give people the opportunity to try new business ideas and to succeed or fail in a relatively low-risk environment. At minimum, it is expected that tenants understand the obligation to meet the costs of their space and are committed to building a sustainable business able to generate sufficient income to cover those costs.

Once all units have been filled, Meanwhile Space will maintain a waiting list. When a unit becomes available, Meanwhile Space will contact any residents of Loughborough Estate on that waiting list and invite them to submit an application. If there are no interested local applicants (or applications received from local residents cannot be matched to the unit available) Meanwhile Space will invite applications from the rest of the waiting list.

Assessing applications

All interested parties will be asked to submit an EOI and then an application form as part of the recruitment process. These will be submitted online (there will be workshops for anyone who would like help with completing or submitting their application). Both forms are available at www.ljworks.com.

The scoring guide below outlines the five areas for assessment of applications. Applicants must score a minimum of 3 for criteria 3 (business idea) and 4 (capacity) for their applications to be progressed. The scoring guide will be used formally when there is strong demand for a particular unit or type of space, but more broadly will serve as a framework for interested parties to understand what is important to us when they apply. Applications will be assessed on application form and interview.

Criteria

All applicants will be invited to discuss their proposals in relation to the five project priority areas below:

1. **Impact** - How much will the business benefit from renting the space?
2. **Commitment to the values and ethos of the project** – Is the applicant prepared to share skills / be part of the LJ Works community / giveback to the local area? If they have employees, do they pay LLW?
3. **Business idea** - We are looking for a high-quality product, service or idea, that complements other LJ Works businesses and the local economy (to ensure that new tenants do not have an undue adverse impact on existing businesses)
4. **Capacity** - Confidence in the applicant's ability to keep up with rent payments and to build their business
5. **Local** – Local residents and businesses will be prioritised.

Scoring Guide

1. Impact (score 1-5)

1/5 No clear outline of how business will benefit from renting space

2/5 Some outline of benefit - intangible

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- 3/5 Business will benefit but might not grow. Shows some evidence of the space allowing the business to become more stable/ sustainable
- 4/5 Demonstrates opportunity for growth. Shows good evidence of the space allowing the business to become more stable/ sustainable
- 5/5 Demonstrates that LJ Works will provide strong opportunity for growth, generating employment and/or increased stability/sustainability of the business.

Other considerations:

If someone already has space but is looking for cheaper/could afford space elsewhere this will be reflected in a lower score.

2. Commitment to the values and ethos of the project (score 1-5)

(Values align with those of LJ Works. Interested in skill-sharing and being part of a business community. Good community giveback proposal – see community giveback guidelines [\[link here\]](#))

- 1/5 Poor understanding of the project. No interest in interacting with others. No / weak community giveback proposal
- 2/5 Some understanding of the project and interest in interacting with others. Adequate community giveback proposal
- 3/5 Understands project values. Interested in interacting with others. Good community giveback proposal
- 4/5 Enthusiastic about project values and being part of local business community. Very good community giveback proposal. Any employees are paid London Living Wage.
- 5/5. Fully committed to helping build project values and local business community. Excellent community giveback proposal. Any employees are paid London Living Wage.

Other considerations:

If the business will bring significant social value benefit to the area – for example offering local employment opportunities - this will be reflected in an increased score. All tenant businesses with employees will be required to either be paying staff at London Living Wage or must formally commit to and work towards LLW, with the objective of achieving LLW for any employees within one year of site occupation. Businesses will be expected to set, and work towards, milestones in achieving LLW.

3. Business idea (score 1-5)

(Does the business idea offer something new and interesting? Will it contribute to a good mix of businesses at LJ Works and in the local area, able to work well alongside each other?)

- 1/5 Poor / undeveloped business idea
- 2/5. Has a business idea. Not a good fit for LJ Works and the local area (e.g. a retail idea for a workshop space, or would clash with existing businesses).
- 3/5 Interesting idea with potential for development. Good fit with tenants and local businesses
- 4/5 Strong idea. Excellent fit with other tenants and local businesses, backed up with market research.
- 5/5 As 4 with well-developed idea and business proposal. Offers something new (to the area).

4 – Capacity (score 1-5)

(Does the tenant have a GOOD CHANCE to survive and/or grow? Doesn't have to be a dead cert; some failure is an important part of the picture)

- 1/5 Poor demonstration of commitment to business.
- 2/5 Some evidence of business planning; has considered likely income and outgoings

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3/5 Realistic approach to delivering on business idea
4/5 Demonstrates full commitment and ability to deliver
5/5 High commitment, passionate about idea, aware of hard work ahead. Demonstrates ability to deliver a sustainable business.

5 - Localness (score 1-5)

(Localness will be scored according to proximity of home or business address to the site. The applicant should also show that they understand the local area and demonstrate commitment to it. Note that qualification for the first phase of recruitment and waiting list prioritisation is based on home address only.)

1/5 London resident / business
2/5 Residence / business in adjoining South London borough
3/5 Local area resident / business – Lambeth
4/5 Local area resident / business – within 1km (10 minutes' walk) of the site
5/5 Immediate area resident – resident of the Loughborough Estate

We reserve the right, by exception, to add to the score where good evidence of a strong relationship to the local areas is demonstrated by the applicant and the framework above does not account for this.

Due Diligence Process - Agreements

Tenants will progress through the application process, and if selected, will undergo due diligence processes before signing formal participation agreements with Meanwhile Space. Our legal documentation includes template leases and exclusion for 1954 L&T Act and is in simple terminology that we explain to the tenant. An example can be provided on request. They will be required to hold public liability insurance, and any other insurances required by their work, which we are able to provide guidance for. This is then followed by a transaction (fees and rent) and induction to the space to give an overview of health and safety, risk management and implementation of the agreement. Promotion of activities and support for tenants continues throughout the tenancy and the end of tenancy process is managed to minimise any issues.

Ongoing review of the allocations policy

This policy will be reviewed at least annually with Lambeth Council and the LJ Works project steering group, and updated as appropriate to ensure project priorities are met.

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Short pitch followed by Q&A – 30-45 mins interview.

Interviewee: _____

	QUESTION	NOTES	SCORE (1-5)
1.	Impact Why do you need space? How would you benefit from having a space? Where are you working from currently? Have you rented space workspace before?		
2.	Commitment to the project What excites / interests you about being part of the space? Are you interested in sharing skills and take part in community LJ Works events? Are you willing to take part in surveys to measure the impact of this project as part of project board reporting? What is your community giveback proposal? Will you be employing anyone from the local area?		

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3.	<p>Business idea</p> <p>In your opinion, what makes your business stand out?</p> <p>What do you aim to achieve during your time at the space?</p> <p>What are your top two objectives during the period? These should be specific and measurable so it is possible to look back to see whether you achieved what you set out to do</p> <p>Have you done any market research locally? What will your business contribute to the local area?</p> <p>Can you give us an example of where you have had to share space and facilities before?</p> <p>Can you think of any political sensitivities related to your proposal?</p>		
4.	<p>Capacity</p> <p>How confident are you that you can meet the costs of your proposal and make the most use of the space on offer?</p> <p>Are you confident that you are able to dedicate the time needed to make your business work?</p>		
5.	<p>Localness</p> <p>How are you connected to the local area?</p>		
	<p>Have you got any questions for us?</p>		