



Agenda

Community Engagement Forum Partnership Board (Central)

Venue: Committee Room, Civic Centre, Doncaster Road,
Selby YO8 9FT.

Date: Monday 9 January 2017

Time: 7 p.m.

To: District and County Councillors
S Shaw-Wright (Chair), I Chilvers (Vice Chair), M Crane,
J Chilvers, C Lunn, B Marshall, W Nichols, J Shaw-Wright,
J Thurlow and P Welch.

Co-opted members
Margaret Bontoft, Melanie Davis, Fred Matthews, Craig Laskey,
Michael Dyson, Patricia Chambers, Anthony Wray and Keith
Watkins.

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests.

Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the member may stay in the meeting, speak and vote on that item of business.

If in doubt, Board members are advised to seek advice from the Monitoring Officer.

3. MINUTES

To confirm as a correct record the minutes of the Central CEF Partnership Board held on 5 October 2016. (pages 1 to 8 attached).

4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 14 December 2016 (oral update).

5. COMMUNITY DEVELOPMENT PLAN (CDP) UPDATE

To consider the Central CEF CDP Project Update.
(pages 9 to 16 attached)

6. MARKETING AND PUBLICITY

To discuss ideas to promote the Central Community Engagement Forum.

7. BUDGET UPDATE

To consider the Central CEF budget.
(pages 17 to 18 attached).

8. FUNDING APPLICATIONS

To consider funding applications received (pages 19 to 113 attached):

8.1. Applicant: Groundwork North Yorkshire on behalf of Central CEF
Project: Litter Bin and Clean Up Campaign
Amount: £9,268.57 plus VAT (pages 19-28)

8.2. Applicant: Selby District Council
Project: Bin It For Good
Amount: £500 (pages 29-34)

8.3. Applicant: Selby Swans Gymnastic Academy
Project: Selby Swans GA – meeting the need
Amount: £1,000 (pages 35-41)

8.4. Applicant: The Monday Club
Project: The Monday Club
Amount: £1,000 (pages 42-58)

8.5. Applicant: Age UK Selby District
Project: Securing the Future
Amount: £5,000 (pages 59-73)

- 8.6. Applicant: Dep Arts Ltd
Project: Schools Theatre Tour as part of the 2017 Selby Arts Festival
Amount: £12,000 (pages 74-79)
- 8.7. Applicant: St. Mary's Catholic Church
Project: Levelling of headstone Plot 1698 Selby Cemetery
Amount: £229.94 (pages 80-88)
- 8.8. Applicant: Brayton Community Centre
Project: Brayton Community Centre – Heating Boiler
Amount: £1,964 (pages 89-98)
- 8.9. Applicant: Children's Reading Festivals
Project: Selby District Children's Reading Festival
Amount: £3,000 (pages 99-106)
- 8.10. Applicant: Groundwork on behalf of the Central Area CEF
Project: Team Up to Clean Up Campaign 2017
Amount: £15,500 + VAT (pages 107-113)

9. NEXT MEETING

To note the dates of the next Central CEF meetings.

Dates of next meetings
Forum – 15 March 2017
Partnership Board – 5 April 2017

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Janine Jenkinson,
Democratic Services on **01757 292268** or email: **jjenkinson@selby.gov.uk**.



Minutes

Community Engagement Forum Partnership Board (Central)

Venue:	Committee Room, Selby Civic Centre
Date:	Wednesday 5 October 2016
Time:	7 pm
Present:	<u>District and County Councillors</u> Councillors Steve Shaw-Wright (Chair), Ian Chilvers (Vice Chair), Judith Chilvers, Cliff Lunn and Paul Welch. <u>Co-opted Members</u> Anthony Wray, Margaret Bontoft, Melanie Davis, Michael Dyson, Patricia Chambers and Craig Laskey.
Apologies:	Co-opted Member Fred Matthews.
Officers present:	Janine Jenkinson, Democratic Services Officer, and Palbinder Mann, Democratic Services Manager.
Public:	0

1. DISCLOSURES OF INTEREST

There were no disclosures of interest.

2. PARTNERSHIP BOARD MEMBERSHIP – CO-OPTED MEMBER VACANCY

The Partnership Board gave consideration to the co-opted member vacancy on the Board.

The Democratic Services Officer reported that she had received a letter from Mr Keith Watkins expressing a wish to be considered for the vacant position on the Partnership Board. The Democratic Services Officer reported that there had been no other expressions of interest received.

It was moved and seconded that Mr Keith Watkins be co-opted to the Partnership Board.

RESOLVED:

That Mr Keith Watkins be co-opted to the Partnership Board.

3. MINUTES

The Partnership Board considered the minutes of the Central CEF Partnership Board meeting held on 6 July 2016 and the minutes of the Forum meeting held on 14 September 2016.

In relation to the minutes of the Forum meeting, Anthony Wray requested that a sentence be inserted into the minutes regarding the update he had provided regarding Police attendance at Barlow Parish Council meetings; he had reported that Police were not able to attend parish meetings due to the lack of resources.

Board members suggested that a pro-forma could be created to request information the Central CEF would find useful and then an update could be provided at a Forum meeting if a Police Officer was unable to attend the meeting. It was agreed that this matter could be discussed further at the next Partnership Board meeting.

RESOLVED:

- I. **That the minutes of the Central CEF Partnership Board meeting held on 6 July 2016 be approved as a correct record.**
- II. **That subject to the amendment detailed above, the minutes of the Central CEF Forum meeting held on 14 September 2016 be approved as a correct record.**

4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

Anthony Wray reported that the last Community Engagement Forum meeting had been held on Wednesday 14 September 2016 at Barlow Village Hall.

The Forum had received presentations from the Green Doctor, in relation to energy saving and North Yorkshire County Council regarding the development of Community Emergency Plans.

There was some discussion regarding the lack of public attendees at the meeting.

RESOLVED:

To note the update provided.

5. COMMUNITY DEVELOPMENT PLAN (CDP)

With regard to item 1.1 Selby Ousegate there was some discussion regarding the Central CEF funding the provision of litter bins in the area.

In addition, Board members suggested that the Central CEF could fund the provision of litter bins in the following areas: Brayton, Barlow, and Flaxley Road. Board members agreed to support the provision of up to 20 litter bins in various locations across the Central CEF area. The Democratic Services Officer agreed to ask Paul Varney, Programme Manager (Groundwork) to present a project proposal including costs at the next Partnership Board meeting.

With regard to item 1.5 Selby Park, it was noted that the Board had not yet received any feedback from Inspiring Healthy Lifestyles regarding the restoration and conservation of Selby Park following the Forum meeting held on 1 June 2016.

RESOLVED:

- I. To support the provision of up to 20 litter bins and to ask the Programme Manager (Groundwork) to present a project proposal, including cost to the next Partnership Board meeting.**
- II. The Democratic Services Officer to follow up the feedback arising from the Forum meeting held on 1 June 2016.**

6. MARKETING AND PUBLICITY

The Partnership Board considered ideas to promote awareness of the Central CEF.

It was suggested that a Central CEF sponsorship plaque should be added to any litter bins funded by the CEF.

In addition, Board members discussed creating a Central CEF Facebook page. The Democratic Services Officer agreed to discuss the idea with the Council's Communication Team.

RESOLVED:

- I. The Democratic Services Officer to discuss the possibility of creating a Facebook page for the Central CEF with the Council's Communication Team.**
- II. That Paul Varney, Programme Manager (Groundwork) be asked to provide a report outlining the cost of sponsorship plaques at the next Partnership Board meeting.**

7. SELBY COMMUNITY CYCLE HUB – PROJECT AMENDMENT

The Partnership Board had agreed to provide cycle lockers at key locations across the Central CEF area to encourage more people to participate in active recreation.

The project amendment advised that unfortunately some of the landowners/lessees of the proposed locations had expressed concern about the safety and management of the cycle lockers and had asked if more traditional cycle racks could be provided instead.

The amended project proposal presented to the Partnership Board indicated that providing traditional cycle racks would result in a saving of £3,232.00.

Board members were requested to approve the reduced budget of £6,398.00 to fund the provision of cycle racks throughout the Central CEF area.

Some discussion took place and although Board members approved of the traditional design of the proposed cycle racks, they were keen for the full original budget allocation to be used to provide additional cycle racks in other Central CEF locations.

Board members identified the following as potential areas where cycle racks could be installed: Barlow Nature Reserve, Selby College, and Drax Power Nature Reserve. The Democratic Services Officer agreed to ask the Programme Manager (Groundwork) to explore the possibility of installing additional cycle racks in these locations.

RESOLVED:

- I. To approve the amended project proposal, whilst retaining the full original £11,556.00 budget allocation in order to provide additional cycle racks in other Central CEF locations.**
- II. The Programme Manager (Groundwork) be asked to explore the possibility of installing cycle racks in the locations outlined above.**

8. ABBOTS STAITH HERITAGE TRUST CIC – PROJECT PLAN UPDATE

The Democratic Services Officer reported that the Lead Officer – Partnerships, had provided an update regarding the Abbots Staith project plan. The update outlined concerns with the projects relating to the management and future sustainability of the project. The update included a recommendation to refuse the funding application, in light of the issues raised. The Lead Officer and Programme Manager (Groundwork) had offered to work with representatives from Abbots Staith, alongside Heritage England to assist them in submitting a new application that was focused, specific and time bound.

RESOLVED: To note the update provided.

9. COMMUNITY ENGAGEMENT FORUM REVISED FUNDING FRAMEWORK

The Democratic Services Manager presented the revised Funding Framework to the Partnership Board and highlighted the key amendments to the scheme.

Board members were advised that the funding application form had also been simplified and for clarity the guidance had been transferred onto a separate document.

The Democratic Services Manager drew attention to the following key points:

- An award for a small grant was typically £300 to £1,000 to purchase an item or fund a one-off event or activity.
- The Funding Framework outlined who could not apply for small grant funding which included parish councils; however a parish council could be commissioned by a CEF to carry out a project or to be a partner in CEF projects.
- A project grant was typically over £1,000 for a specific piece of work or an activity that was completed over a period of time and intended to achieve a particular purpose.
- The rules had been clarified with regards to VAT and applications could not be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.
- A specific procedure for determining urgent applications in between Partnership Board meetings had been established.

It was noted that the new Funding Framework would be used to determine all future funding applications that were submitted.

RESOLVED:

To note the revised CEF Funding Framework.

10. BUDGET UPDATE AND BUDGET FORECASTING

The Partnership Board noted the current balance of the Central CEF account.

The Board were asked to outline planning project proposals to justify retaining any surplus funding over to the next financial year.

With regard to budget forecasting, Board members noted the following planned project proposals:

- £10,000 (approx.) for the Arts Project 'Culture in the Classroom'.

- £15,000 (approx.) for a second round of the 'Team Up to Clean Up' project.
- £2,500 (approx.) towards developing a masterplan for Selby Park.
- £10,000 (approx.) for a possible 'Connecting Communities' Project – this would involve activities for young people, engaging them in physical activity and would involve Inspiring Healthy Lifestyles and Selby College.

RESOLVED:

To note the Central CEF budget and planned project proposals.

11. FUNDING APPLICATIONS RECEIVED

The Partnership Board considered the following applications:

Abbey Bells Chorus

The application was for £1,000 funding to provide weekly hall hire cost. The application explained that the group hired St James's Church for 50 weeks of the year at the cost of £50 per session; therefore the annual cost of hall hire was £2,500. The application explained that a £1,000 grant would be an enormous help to the group and assist in keeping subscription for members as affordable as possible so that cost wasn't a barrier to membership.

The Partnership Board considered the application in-line with the Funding Framework for small grants. Board members agreed to approve the application on the grounds it met the Funding Framework criteria, specifically:

The application met the following objectives in the Central CEF CDP:

- Objective 2 – Promoting the Economy
- Objective 4 - Health and Well-Being

The Partnership Board agreed to approve a £1,000 grant for this application.

Selby Young People's Co-operative (SYPO)

The application was for £2,115 funding to improve and enhance the outdoor space at the side of the Cuncliffe Centre off Abbots Road in South Selby. The project would include: cleaning up current outdoor space by removing litter and rubbish to make way for the supply and installation of block paving to allow wheelchair access. In addition, the applicant wished to erect a fence/screen for privacy along the perimeter of the area to provide a space where clients could grow vegetables and flowers.

The Partnership Board considered the application in-line with the Funding Framework for small grants. Board members agreed to approve the application on the grounds it met the Funding Framework criteria, specifically:

The application met the following objectives in the Central CEF CDP:

- Objective 1 - Tidy Environment
- Objective 4 - Health and Well-Being

The Partnership Board agreed to approve a £2,115 grant for this application.

Abbots Staith Heritage Trust CIC

The application was for £8,150 funding to provide six months running costs, license and part-time salary to continue the work and aims of the Community Interest Company (CIC). The application explained that the CIC was raising awareness of the historic Abbot's Staith on Micklegate, Selby with the aim of purchasing the building and regenerating it. In addition, the CIC was undertaking work with academic groups to further historical and archaeological research and building assessments that would inform plans to acquire, restore and return the Abbot's Staith to future use.

In view of the earlier update provided to the Partnership Board, and the concerns raised regarding the future sustainability of the project, the Partnership Board felt it would be inappropriate to support the application.

The Partnership Board agreed to refuse the application on the grounds that fundamental concerns had been raised regarding the management and future sustainability of the project.

King's Church Outreach Selby

The application was for £500 to fund ongoing costs to provide a parish nursing service to Selby residents. The application explained that the nurses would provide professional support, medical knowledge and pastoral care in the form of listening and support.

The Partnership Board considered the application in-line with the Funding Framework for grants. Board members were supportive of the application and agreed that it met the following objectives in the Central CEF CDP:

- Objective 3 – Community Safety
- Objective 4 - Health and Well-Being

However, the Partnership Board felt that additional reassurance should be sought from Michelle Carrington (Lead Nurse with the Vale of York CCG) to ensure the project was suitable and supported by a health professional.

Selby Community Recycling and Arts Project CIC (SCRAP)

The application was for £911 grant funding, the amount represented one fifth of the total cost of the project. Applications had also been submitted to the other four CEFs for an equal contribution. The application explained that funding was required for start-up costs for the first year of the project, after which it was anticipated the project would generate sufficient income to be self-funding. The grant funding would be used to purchase equipment and assist with the revenue costs of van hire, insurance and promotion.

The Partnership Board considered the application in-line with the Funding Framework for small grants. Members were supportive of the application and agreed that it met the following objectives in the Central CEF CDP:

- Objective 2 – Promoting the Economy
- Objective 4 - Health and Well-Being

In view of the additional funding that was required to ensure the project was able to commence, the Partnership Board agreed to approve a £911 grant, subject to the other four CEFs approving to fund the project.

RESOLVED:

- I. To approve £1,000 funding to Abbey Bells Chorus.**
- II. To approve £2,115 funding to Selby Young People's Co-Operative (SYPO).**
- III. To approve £500 funding to King's Church Outreach Selby, subject to a letter of support from Michelle Carrington (Lead Nurse with the Vale of York CCG) being received by the Democratic Services Officer.**
- IV. To refuse the application from Abbots Staith Heritage Trust CIC for the reasons outlined above.**
- V. To approve £911 funding to SCRAP, subject to the related applications to the four other CEFs being approved.**

9. NEXT MEETING

The Partnership Board noted that the next Forum meeting would be held on 14 December 2016.

RESOLVED:

- I. To note the date of the next Forum meeting.**

The Chair closed the meeting at 7.48 p.m.

Key objective one: TIDY ENVIRONMENT

What are we going to do?

To provide a tidy environment by working in partnership with local communities and town centre stakeholders to improve neglected areas within the public realm.

Ref	Location	Project description	Project UPDATE
1.1	SELBY Ousegate	To address the litter problem along Ousegate from the Toll Bridge to the Nelson Inn.	<p>February 2016 – A site meeting and walkabout was took place on the 8th February and a photographic record was made of all litter and fly tipping ‘hotspots along Ousegate’</p> <p>March 2016 – Discussions with Selby District Council have taken place and concluded that there would be no objection to additional litter bins being installed and emptied, but the initial cost of purchase would need to come from an external source.</p> <p>October 2016 – Central Area CEF AGREED to fund litter bins across the area with Ousegate being identified as priority.</p> <p>November 2016 – Consultation was carried out in the Parishes of Brayton Barlow and Selby Town to identify further areas that require additional litter bins.</p> <p>December 2016 – SDC endorsed locations that they could maintain and manage. Report prepared for the Central Area Partnership Board 09 January 2017</p>

1.2	SELBY Market Place	To replace the existing street furniture and litter bins with new heritage appropriate furniture to complement the historic character of the Town.	<p>February 2016 – Selby Town Centre Street Scene Audit which was commissioned by STEP and carried out by Amey has been obtained.</p> <p>March 2016 – Conclusions from the Audit to be shared with the Central Area CEF 30 March 2016</p> <p>May 2016 – Selby District Council officers engaged to develop cost options for delivery. To be funded from the STEP budget.</p>
1.3	SELBY Toll Bridge	To create a new community space on the site of the old petrol filling station at the junction of Barlby Road and Ousegate.	<p>December 2015 – A budget of approximately £50,000 has been identified to progress the project and planning has been consulted.</p> <p>January 2016 – Landscape Architects have been re-appointed to progress the design and consultation, and liaison with neighbouring land owners has started again.</p> <p>February 2016 – Engineers have been procured to resolve the flood resilience issues, but the appointment of the successful company is awaiting a decision from Selby District Council.</p> <p>November 2016 – No further action until instructed by Selby District Council</p>
1.4	SELBY Canal Towpath	To upgrade the canal towpath from Brayton into Selby Town.	<p>March 2016 – Funding of over £7,000 has been secured from Pathways to Health to improve disabled access around the Selby Horseshoe. Work to commence in Spring 2016</p> <p>May 2016 – Selby Garden Enterprise commissioned by NYCC to deliver the improvements.</p> <p>July 2016 – All works complete</p>
1.5	SELBY Selby Park	To develop a Conservation and Management Plan for Selby Park.	<p>January 2016 - Initial contact made with Wigan Culture and Leisure Trust. Further discussions are required.</p> <p>June 2016 – Central Area CEF, Groundwork and Inspired Healthy Lifestyles</p>

			<p>(formerly WCLT) held a themed event specifically focussing on the Restoration and Conservation of Selby Park -Wednesday 1st June 2016. Over 30 people attended.</p> <p>August 2016 – An application to the TESCO Bags of Help Fund has been successful and will go through to the public vote at the beginning of October. The project has SECURED a minimum of £8,000 towards the overall development of the park, but could secure an additional £2,000 to £4,000 from the public vote.</p> <p>September 2016 – As a result of the public event held in June, a working group has been established by Selby District Council to discuss the future master plan. After the first meeting on 28th September it was agreed that additional interested stakeholders should be invited to attend to help drive the project forward.</p>
1.6	SELBY Scott Road Play Area	Create all weather shelter to cover part of the existing play area and general improvements.	<p>February 2016 – Initial investigations undertaken to find suitable products to fulfil the play area’s requirements.</p> <p>April 2016 – £4,090 of funding SECURED from the CEF Community Project Fund to install a new Car Bike Port.</p> <p>August 2016 – Order placed for Car Bike Port with installation programmed in for October 2016.</p> <p>December 2016 – Delays on delivery dates deferred installation to December 2016.</p>
1.7	BARLOW Parish Project	Develop a Community Involvement Programme in the Parish of Barlow	February 2016 – Presentation of the Central Area CDP was given at Barlow Parish Council Meeting on Tuesday 23 rd February 2016.
1.8	BARLOW Barlow Common Nature Reserve	To develop a nature/sculpture trail	No Action to date

1.9	BRAYTON Village Play Area	Refurbishment of Children's Play Area at Brayton Community Centre	<p>January 2016 - £15,000 SECURED from Eggborough Power Stations Land fill tax credit fund.</p> <p>February 2016 – Application SUBMITTED for £15,000 to the North Yorkshire Police and Crime Commissioners Community Fund.</p> <p>March 2016 - £3,275 SECURED from Section 106 towards 3rd Party Matched funding and fees.</p> <p>March 2016 - £10,000 SECURED from TESCO's Bags of Help Fund towards new fencing around the Play Area.</p> <p>April 2016 - £7,817 awarded from the North Yorkshire Police and Crime Commissioners Community Fund</p> <p>April 2016 – Central area CEF award £5,000 to bridge the shortfall to enable the project to be delivered in full.</p> <p>July 2016 – All works complete</p>
1.10	CENTRAL AREA CEF	Team Up to Clean Up Campaign <i>(New Project)</i>	<p>April 2016 – Central Area CEF develop an ambitious participation campaign to engage local people to take action to improve their community. £15,500 made available for the delivery of the campaign.</p> <p>May 2016 – Launch of the Team Up to Clean Up Campaign in association with the Selby Times.</p> <p>June 2016 – Seven entries received for the Team Up to Clean Up campaign. Central CEF to choose the winners at the Partnership Board – 6th July 2016.</p> <p>July 2016 – Three winners were chosen at the Partnership Board held on the 6th July. The projects included St. Wilfreds Close Seating Area, Barlow Village Hall – Old Tennis Court and The Selby Quaker Burial Ground.</p> <p>August 2016 – Works on the Barlow Village Hall Old Tennis Court is now</p>

		<p>completed and the Quaker Burial Ground Planning Application has been submitted for the removal of three trees. Plans have been produced and quotations are awaited. The St Wilfreds Close Seating Area Project is due to start in mid-September.</p> <p>September 2016 - St Wilfreds Close Seating Area Project is now complete.</p> <p>November 2016 – Quaker Burial Ground all works now complete.</p>
--	--	---

Key objective two: PROMOTING THE ECONOMY

What are we going to do?

To help promote the shops and local businesses with new initiatives, involving private landlords, local authorities and voluntary sector groups to engage in general environmental enhancements, festivals, the arts and cultural groups.

Ref	Location	Project description	Project UPDATE
2.1	CENTRAL AREA CEF	To liaise with Selby Town Enterprise Partnership (STEP) and continue to ensure that all applications meet local priorities.	<p>February 2016 – Initial contact made with STEP to look at projects that could potentially be linked to give added value.</p> <p>No further progress to date</p>
2.2	SELBY Town Centre	Shop Signage	No Action to date – Could be linked to the Selby Town Neighbourhood Plan
2.3	SELBY Arts Festival	Programme of Activities <i>(New project)</i>	<p>September 2016 – Discussions have started to take place with the organisers of the Selby Festival to see how the Central Area CEF can contribute to the activities planned.</p> <p>October 2016 – Application being worked up by DepArts as a Project Brief for a £10k Lantern Parade involving local primary schools from across the area. Application to be submitted to the 9th January 2017 Partnership Board.</p>

Key objective three: COMMUNITY SAFETY

What are we going to do?

To work in partnership with the Police, Statutory bodies and Town and Parish Councils to identify potential hotspots for crime and anti-social behaviour and develop practical solutions for reducing incidents.

Ref	Location	Project description	Project UPDATE
3.1	CENTRAL AREA CEF	Severe Winter Weather Scheme	No Action to date – Consider linking this work to the Flooding Event which is to be arranged as a theme for a future CEF.
3.2	CENTRAL AREA CEF	Positive Activities for Young People	March 2016 – Phazers Out of School Club (Assistance given to apply to the Central CEF for funding towards a community outdoor space to the rear of Brayton Community Centre.

Key objective four: HEALTH AND WELL-BEING

What are we going to do?

To raise awareness and break down barriers around community health and well-being and encourage practical support activities.

Ref	Location	Project description	Project UPDATE
4.1	CENTRAL AREA CEF	'Green Doctor'	<p>December 2015 - £10,000 SECURED from North Yorkshire County Council's Winter Health Grants to provide a 'Green Doctor' Service in Selby.</p> <p>January to March 2016 – The Groundwork Green Doctor Co-ordinator has attended 18 local events and has carried out 85 referrals for energy efficiency advice.</p> <p>August 2016 – An application to NYCC Winter Health Small Grants 2016-17 has been submitted for £10,000. The outcome is expected in October 2016.</p>

			October 2016 – NYCC Winter Health grant was UNSUCCESSFUL.
4.2	CENTRAL AREA CEF	Dementia Awareness (<i>New Project</i>)	May 2016 – Dementia Awareness Session in association with the Alzheimer’s Association was held at Portholme Church on the 19 th May 2016 to raise awareness of dementia issues throughout Dementia Week. 23 people attended.
Key objective five: PUBLIC TRANSPORT, TRAFFIC AND SPEED			
<p>What are we going to do? Public Transport is an issue for many villages and towns. As this issue spans all the CEF areas then Central Area will work in partnership with other CEF areas to establish solutions</p>			
Ref	Location	Project description	Project UPDATE
5.1	CENTRAL AREA CEF	Traffic Information to motorists	No Action to Date
5.2	SELBY Town Centre	Green transport	<p>January 2016 - Initial contact made with Wigan Culture and Leisure Trust regarding links to the Cycle Hub at Selby Park/Leisure Centre. Further discussions are required.</p> <p>March 2016 – Partnership developed with Inspired Healthy Lifestyles (formerly WCLT) to provide secure storage for cyclists. £9,680 made available from Central Area CEF to provide bike lockers and racks around the area.</p> <p>September 2016 - New Cycle Racks and a Car Bike Port are to be installed in October 2016.</p> <p>October 2016 - Delays on delivery dates deferred installation to January 2017. Sites identified for cycle racks include Selby Park, Barlow Common,</p>

			Barlow Village Hall and Brayton Community Centre.
--	--	--	---

Central Community Engagement Forum

Financial Report. 1 April 2016 to 31 March 2017

	Balance carried forward from 2015/16	£57,860.00
	Grant from SDC for 2016/17	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2016/17	£77,860.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	15-Apr-16	26-Apr-16	Food Festival Committee	£900 originally agreed - £100 funds not required, sent back to us	£800.00	
	15-Apr-16	27-Apr-16	Tamarak Selby District Scout Camp		£1,000.00	
	15-Apr-16	16-May-16	Brayton Community Centre		£5,000.00	
	15-Apr-16	16-May-16	Phazers Out of School Club		£1,000.00	
	15-Apr-16	16-May-16	Team Up to Clean Up x 3 Projects	Project Funding	£15,000.00	
		03-Jun-16	Groundwork - Team up to Clean Up (additional work)	Additional work payment	£500.00	
	15-Apr-16		Selby Community Cycle Hub	Project Funding £11556 originally allocated		£4,179.00
		03-Jun-16	Groundwork - cycle locker project (additional work)	Additional work payment	£250	
	15-Apr-16	18-Oct-16	Selby Community Cycle Hub	Project Funding	£6,148.00	
		16-May-16	Selby Times Newspaper	Public Notice - advertisement of CEF Forum	£160.00	
		16-May-16	Portholme Church	Room Hire for Forum event	£30.00	

	06-Jun-16	Admin & Co-ordination of Cycle Hub Project (Groundwork)		£250.00	
	09-Jun-16	Selby Abbey	Hire of Hawdon Institute	£20.00	
	14-Jun-16	Tea and Coffee	Tea and Coffee	£7.33	
06-Jul-16	01-Aug-16	Flaxley Road Tara - Seating for Community Centre	Seating	£1,000.00	
	21-Jul-16	Barlow Village Hall	Room Hire Desposit	£50.00	
	01-Sep-16	Tea and Coffee	Tea and Coffee	£5.29	
05-Oct-16	08-Nov-16	Abbey Bells Chorus	Room Hire / running costs	£1,000.00	
05-Oct-16	24-Nov-16	Selby Young People's Co-operative	Improve outdoor space - Cunliffee Centre	£2,115.00	
05-Oct-16	01-Dec-16	King's Church Outreach Selby	Parish Nursing running costs	£500.00	
05-Oct-16		SCRAP	project		£911.00
	21-Dec-16	Selby Town Council	Room Hire - Forum Meeting	£51.00	

Total Actual Spend to date	£34,886.62
----------------------------	------------

Remaining Commitments not paid	£5,090.00
--------------------------------	-----------

This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).

Total budget remaining	£37,883.38
-------------------------------	-------------------

This figure is the total budget available minus actual spend.

Total balance remaining	£42,973.38
--------------------------------	-------------------

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	X
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

Groundwork North Yorkshire on behalf of the Central Area CEF
--

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Selby Civic Centre Doncaster Road SELBY YO8 9FT	
Telephone number one	Email address (if applicable)
01757 292124	paul.varney@groundwork.org.uk
Telephone number two	Web address (if applicable)
07581 392844	www.groundwork.org.uk

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mr	Paul	Varney
Position or job title		
Programme Manager – Community Engagement Partner		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	

Other	Please describe
-------	-----------------

When was your organisation set up?

Day	11	Month	August	Year	2008
-----	----	-------	--------	------	------

Q1.5 Reference or registration numbers

Charity number	1094878
Company number	04331238
Other (please specify)	n/a

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Section Two: See Project Brief (separate document)

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	Central Area CEF – Litter Bins & Clean-up Campaign
Project Manager	Paul Varney
Document Author (if different from Project Manager)	As above
Organisation Name	Groundwork North Yorkshire on behalf of Central Area CEF



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

One of the Central Area CEF's key objectives in the 2015-16 Community Development Plan is 'Tidy Environment' and to achieve this the Board are keen to work in partnership with local communities to clean up neglected areas across the town and surrounding parishes.

In response to recent public concerns the CEF have responded by carrying out a consultation exercise with the Town and Parish Councils to identify litter 'hot spots' across the area. They have also drawn on former consultations that have been undertaken as part of the Big Local initiative and audits undertaken by the Selby Town Enterprise Partnership (STEP).

This consultation has resulted in 22 places being identified as potential locations for additional litter bins and 19 places being identified for replacements. **See appendix 1**

It has been agreed that installing additional litter bins will improve the local environment whilst making it a safer, cleaner and greener neighbourhood for all; thus helping to regenerate the area.

Details of the Project

Please list the details of your project

The Central Area CEF are keen that their 'Clean-up Campaign' continues by getting more people to use litter bins across the town.

As part of this campaign and recent consultation, it has been identified that there is a shortfall in litter bins across the area, so it is proposed that the CEF assists in supporting the installation of up to 20 additional litter bins in the parishes of Barlow, Brayton and Selby town.

Hotspots in key locations have been identified and Selby District Council have agreed to the future maintenance and emptying of new bins in areas where they have responsibility.

Designs and installation will also be in line with current Selby District Council policy.

Some locations identified are not within public ownership, therefore cannot be considered for maintenance and emptying by Selby District Council. These locations include Staynor Hall which is not adopted by the local authority and the side of the canal which is managed by the Canals and River Trust.

This reduces the total number of locations identified to 31 with 12 places being identified as potential locations for new litter bins and 19 places being identified for replacements. **See appendix 2**

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

This project will meet objective one of the 2015-16 Community Development Plan i.e. : TIDY ENVIRONMENT which aims to provide a tidy environment by working in partnership with local communities and town centre stakeholders to improve neglected areas within the public realm.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

The key financial benefits of installing additional litter bins will result in a reduction of street litter across the area and the cost of cleaning it up.

The designs of the new bins will be in keeping with the traditions of the area and will be appropriate for the location but will stand out enough to be seen. They will be constructed from steel or toughened plastic and will be extremely durable and strong enough to withstand daily use, thus making them more economical in the long term.

Some will have canopies over them to prevent the litter getting water logged and to stop it blowing in the wind. The canopies will also double as cigarette stubbers to reduce the amount of cigarette butts being discarded on the pavements.

The heavy nature of these bins means that they will not be easily moved or tipped over by vandals.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The procurement will be undertaken by Groundwork and managed by the Central Area CEF and installation will be undertaken as part of the Amey Contract with Selby District Council.

12 bins will be new and 19 bins will be replacements. **See appendix 2**

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

The project will be delivered in the first quarter of 2017 as follows

- Mid Jan 2017 - Partnership Board approval
- Early Feb 2017- Raise purchase order
- Late Feb 2017 – Take delivery of litter bins
- Early Mar 2017 – Installation and completion

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

Costs – The projects will be awarded a budget of **£9,018.57** for the supply and installation of 31 litter bins which will be paid upon project completion and the submission of satisfactory monitoring information to Selby District Council. The budget breakdown will be: **£2,622.30** for new bins + **£6,396.27** will be for replacement bins. **See Appendix 2**

People – Groundwork will provide 5 hours of additional support for managing the initiative which will equate to £250 charged at the AGREED daily rate of £50 per hour in the price schedule dated 11th August 2016.

The **TOTAL** budget for this project including fees will be **£9,268.57 + VAT.**

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

The Clean Up – Litter bin Campaign will be managed by Groundwork and paid for by Selby District Council Central Area CEF. Funding will be available towards the capital costs of the supply and installation of the litter bins and the associated administration. Maintenance and emptying will come from within the Selby District Council Amey Contract.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Risk	Reducing the Risk
Funding shortfall: funding is insufficient to meet the requirements of the project in full	<p>The Board will have options including:</p> <ul style="list-style-type: none"> • delay • cut back the scale • phase the work <p>The most likely option is to delay the work, so that scale is not compromised and so that delivery of the main part of the project is not hindered.</p>
Planning or other formal consent is required: there is a risk of failure, or of a prolonged process to secure approval	<p>Any scheme that did require consent would be likely to be delayed by the process, and by any subsequent appeals.</p>
Public dislikes the scheme; there is a risk of public dissatisfaction and possible loss of confidence	<p>The public has approved the principle through consultation.</p> <p>We will carry out an appropriate public consultation to publicise the plans and to provide an opportunity for feedback before proceeding to procurement, and will review the project detail in the light of feedback we receive.</p> <p>We do nevertheless expect broad public support for the proposal.</p>
Disturbance risk: there is a	<p>The litter bins have deliberately been placed so as to be at a</p>

risk that neighbours or businesses may be disturbed	distance from business and residential properties.
Vandalism risk	Any installation runs a risk of vandalism. The materials have been carefully selected to be resistant to vandalism, but can never be totally vandal-proof.
Injury: there is a risk of injury resulting from use or misuse of the installations	All installations will be covered by the District Council's insurance policy alongside other town centre installations in the Central CEF Area. A detailed risk assessment will be carried out by contractors on installations to assist the District Council in securing insurance.
Delay in delivery	A delay in timescales for implementation could result in a lost opportunity. In addition, a delay could jeopardise the opportunity afforded by funds that are available.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

Not applicable

APPENDIX 1

PARISH	LOCATION	REPLACE/NEW	TYPE/MODEL	QTY	COST PER UNIT	TOTAL	Referee	Notes from SDC
Barlow	Park Lane near Village Hall	New	RD/2GRCT	1	£ 410.57	£ 410.57	Barlow PC	Okay
Barlow	End of Onion Lane off Park Lane	New	WDB/LU	1	£ 207.22	£ 207.22	Barlow PC	Okay
Selby	At the front of the Station PH near Iron Works	New	BMB/40	1	£ 235.00	£ 235.00	Clr Dyson	The footpath is narrow here and this size of litter bin would cause an obstruction - would recommend the smaller WTS/2 to be sited to the left hand side of the pub as you look at it rather than to the front.
Selby	At the front the Malt Shovel PH	New	BMB/40	1	£ 235.00	£ 235.00	Clr Dyson	The footpath is narrow here and this size of litter bin would cause an obstruction - would recommend the smaller WTS/2
Selby	On the corner The Haven	New	BMB/40	1	£ 235.00	£ 235.00	Clr Dyson	The footpath is narrow here and this size of litter bin would cause an obstruction - would recommend the smaller WTS/3
Selby	At the front of the Nelson PH	Replace	BMB/40	1	£ 235.00	£ 235.00	Clr Dyson	Okay
Selby	Shipyards Road Opp Auto Repairs	Replace	BMB/40	1	£ 235.00	£ 235.00	Clr Dyson	Okay
Selby	Gowthorpe	Replace	RD/2GRCT	10	£ 410.57	£ 4,105.70	STEP	Okay
Selby	New Lane	Replace	RD/2GRCT	1	£ 410.57	£ 410.57	STEP	Okay
Selby	Outside Selby Community Primary, Flaxley Road	New	BMB/40	1	£ 235.00	£ 235.00	Clr Davies	Okay
Selby	Nr seat on Doncaster Rd outside Worsley Court	New	BMB/40	1	£ 235.00	£ 235.00	Clr Fagan	Okay
Selby	Bus Stop outside Hospital/Council Offices	Replace	BMB/40	1	£ 235.00	£ 235.00	Clr Fagan	Okay but there is a post mounted litter bin here already
Selby	Nr Armoury where High School Pupils congregate	Replace	BMB/40	2	£ 235.00	£ 470.00	Clr Fagan	There is already a litter bin outside the Armoury (between the 2 planted beds), one on the opposite site of the road and one outside the Hung Fong. Do you want to replace these?
Brayton	Outside Beech Tree Surgery Pedestrian Gate	New	BMB/40	1	£ 235.00	£ 235.00	Clr Chilvers	Okay - will need to be sited on the grass verge.
Brayton	Opp St Marys School at the side of the track	Replace	BMB/40	1	£ 235.00	£ 235.00	Clr Chilvers	Okay
Brayton	Opp Church near village sign Lampost 49	New	BMB/40	1	£ 235.00	£ 235.00	Clr Chilvers	Okay
Brayton	Public Footpath near church	Replace	BMB/40	1	£ 235.00	£ 235.00	Clr Chilvers	Okay
Brayton	Next to Bus Stop	Replace	BMB/40	1	£ 235.00	£ 235.00	Clr Chilvers	Okay - assume this means near jnct with Foxhill Lane.
Brayton	Opp Mayfield Road near 30mph sign	New	BMB/40	1	£ 235.00	£ 235.00	Clr Chilvers	Okay
Selby Staynor Hall	Nr Roundabout at the bottom of Hawthorne Rd, near flats	New	WTS/2	1	£ 166.27	£ 166.27	Clr Walker	Private land - permission needed from Persimmon. They would also need to agree to empty it.
Selby Staynor Hall	Nr School	New	WTS/2	1	£ 166.27	£ 166.27	Clr Walker	Private land - permission needed from Persimmon. They would also need to agree to empty it.
Selby Staynor Hall	Around the main grassed fields	New	WTS/2	1	£ 166.27	£ 166.27	Clr Walker	Private land - permission needed from Persimmon. They would also need to agree to empty it.

Selby Staynor Hall	On path behind houses parallel to A63	New	WTS/2	1	£ 166.27	£ 166.27	Cllr Walker	Private land - permission needed from Persimmon. They would also need to agree to empty it.
Selby Staynor Hall	Cycle track from bypass to Mcdonalds roundabout	New	WTS/2	1	£ 166.27	£ 166.27	Cllr Walker	Private land - permission needed from Persimmon. They would also need to agree to empty it.
Selby Staynor Hall	Nr Play Area	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Welch	Private land - permission needed from Persimmon. They would also need to agree to empty it.
Selby Abbots Rd	Outside Better Butties, Denison Road	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Walker	Okay
Selby Abbots Rd	Nr Bus Stop halfway down Darcy Rd	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Walker	We would be unable to site a bin here due to the underground cables from the adjacent street light. You may wish to consider a post mounted bin here (ASB/50S/SEAL).
Selby Canal	Along the Canal	New	WTS/2	4	£ 166.27	£ 665.08	Cllr Leake	Canal and River Trust land - permission needed from them. They would also need to agree to empty them.
						£ -		
						£ -		
				41		£ 11,095.49		

APPENDIX 2

PARISH	LOCATION	REPLACE/NEW	TYPE/MODEL	QTY	COST PER UNIT	TOTAL	Referee
Barlow	Park Lane near Village Hall	New	RD/2GRCT	1	£ 410.57	£ 410.57	Barlow PC
Barlow	End of Onion Lane off Park Lane	New	WDB/LU	1	£ 207.22	£ 207.22	Barlow PC
Selby	At the front of the Station PH near Iron Works	New	WTS/2	1	£ 166.27	£ 166.27	Cllr Dyson
Selby	At the front the Malt Shovel PH	New	WTS/2	1	£ 166.27	£ 166.27	Cllr Dyson
Selby	On the corner The Haven	New	WTS/2	1	£ 166.27	£ 166.27	Cllr Dyson
Selby	At the front of the Nelson PH	Replace	BMB/40	1	£ 235.00	£ 235.00	Cllr Dyson
Selby	Shipyards Road Opp Auto Repairs	Replace	BMB/40	1	£ 235.00	£ 235.00	Cllr Dyson
Selby	Gowthorpe	Replace	RD/2GRCT	10	£ 410.57	£ 4,105.70	STEP
Selby	New Lane	Replace	RD/2GRCT	1	£ 410.57	£ 410.57	STEP
Selby	Outside Selby Community Primary, Flaxley Road	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Davies
Selby	Nr seat on Doncaster Rd outside Worsley Court	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Fagan
Selby	Bus Stop outside Hospital/Council Offices	Replace	BMB/40	1	£ 235.00	£ 235.00	Cllr Fagan
Selby	Nr Armoury where High School Pupils congregate	Replace	BMB/40	2	£ 235.00	£ 470.00	Cllr Fagan
Brayton	Outside Beech Tree Surgery Pedestrian Gate	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Chilvers
Brayton	Opp St Marys School at the side of the track	Replace	BMB/40	1	£ 235.00	£ 235.00	Cllr Chilvers
Brayton	Opp Church near village sign Lampost 49	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Chilvers
Brayton	Public Footpath near church	Replace	BMB/40	1	£ 235.00	£ 235.00	Cllr Chilvers
Brayton	Next to Bus Stop	Replace	BMB/40	1	£ 235.00	£ 235.00	Cllr Chilvers
Brayton	Opp Mayfield Road near 30mph sign	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Chilvers
Selby Abbots Rd	Outside Better Butties, Denison Road	New	BMB/40	1	£ 235.00	£ 235.00	Cllr Walker
Selby Abbots Rd	Nr Bus Stop halfway down Darcy Rd	New	ASB/50	1	£ 95.70	£ 95.70	Cllr Walker
						£ -	
						£ -	
				31		£ 9,018.57	

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	X
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

Selby District Council

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Civic Centre, Doncaster Road, Selby, YO8 9FT
--

Telephone number one

01757 292269

Email address (if applicable)

abrookes@selby.gov.uk

Telephone number two

01757 705101

Web address (if applicable)

www.selby.gov.uk

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Ms	Aimi	Brookes
Position or job title		
Senior Contract Officer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	X	Please describe	Local Authority
-------	---	-----------------	-----------------

When was your organisation set up?

Day	1	Month	April	Year	1974
-----	---	-------	-------	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes	X	No	
-----	---	----	--

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Brief	
<p>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
Project Name	Bin It For Good
Project Manager	Aimi Brookes
Document Author (if different from Project Manager)	
Organisation Name	Selby District Council



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

The initial pilot for the Bin It For Good campaign resulted in a 42% decrease in litter in Rayleigh Town Centre. In year two, five areas saw an average reduction of 30%.

We have been chosen as one of just four areas in the country to take part in the next phase of the project and we are confident that by learning from the original pilot areas taking part in the scheme, we can see a significant reduction in litter in Selby town centre.

Studies by Keep Britain Tidy show that people often feel strongly that litter is associated with other negative aspects of where they live; things like graffiti, feeling unsafe or a lack of community safety. We hope that by working to reduce littering we can improve people’s perception of the town centre and encourage visitors and shoppers.

Details of the Project

Please list the details of your project

In January we will be launching the Bin It For Good campaign in association with Keep Britain Tidy and Wrigleys. The aim of the project is to incentivise people towards doing the right thing and putting their litter in a bin and not dropping it on the street.



For three months, all litter bins in Selby town centre will be transformed into charity collection pots featuring a different local charity or cause each month. The image shown here is a mock-up of the type of sticker that would be attached to the bins. The more litter that goes into the bins, and the less on the ground, the more money the featured charity/cause receives.

Bin It For Good was first piloted in Rayleigh Town Centre in 2014 by The Wrigley Company, Rochford District Council and Keep Britain Tidy. The project was a huge success and litter reduced by an average 42% during the three ‘charity bins’ months.

We are now one of only four areas in the country taking part in this current phase of the Bin It For Good campaign. Our campaign will run throughout January, February and March. During the first two months we will be supporting Asthma UK and Macmillan Cancer Support which are the Chairman’s chosen charities for this year. We intend to

open the third charity spot in March up to a public consultation and vote, and would like to invite the Central CEF to help support this consultation.

Each month we will hold two promotional events with the chosen charity for that month; a launch and a cheque presentation at the end of the month. Representatives from Keep Britain Tidy and Wrigleys will be invited to these events. Keep Britain Tidy will also seek national coverage for the Bin It For Good campaign

We currently have £1,000 to split between the three charities but would very much like to be able to offer £500 each month. With additional funding, the District Council can offer £500 to the January and February charities and the March charity could be supported by £500 from the CEF.

The media releases would be clear that the March charity pot had been funded by the Central CEF and your logo would appear on the bin stickers. Representatives of the CEF would also be invited to any promotional events held during March.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

The project aims to reduce the amount of litter dropped in the town centre and to provide a monetary donation of up to £500 to each of three chosen charities / community groups.

This links to the Central CEF's objective to create a Tidy Environment.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

The initial pilot for the Bin It For Good campaign resulted in a 42% decrease in litter in Rayleigh Town Centre. In year two, five areas saw an average reduction of 30%.

We have been chosen as one of just four areas in the country to take part in the next phase of the project and we are confident that by learning from the original pilot areas taking part in the scheme, we can see a significant reduction in litter in Selby town centre.

Studies by Keep Britain Tidy show that people often feel strongly that litter is associated with other negative aspects of where they live; things like graffiti, feeling unsafe or a lack of community safety. We hope that by working to reduce littering we can improve people's perception of the town centre and encourage visitors and shoppers.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The project will be delivered with support from Keep Britain Tidy. They will be supplying the litter bin stickers, posters and templates for media releases.

Our contractors Amey Plc will be carrying out the collection and weighing of the litter and the analysis will then be carried out by Keep Britain Tidy.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

We will be collecting base line data during the second week of December which will involve collecting and weighing litter dropped on the street and litter put into litter bins. Monitoring of litter tonnages will take place during the second week of each following month.

The project will launch officially with the first charity on Tuesday 3rd January. The second charity will launch on Wednesday 1st February and the final phase will begin on Thursday 2nd March. The project will have finished by the end of March 2017.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs –**

The design and production of the litter bin stickers is being funded by Keep Britain Tidy. They are also providing posters and templates for media releases.

We have committed to providing a £1,000 charity pot which will be distributed to the three chosen charities / organisations. We would like to be able to provide up to £500 per charity which could be achieved with a contribution of £500 from the Central CEF.

There are no other costs associated with the project.

- **People –**

The monitoring (collecting and weighing of the litter) will be carried out by Amey Plc. Other staff resource requirements will generally be limited to promotion and communication work which will be done by SDC staff.

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

£1,000 is being funded by Selby District Council and we are applying for an additional £500 from the Central CEF. £1,500 would enable us to donate up to £500 per month, with the March charity pot being donated in full by the Central CEF. If we are unsuccessful the project can still go ahead but we would only be able to donate up to £330 per month.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

The main risk is that there is no noticeable reduction in the amount of litter dropped in the town centre. We hope that by learning from the Councils who took part in the initial pilots that we can mitigate this.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

N/A

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	X
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

Selby Swans Gymnastic Academy

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
--	--

20 Gowthorpe, Selby, YO8 4ET	
------------------------------	--

Telephone number one	Email address (if applicable)
-----------------------------	--------------------------------------

	selbyswansga@gmail.com
--	------------------------

Telephone number two	Web address (if applicable)
-----------------------------	------------------------------------

	Facebook selby swans gymnastic academy
--	--

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
--------------	----------------------------	----------------

Mrs	Stacey Marie	Nixon
-----	--------------	-------

Position or job title		
------------------------------	--	--

Coordinator / trainee coach		
-----------------------------	--	--

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

Other		Please describe	
-------	--	-----------------	--

When was your organisation set up?

Day	5	Month	September	Year	2016
-----	---	-------	-----------	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes		No	X
-----	--	----	---

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Selby Swans GA – meeting the need

Q2.2 Please list the details of your application (500 words limit)

We run a small gymnastic group that started with 80 children, we now have 122 children from 5-18 years.

We supply general gymnastics this consists of floor, beam and vault.

We are a group of mums who started the club the only paid person is our level 2/3 coach Mark who we currently need to run the club, everyone else our volunteers.

We rent Brayton night school gym one night a week and only charge to cover cost of the hall and coach.

We do lots of our own fundraising to buy new equipment.

Our aim is to be able to run more nights and lower our waiting list that is 600 plus.

Long term our aim is own our own building so we can do gymnastics more times a week including holidays and weekends.

Our project is more than gymnastics it's also developing a community for friendship, support and confidence building .

Q2.3 Is there a specific date your applications needed to be funded by?

1 Nov 2016

Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
Objective 1: HEALTH AND WELL-BEING	Developing services for young people. Gymnastic is fun but also helps children develop confidence and friendship while been active and learning a new skill. We have a waiting list of 218 children in your Central CEF area. By receiving more funding and support we can provide more opportunities for more children. As can be Seen from our waiting list of total 618 we are providing something that is clearly wanted in our area.

Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

We put a notice on Selby SOS about starting a gymnastic club, we had an overwhelming response.
We opened with 122 children attending and a further 600 on our waiting list.

We are constantly being approached by parents who want their children to join. This has increased even more with the recent Olympics
We have no drop outs apart from families moving away from district.

The joy the children have from taking part is evidence enough. This summer every child came to our fundraiser Selby Swans Fun Day and secured sponsorship for our inflatable obstacle course raising a total of 3 k

We show what can be achieved through enthusiasm, dedication and a desire to create new opportunities for our children to enjoy.

The children have an amazing time and we want to offer more time, better equipment and encourage health and fun rolled into one.

We welcome children regardless of ability.

We are there to encourage supportive a listening and provide fun.

We also provide a network of support for parents – bringing them together and sign posting them to other services when needed.

Q2.6 How much funding are you requesting?

£1,000 based on current cost

We need a coach for every session to run

By opening an additional night, we can provide for a further 120 children approx 25 from each CEF area

In the mean time myself and one other volunteer are training to become coaches in our own right, reducing the need for a paid coach in the future.

Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
38 weeks paid coach 4 hours a week to expand the need	6.5k
Total Cost	6.5k

Q2.7 Is the total cost of the application more than the amount you are requesting?

Yes	X	No	
-----	---	----	--

If yes, where will you get the other funding from and has this been secured?

We have applied to the other 4 CEFs.

We also do our own fundraising that will help fund hours needed and equipment
We have done two bag packs in Selby this summer, a ladies night and we have just done a Selby Swans Fun Day raising 3k



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

THE MONDAY CLUB (SELBY)

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

40 8 BRAMLEY AVENUE BARLEY SELBY YO8 5E7	
Telephone number one	Email address (if applicable)
01757 706493	mondayclub@yahoo.co.uk
Telephone number two	Web address (if applicable)
07729186159	/
Fax number (if applicable)	
/	

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title	Forenames (in full)	Surname
MR	MARTIN	WATERHOUSE



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title

CHAIR AND LEADER OF THE CLUB

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	Please describe
-------	-----------------

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day		Month		Year	2002
-----	--	-------	--	------	------

Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	
Other (please specify)	UNINCORPORATED CHARITY



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

THE MONDAY CLUB

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

THE PROJECT IS THE RUNNING OF THE MONDAY CLUB FOR UP TO THE NEXT TWO YEARS.
THE CLUB MEETS ON A MONDAY EVENING IN THE ST. JAMES CHURCH STANDING HALL, AUDUS STREET, SELBY ON MOST MONDAY EVENINGS FOR 6:30pm TO 9pm THROUGHOUT THE YEAR. THE CLUB IS RUN BY VOLUNTEERS, HAS AN OPEN POLICY BENEFITTING THE SECTION OF THE COMMUNITY IN THE SELBY DISTRICT WITH LEARNING AND/OR PHYSICAL DISABILITIES. THE SUCCESS OF THE MONDAY CLUB CAN BE JUDGED BY THE VULNERABLE AND MARGINALISED WHO

Continue on next page



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.2 What does your project involve? (500 words) continued.

REGULARLY ATTEND THE PROJECT'S ACTIVITIES. ALLOWING VULNERABLE PEOPLE, SOME WITH PROFOUND DISABILITIES, TO INTERACT, COMMUNICATE, MAKE NEW FRIENDS, BREAKING DOWN BARRIERS IMPROVING THE HEALTH AND WELL BEING OF THE SECTION OF COMMUNITY THAT THE CHARITY'S AIM AND OBJECT IS TO BENEFIT

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	1	Month	12	Year	2016
-----	---	-------	----	------	------

Finish date

Day	31	Month	11	Year	2018
-----	----	-------	----	------	------

Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1:	
Objective 2:	
Objective 3: COMMUNITY SAFETY	PROVIDE POSITIVE ACTIVITIES AND FACILITIES FOR VULNERABLE MARGINALISED PEOPLE
Objective 4: HEALTH AND WELL BEING	PROVIDE ACTIVITIES THAT IMPROVE THE HEALTH AND WELL BEING OF OUR MEMBERS

Q2.4 Continued.

THE SECTION OF THE PUBLIC THAT THE CHARITY'S OBJECT AND AIM IS TO BENEFIT ARE THE MOST VULNERABLE SECTION OF THE COMMUNITY. THE LONG RUNNING CHARITY, THE MONDAY CLUB, GIVES MEMBERS A SENSE OF BELONGING AND THE WEEKLY RELAXED VOLUNTEER RUN SOCIAL ACTIVITIES ARE DESIGNED TO ENCOURAGE ACTIVE PARTICIPATION, TO IMPROVE HEALTH AND WELL BEING AND TO IMPROVE QUALITY OF LIFE.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

THE MONDAY CLUB PROJECT BENEFICIARIES ARE DRAWN FROM ALL THE CEF AREAS IN THE DISTRICT. CHARITY MEMBERS RANGE FROM INDIVIDUALS LIVING ALONE, IN SHARED SHELTERED HOUSING, RESIDENTIAL PROPERTIES WHERE THEY RECEIVED 24 HOUR CARE, THE LARGE OPEN ASPECT OF OUR VENUE PROVIDES THE SPACE AND OPPORTUNITY FOR MEMBERS, OVER 55 IN TOTAL WITH A USUAL ATTENDANCE OF 40-50, TO INTERACT INDEPENDENTLY (CARERS); MAKE NEW FRIENDS WITH THE CHOICE TO BE INVOLVED IN ACTIVITIES. MEMBERS DECIDE WHAT ACTIVITIES THEY PREFER THIS INCLUDES LIVE SINGERS, A REGULAR DISCO, ANIMAL HANDLING, COOKING, MEMBERS PROVIDE QUIZZES, KARAOKE, DANCE AND EXERCISE IN A SITTING OR STANDING POSITION BY A PROFESSIONAL TEACHER. MEMBERS LOVE CHRIS CADE WHO PROVIDES DRAMA AT THE GROUP, MEMBERS INTERACT RECENTLY WE'VE HAD WORLD WAR ONE TRENCH WARFARE AND ROYAL CELEBRATIONS - BATTLE OF FULFORD AT THE END OF THIS MONTH (SEP). FOR EXAMPLE WE HAVE A £10 DRAW EVERY WEEK WHERE EVEN MEMBERS WITH PROFOUND DISABILITIES CAN PICK A SQUARE AND ENJOY PUTTING THEIR MARK IN IT, RUN BY MEMBERS. MEMBERS ARE ALSO INVOLVED IN MAKING AND SERVING DRINKS AND FOOD IN THE INTERVAL, BINGO CALLING. MEMBERS HAVE THEIR OWN COMMITTEE FOR DEALING WITH ANTISOCIAL BEHAVIOUR. EFFECTIVELY THE RUNNING OF THE CLUB IS DONE BY THE MEMBERS WITH SUPPORT FROM AROUND 10 VOLUNTEERS AND CARERS SUPPORTING THEIR CLIENTS, ~~AND CARERS SUPPORTING THEIR CLIENTS~~



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

OUR ~~SEPARATE~~ MEMBERS.
THE MONDAY CLUB HAS ITS OWN TWITTER ACCOUNT WHICH IS
REGULARLY UPDATED WITH INFORMATION AND ACTIVITIES.
A MONDAY CLUB MEMBER HAS ALSO SET UP A MONDAY CLUB FACEBOOK
ACCOUNT ALLOWING MEMBERS AND THE PUBLIC TO INTERACT ONLINE.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

THE NEED FOR OUR PROJECT IS SHOWN BY THE NUMBER OF MEMBERS WHO CONTINUE TO VISIT AND REVISIT THE SOCIAL GROUP. THE MONDAY CLUB SOCIAL GROUP ACTIVITIES HAVE BEEN DESCRIBED AS THE ONLY ONE IN THE DISTRICT THAT PROVIDES THE RELAXED INDEPENDENT ENVIRONMENT FOR THE SECTION OF THE COMMUNITY THE MONDAY CLUB ATTRACTS MEMBERS FROM ALL FIVE CEF AREAS, THIS GIVES THE OLD AND NEW MEMBERS THE OPPORTUNITY TO MEET AND MAKE NEW FRIENDS IN A SECURE, RELAXED ENVIRONMENT.

THE MONDAY CLUB, WHICH HAS BEEN IN EXISTENCE AND RUN BY THE SAME TRUSTEES FOR ABOUT TEN YEARS, IS WELL KNOWN IN THE SELBY DISTRICT AND THE VOLUNTEERS RUNNING THE PROJECT CONSULT REGULARLY WITH THE SERVICE USERS AND THEIR CARER ON INFLUENCING THE ACTIVITIES PROVIDED.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	NONE		
Revenue	£6,500	£1,000	2 YEARS
Total	£6,500	£1,000	2 YEARS

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

THE FUNDING FOR THE MONDAY CLUB PROJECT IS OBTAINED BY MEMBERS SUBSCRIPTIONS OF £2 PER SESSION, £2 x 40 WEEKS x 40 MEMBERS PER WEEKS EQUALS £3,200 PER YEAR
 CHRISTMAS LUNCH CONTRIBUTIONS FROM MEMBERS £400
 SELBY DISTRICT MENCAP SOCIETY GRANT FUNDING £1,000
 CENTRAL, EASTERN, WESTERN AND SOUTHERN AREA CEF FUNDING FOR TWO YEARS £3,000 EQUALS £1,500 PER YEAR FROM THE FOUR CEF AREAS.

£3200 MEMBERS SUBS
 £400 CHRISTMAS LUNCH CONTRIBUTIONS
 £1000 SELBY DISTRICT MENCAP SOCIETY GRANT
 £1500 FROM FOUR CEF AREAS
 £400 MONDAY CLUB RESERVES

£6500

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	-----------------------------

If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
WESTERN	£500
EASTERN	£1000
SOUTHERN	£500



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

THE MONDAY CLUB IS A LONG RUNNING ORGANISATION AND COSTS ARE BASED ON THE PREVIOUS YEARS OUTGOINGS. THE MOST IMPORTANT REVENUE COST IS THE HIRE OF THE VENUE WHICH IS ST. JAMES CHURCH STANDERING HALL, WHICH HAS A WEEKLY COST OF £30 PER SESSION - 6pm - 9pm, THIS INCLUDES USE OF THE KITCHEN WHICH ALLOWS US TO INCLUDE COOKING AMONGST OUR ACTIVITIES, USE OF A FRIDGE AND TO SERVE MEMBERS AND VOLUNTEERS WITH REFRESHMENTS. WE ALSO HAVE STORAGE SPACE FOR OUR EQUIPMENT. THE ORGANISATION DOES NOT HAVE ANY PAID STAFF, IT IS RUN TOTALLY BY VOLUNTEERS. EVERYONE RECEIVES A BIRTHDAY PRESENT AND A



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

CHRISTMAS PRESENT, HOWEVER THE MAIN COST IS PROVIDING ENTERTAINMENT WHICH IS GEARED TO ENCOURAGE THE SECTION OF THE COMMUNITY THAT THE ASSOCIATION IS SET UP TO BENEFIT TO PARTAKE IN THE ACTIVITIES OF THE CLUB, THE THEME OF WHICH IS MUSIC, DANCE, LIVE SINGING, ANIMAL HANDLING AND DRAMA. THE ENTERTAINMENT BUDGET IS 30% PLUS OF THE BUDGET.

Constitution

This constitution was adopted on the 17 day of JANUARY 2005

1. NAME

The name of the Association shall be **The Monday Club** (The 'Association')

2. OBJECTS

The objects of the Association shall be to:

- To provide a social facility for people who have learning disabilities or other special needs
- To provide an understanding and caring environment where people can meet in a social rather than a work setting
- To fulfil the requirements of the committee through club activities and to provide a variety of worthwhile experiences for its members
- To promote integration where possible in to the wider community. Through the activities of the Association the members will have the opportunity to take part in social events with other young people of a similar age who do not have learning disabilities
- To develop the social skills of its members. Through leisure and social activities members will be encouraged to develop communication skills, self-awareness, confidence and awareness of others.
- To develop friendships and relationships
- To provide the opportunity to take part in activities within the community
- To enable members to use community facilities independently of parents and relatives.

3. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- a) Power to raise funds and invite and receive contributions.
- b) Power to organise activities, events, lectures, discussions and to produce leaflets and other publicity material.
- c) Power to consult the public by arranging meetings and surveys.
- d) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects and to exchange information and advice with them.
- e) Power to do all such other lawful things as are necessary for the achievement of the objects.

4. MEMBERSHIP

- a) Full membership of the Association shall be open to all persons aged 18 years or over interested in furthering the objects.
- b) Junior membership of the Association shall be open to all persons under the age of 18 years interested in furthering the objects. Junior members will not be entitled to vote at meetings or to become members of the Executive Committee.
- c) The Executive Committee may for good and sufficient reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

5. SUBSCRIPTION

All members shall pay such subscription as the Annual General Meeting shall from time to time determine.

6. EXECUTIVE COMMITTEE

- a) The Association shall be managed by an Executive Committee to be elected annually at the Annual General Meeting.
- b) The Executive Committee shall consist of a Chairperson, a Secretary, Treasurer ('the Officers') and not more than 8 other members.
- c) If vacancies occur among the Officers, the Committee shall have the power to fill them from among its members.
- d) The Committee may co-opt up to three full members of the Association to serve on the Committee until the next Annual General Meeting.
- e) All members of the Executive Committee shall retire from office at the Annual General Meeting following the date on which they came into office but they may be re-elected or re-appointed.

7. EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall hold at least three ordinary meetings each year.
- b) There shall be a quorum when at least one third of the members of the Committee or three members of the Committee, whichever is the greater, are present at a meeting.
- c) Every matter shall be determined by a majority of the members of the Executive Committee present and voting. In case of equality of votes the Chairman shall have a second or casting vote.
- d) Minutes shall be kept as a record of the proceedings of the meetings of the Committee and any of its sub-committees.
- e) The Executive Committee may appoint one or more sub-committees providing that all acts and proceedings of the sub-committees shall be fully and promptly reported to the Executive Committee. Any sub-committee shall have at least 3 members of

the Executive Committee and may in addition co-opt up to 2 further people who are full members of the Association.

8. ANNUAL GENERAL MEETING

- a) There shall be an annual general meeting which shall be held as soon as practicable after the end of the Association's financial year. Members shall be given at least 14 days notice.
- b) The Executive Committee shall present the report and accounts of the Association for the preceding year.
- c) Nominations for election to the Executive Committee must be made by members of the Association in writing before the commencement of the meeting.
- d) The quorum at a general meeting shall be 10 members, or one quarter of the members, whichever is the greater.

9. GENERAL AND SPECIAL GENERAL MEETING

The Executive Committee may at any time call a general or a special general meeting of the Association stating the business to be discussed. A special meeting may also be called by the Secretary if a written request is received from at least 10 members. At least 14 days notice shall be given for special general meetings.

10. FINANCE

- a) All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.
- b) The funds of the Association including all donations, contributions and bequests shall be paid into an account operated by the Executive Committee in the name of the Association at such bank as the Executive Committee shall from time to time decide.
- c) All cheques drawn on the account must be signed by two Officers and must be approved by the Executive Committee.
- d) The Executive Committee shall comply with the obligations for trustees under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
 - i) The keeping of accounting records
 - ii) The preparation of annual statements of account
 - iii) The auditing or independent examination of the statements of account.

11. AMENDMENTS

Any amendments to the constitution shall require the approval of a two-thirds majority of those present and voting at the General Meeting at which it is discussed. Any resolution for the amendment of the constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward.

12. DISSOLUTION

- a) The Association may be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting.
- b) Such proposals to dissolve the Association shall take effect only if agreed by a two-thirds majority of members present and voting at the meeting.
- c) Surplus funds of the Association, if it is dissolved, shall be given or transferred to such other charitable institution or voluntary organisation having similar objects as the members of the Association may determine or failing that shall be applied for some other charitable purpose.

13. ARRANGEMENTS UNTIL THE FIRST ANNUAL MEETING

Until the first Annual General Meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear below:

Name (Block capitals)	Signature	Position
MARION SMITH		Chairman
KATHLEEN JACKSON		Secretary
JACKIE CHADWICK		Treasurer
MARTIN WATERHOUSE		Committee member
PAULEA MYERS		Committee member
BRIAN JAMES		Committee member
BRIAN FIRM.		Committee member
STEVEN MYERS		Committee member
ADAM JORGANS.		Committee member
ANTHONY HEWIDEN		Committee member

GRAMAM JEWNEY

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	√
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

Age UK Selby District

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
50 Micklegate Selby North Yorkshire YO8 4EQ	
Telephone number one	Email address (if applicable)
01757 704115	jackie@ageukselby.co.uk
Telephone number two	Web address (if applicable)
07912074346	<i>www.ageuk.org.uk/selbydistrict/</i>

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mrs	Jacqueline	Mook
Position or job title		
Chief Officer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	✓
Voluntary or community group	

Other	Please describe
-------	-----------------

When was your organisation set up?

Day	18	Month	10	Year	1984
-----	----	-------	----	------	------

Q1.5 Reference or registration numbers

Charity number	1139928
Company number	7428157
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Securing The Future

Q2.2 Please list the details of your application (500 words limit)

Some 5 years ago this organisation opened a tearoom/resource centre to provide a sustainable income and a hub for local people. Our current lease on this building will expire on December 2017 and due to the poor footfall in that area we are now trying to relocate to a busier area within the town. The management of Age UK Selby District has now decided to take a brave step forward and we wish to purchase a property on the other side of the street to our office base, on Micklegate. The benefits are to Provide a central hub for older people, group activities and a deliverable, laundry service to people aged 50 plus who live in and around the District of Selby.

These premises would also provide an office base for our two Welfare Rights Advisors. The purchase price of the property is £190,000 and needs a £10,000 renovation to make it fit for purpose. We have £100,000 match funding and therefore need to raise the other £100,000. The shop premises has a flat which we are able to rent-out with immediate effect and this along with the income raised through the tearoom and the laundry service, would create sustainable funding to support the extensive services that we provide across the District of Selby.

Our services are:

- Three social centres, two at Drax Power Station and one at our current tearoom
- Two mini buses out each day of the week providing rural shopping trips to Selby
 - A weekly trip to places of interest
 - A District-Wide home-visiting Advice & Information Service
 - A District-Wide Home Support Service
 - District-Wide Telephone Befriending Service
- District-Wide Community Navigation Service, working in partnership with DIAL and funded by Selby District Council & NYCC
 - District-Wide Home From Hospital Service
 - District-Wide transport home from hospital
 - Connecting you, supporting people with technology
- Keep your pet- service using volunteers to look after pets whilst older people are in hospital
 - Wheelchair advice
 - An extensive office based Advice & Information

--

Q2.3 Is there a specific date your applications needed to be funded by?

January/February 2017

Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
------------------	----------------------------

Objective 1:

Health & Well-being

Age UK Selby District's primary objective is to maintain older people's Health & Well-being and protect end of life deterioration. Our extensive range of services within the District are to promote and support:

- Independent living and healthier lifestyles
- Financial, housing and benefit advice
- Target those who are lonely & Isolated
- People to remain safe & well
- People to feel part of the community and socially included
- Falls prevention & Healthy eating
- Access to transport
- Warmer homes and Housing Issues

All these services are designed to alleviate and avert crisis situations, which may lead to hospital admissions and undue pressure on social/health related services.

We are in a prime position of reaching older people who may be deemed vulnerable, lonely or isolated. Our home visiting services, advice & Information is dedicated to reduce financial deprivation and social exclusion. We are working alongside community groups and individuals, to open up opportunities for people to become community assets in their own right.

<p>Objective 2: Promoting the Economy & Transport Services</p>	<p>Age UK Selby has a proven track record of providing services that are a boost to our local economy as follows:</p> <ul style="list-style-type: none"> • Home visiting welfare benefit advice/information • Processing and monitoring benefit claims • High success rates with Attendance Allowance • Provision of District-Wide transport services • Transporting patients home from hospital <p>Our income maximisation programme not only reduces financial deprivation, it promotes a better quality of life and improves health & well-being. The additional income that is brought in through the above is spent locally and within the District.</p> <p>Our two mini buses are used daily, to bring older people into the town from the outlying villages, to shop in the local supermarkets We also bring older people home who have been discharged from hospital and escort people to Hospital/GP appointments.</p> <p>Lastly, our presence within our charity shop and tearoom is providing a foot-hole for the general public. These venues are the central core for all our work, information and service provision. We are sourcing food and drink beverages from our local supermarkets, therefore, we are contributing to the prosperity within our local community.</p>

--	--

Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

We will be providing a hub to local people, in a busier area, which will be a noted presence for those seeking our support, advice and Information. We will also be able to continue in business and create a sustainable income that will support the many services that we provide within the District.

We have identified the need for both the tearoom and the laundry service. The tearoom has held a variety of social events, that has given so many people of all age groups, much enjoyment. Last year we won the trip advisor certificate of excellence and we have been rated a 5 for food hygiene with Selby District Council. The new tearoom will have internet access and we will host through our connecting you project computer lessons for people 50 plus. We have identified many older people who would like to learn how to contact families who have moved away, or simply order shopping on line, or find out what is happening locally.

The need for a laundry service has been highlighted via our home support services. There are many older people who are either frail or have a disability, who can't undertake the task of washing, ironing and drying clothes. Transport and general frailness is often an issue for older people therefore being able to collect and deliver washing to people is a service that older people require to enable them to live independently.

The organisation is very fortunate in having 30 members of staff and approx. 60 volunteers, who are all dedicated in providing services to meet the needs of older people living in our local community.

Q2.6 How much funding are you requesting?

Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
The purchase price of the building is-	£190,000
Estimated legal and renovation costs	£10,000
Requested amount	£5,000

Total Cost	£200,000

Q2.7 Is the total cost of the application more than the amount you are requesting?

Yes	√	No	
-----	---	----	--

If yes, where will you get the other funding from and has this been secured?

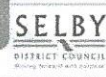
I am going to ask £5,000 from each CEF and if all agreed to pay this sum then 25% of the total £100,000 being sought from other bodies would then be available. If we were successful this would demonstrate to other potential funders the confidence that our local District has in the organisation and in-particular this scheme.

We are using £100,000 of our reserves and I intend to apply to various trusts in the hope that I can reduce the other £100,000 needed for this project. If this fails a loan will be needed to secure the remainder. Please note that our cash reserves are total £315, 525 of which: (restricted £31,050 one off legacy) (Designated £120,000) (Unrestricted £164,475)

Project Brief

Access Selby

A new approach to public services



The Project Brief is the **first** thing to do. It should be completed before **any** activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.

Project Name	Securing the Future
Project Manager	Mrs Jacqueline Mook
Document Author (if different from Project Manager)	
Organisation Name	Age UK Selby District

Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

The basic aim is to invest some of our unrestricted reserves into a resource which will generate income that will be used to support the services which are currently provided for the residents of Selby District. The additional income will also enable the extension of services where there is evidence of demand. With an ageing population general demand will only increase over the next few years.

The current services that we provide are:

- Three social centres, two at Drax Power Station and one at our current tearoom
- Two mini buses out each day of the week providing rural shopping trips to Selby
- A weekly trip to places of interest
- A District-Wide home-visiting Advice & Information Service
- A District-Wide Home Support Service
- District-Wide Telephone Befriending Service
- District-Wide Community Navigation Service, working in partnership with DIAL and funded by Selby District Council & NYCC
- District-Wide Home From Hospital Service
- District-Wide transport home from hospital
- Connecting you, supporting people with technology
- Keep your pet- service using volunteers to look after pets whilst older people are in hospital
- Wheelchair advice
- An extensive office based Advice & Information

The unique ambience of our current tea room in Ousegate has proved a major talking point among the older members of our customers and this would be “transferred” to the new premises in Micklegate.

Details of the Project

Please list the details of your project

Some 5 years ago this organisation opened a tearoom/resource centre to provide a sustainable income and a hub for local people. Our current lease on this building will expire on December 2017 and due to the poor footfall in that area we are now trying to relocate to a busier area within the town.

The management of Age UK Selby District has now decided to take a brave step forward and we wish to purchase a property on the other side of the street to our office base, on Micklegate. The benefits are to Provide a central hub for older people, group activities and a deliverable, laundry service to people aged 50 plus who live in and around the District of Selby. These premises would also provide an office base for our two Welfare Rights Advisers.

The purchase price of the property is £190,000 and needs a £10,000 renovation to make it fit for purpose. We have £100,000 match funding and therefore need to raise the other £100,000. The shop premises has a flat which we are able to rent-out with immediate effect and this along with the income raised through the tearoom and the laundry service, would create sustainable funding to support the extensive services that we provide across the District of Selby.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

Health and Wellbeing

Age UK Selby District's primary objective is to maintain older people's Health & Well-being and protect end of life deterioration. Our extensive range of services within the District are to promote and support:

- Independent living and healthier lifestyles
- Financial, housing and benefit advice
- Target those who are lonely & Isolated
- People to remain safe & well
- People to feel part of the community and socially included
- Falls prevention & Healthy eating
- Access to transport
- Warmer homes and Housing Issues

All these services are designed to alleviate and avert crisis situations, which may lead to hospital admissions and undue pressure on social/health related services.

We are in a prime position of reaching older people who may be deemed vulnerable, lonely or isolated. Our home visiting services, advice & Information is dedicated to reduce financial deprivation and social exclusion. We are working alongside community groups and individuals, to open up opportunities for people to become community assets in their own right.

Promoting the Economy (Central CEF only)

Age UK Selby has a proven track record of providing services that are a boost to our local economy as follows:

- Home visiting welfare benefit advice/information
- Processing and monitoring benefit claims
- High success rates with Attendance Allowance
- Provision of District-Wide transport services
- Transporting patients home from hospital

Our income maximisation programme not only reduces financial deprivation, it promotes a better quality of life and improves health & well-being.

The additional income that is brought in through the above is spent locally and within the District.

Our two mini buses are used daily, to bring older people into the town from the outlying villages, to shop in the local supermarkets. We also bring older people home who have been discharged from hospital and escort people to Hospital/GP appointments.

Lastly, our presence within our charity shop and tearoom is providing a foot-hole for the general public. These venues are the central core for all our work, information and service provision. We are sourcing food and drink beverages from our local supermarkets, therefore, we are contributing to the prosperity within our local community.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

We will be providing a hub to local people, in a busier area, which will be a noted presence for those seeking our support, advice and Information. We will also be able to continue in business and create a sustainable income that will support the many services that we provide within the District.

As the total money being invested is £200,000 and the organisation expects an annual return of 5% then it is anticipated that an extra £10,000 per year will be available to allow an expansion of our services. The prime focus of all our services is to support the elderly residents in the whole of the Selby District with a particular emphasis on reducing loneliness and isolation through the day centres, door to door shopping services and our Home Support Social Enterprise service. This additional income will arise, and could be bettered, through increased business and the saving of rent on our present premises. So the contribution being sought from each CEF towards the purchase of the building in Micklegate should be seen as an investment to generate future extra free income to spend on extended services benefitting those elderly residents in the District requiring support to reduce their loneliness and isolation.

We have identified the need for both the tearoom and the laundry service. The tearoom has held a variety of social events, that has given so many people of all age groups, much enjoyment. Last year we won the Trip Advisor certificate of excellence and we have been rated a 5 for food hygiene with Selby District Council. The new tearoom will have internet access and we will host through our connecting you project computer lessons for people 50 plus. We have identified many older people who would like to learn how to contact families who have moved away, or simply order shopping online, or find out what is happening locally.

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

Funded by: -

Own reserves	£100,000
Loan ex bank	£ 75 000
CEF Grants (say!)	£ 25,000
Total project cost	£200,000

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Having already created a working tea room from scratch this experience should help to reduce the issues and risks though the conversion costs could be higher if the existing facilities do not prove as transferable as planned.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

This scheme is freestanding as far as transferring the tea room facilities from the rented building to the owned property.

[Empty rectangular box]

[Empty rectangular box]

[Empty rectangular box]

[Empty rectangular box]

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	X
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

Dep Arts Ltd

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
80 West View Barlby Rd Selby North Yorks YO8 5BD	
Telephone number one	Email address (if applicable)
	david@departsltd.com
Telephone number two	Web address (if applicable)
	www.departsltd.com

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mr	David	Edmunds
Position or job title		
Director		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input type="checkbox"/>

Other	X	Please describe	We are a limited company but would be delivering the project as a partner on behalf of the Central Area Forum
-------	---	-----------------	---

When was your organisation set up?

Day	04	Month	04	Year	2005
-----	----	-------	----	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	6879431
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes	X	No	
-----	---	----	--

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	Schools Theatre Tour as part of the 2017 Selby Arts Festival
Project Manager	David Edmunds
Document Author (if different from Project Manager)	
Organisation Name	Selby Arts Festival in conjunction with Dep Arts Ltd



Benefit

The project will benefit a number of local primary schools in order to engage them in high quality arts and culture activity as part of the 2017 Selby Arts Festival which will take place between the 22nd – 30th July . The Primary schools will include :

Abbey Community Primary
 Selby Community Primary
 Barlby Bridge Community Primary
 Barwick Parade Community Primary
 Brayton Community Primary
 Barlow Community Primary

Arts and culture has become less available in schools in recent years due to increased travel costs (to the theatre) and increased ticket prices. The recent changes to the school curriculum has meant that time and access to creative activity has lessened significantly despite the fact that the creative and cultural industries remain one of the UK's fastest growing markets. We feel it is vital to engage children at an early age in order to spark their interest in theatre, arts and culture which can then be nurtured as they grow older. By bringing the shows into the schools, the barriers for travel and ticket prices are removed allowing all of the children to access theatre potentially for the first time. Evidence shows that engagement in arts and culture at a young age helps to develop well balanced, engaged and creative young people which, in turn, leads to more cohesive, supportive and engaged communities.

The schools performances will take place in the two weeks leading up to the Selby Arts Festival as term ends on the 22nd July.

Details of the Project

We will programme a professional theatre company to deliver 1 or 2 performances per school (depending on pupil numbers) during the period leading up to the Selby Arts Festival. The performance company will be chosen once we know the outcome of this application but we will use our extensive national networks of arts organisations to ensure we are programming a high quality company who has a significant track record in performing to primary school aged children with relevant content and with additional wrap around activity that they can undertake in their class room environments either leading up to or after the performances. This work will be put together in conjunction with each of the selected schools.

Project Objectives

The project will delivery a high quality cultural experience to the listed primary school children. The core aim of the project is to give these children exposure to good quality arts and culture at an early age. It is also a great way of

connecting the local primary schools in the central CEF area directly to the Selby Arts Festival ensuring those schools feel part of the wider festival taking place in the town at the end of July.

Benefits

We strongly believe that arts and culture play a key role in achieving genuine social cohesion and that every child deserves to have access to such work. We feel its important to develop young peoples imagination and creative abilities and we feel that exposure to good quality theatre within their own school environment will help stimulate their creative side.

Project Approach / Delivery Options

The project will be managed by Dep Arts who are the producers of the Selby Arts Festival and who have extensive experience of managing similar projects in other areas of the country. The theatre company will be a professional theatre company who are experienced in working within a schools setting and one that Dep Arts has worked with previously to ensure high quality.

Project Timescales (Milestones)

Subject to success with this application our timescales would be:

January / February – confirm and book theatre company

January February- confirm performance dates with the 6 schools and the theatre company

March – June – ongoing logistics, rehearsals, working with the schools to maximise the benefit of the project

July – performances to take place in all 6 schools as part of the wider Selby Arts Festival and data collection

August – evaluation of data obtained from the schools immediately after the shows, feedback and discuss potential legacy with the schools and scope potential engagement for the 2018 festival

Project Resources (people and money)

Costs – The cost of us placing a show in each of the 6 named schools is £12,000 in total and this is the amount we are requesting from the CEF. This includes paying for the show, licensing, insurance, rights, artist travel and accommodation, creation of workshop packs / materials for the schools . The management of the overall project by the Selby Arts Festival team will be paid for separately via the Selby Arts Festival funding so is not included within the £12,000.

Costs Breakdown:

Performance fee on a per performance basis to be paid to the touring theatre company £1500 per school for up to 2 performances, total X 6 schools = £9,000 (this includes rehearsal time in advance of the schools performances taking place)

Licensing £490

Rights £450

Insurance £350

Travel & accommodation for theatre company for the tour £300 per school (including all performers travel from outside of the region, over night accommodation and per diems) total = £1800

The project management cost for this project is £3000 but this is to be covered by Selby Arts Festival so is effectively given as an in kind support to the project.

People – The project will be managed by Dep Arts who are the producers of the Selby Arts Festival and will be overseen and led by Festival Director David Edmunds with admin and project management support provided by his team at Dep Arts and those working directly on the Selby Arts Festival.

The theatre company will be a professional company with significant experience of working within school settings and making work aimed at that age group. They will be a fully registered company and possess the appropriate insurances, personnel checks for working in schools and risk assessments / method statements in place for doing such. Dep Arts will use their significant national contacts to appoint and commission the company subject to this application being successful.

Funding

The CEF funding will pay for the actual performances taking place within the schools; our time as project managers will be paid for from the Selby Arts Festival funding (already confirmed) from Arts Council England, meaning all of the funding from the CEF goes directly into the performances happening in the schools and not into paying for administration.

Risks / Issues

The only risk currently is the funding from the CEF as we do not have the resources within our Selby Arts Festival budget to undertake this work without the CEF paying for the touring elements. This project is an additional project to the main festival but one we feel will work well within the wider Selby Arts Festival structure.

Links and Dependencies

The project is linked to the Selby Arts Festival which has already received £50,000 worth of funding from Arts Council England. The festival is supported by Selby District Council and has partners across the town including Selby Abbey, Selby Town Hall, Summit, Selby Rugby Club and the major high schools. This project sits outside the main festival funding so is not dependant on anything other than the funding we are applying for to the CEF for the activity to take place.

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	✓
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

St. Mary's Catholic Church

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Gowthorpe, Selby YO8 4HS	
Telephone number one	Email address (if applicable)
Telephone number two	Web address (if applicable)

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mrs.	Veronica	Houlton
Position or job title		
Parishioner		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	<input checked="" type="checkbox"/>	Please describe	Local parish church
-------	-------------------------------------	-----------------	---------------------

When was your organisation set up?

Day		Month		Year	1856
-----	--	-------	--	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	Part of the Diocese of Leeds

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

I don't have access to any governing documents, constitutions or set of rules.

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Levelling (to halt sinking) of headstone Plot 1698 Selby Cemetery

Q2.2 Please list the details of your application (500 words limit)

GENERAL BACKGROUND

St. Mary's Church has a Roll of Honour listing the names of 31 parishioners who were killed during the Great War. I have/am researching each so that I can mount a display to honour their Centenary Anniversary.

In 2014 I discovered some of these soldiers were buried in Selby Cemetery & went to locate them. All with the exception of Plot 1698 had Commonwealth War Graves headstones which were tidy & maintained by the CWGC.

Plot 1698, in a different area is a private grave. I was upset at its condition, the object at the top having been broken & lost; the lettering illegible & the headstone sinking into the ground. In 2014 I contacted the CWGC requesting that something be done to update this headstone & so make it a fitting memorial to a brave young man.

Over the intervening 30 months I have made ongoing representations to the CWGC but their response was the same – “a private grave, not our responsibility”. In August this year in response to a further email I was informed that an inspector had been to the cemetery in 2015 & reported the grave to be ‘fine’, I vehemently disagreed & heard nothing more. When I visited the grave on October 1st to lay a wreath in Victor's honour the stone had been cleaned & some lettering blacked in. I subsequently discovered this was done by the CWGC.

HISTORY OF 25533 PRIVATE VICTOR LEETHAM CHAMBERS

- Youngest son born in Derbyshire – mother from Selby/father Medical Officer of Health for Long Eaton, Derbyshire
- Older brother Anthony joined up & his regiment remained in UK until 1916 when they was deployed. On July 1st 1916, just 2 weeks after being appointed to his own Battalion he was killed leading his men over the top.
- Victor (aged 17) volunteered in 1915 & was posted to France with the Cyclists Corps. The Cyclists Corps delivered messages, equipment & supplies often riding through the trenches via the duckboards. They also acted as Stretcher Bearers – a hammock (stretcher) slung between 4 cycles. Members carried rifles & if/when needed they joined firing lines.
- At some point – late 1915/early 1916 Victor was transferred to the 1st Battalion Cameronians (Scottish Rifles).
- He was in action with his Battalion from the 1st day of the Somme Conflict.
- By July 12th the Battalion had gained some ground & Victor was fighting in High Wood.
- On July 17th Victor was shot in the head
- He was taken to a hospital behind the lines & as his wound was serious was repatriated to the UK in Ambulance Train 28
- On arrival in the UK he was transferred by train to Stobhill Hospital in Glasgow – Glasgow being the home base of the Cameronians.
- He must have been aware that his beloved brother had been killed as on October 17th as he was dying he is reported (by the Priest who was with him) as saying:
“I have nothing to live for now my brother is dead”

I consider that this brave young man deserves a memorial as neat & tidy as any maintained by the CWGC. Having found no family members it appears there is no one to fight for this. I feel I must,

An extract from the Victor's Battalion War Diary for July 16th/17th

HIGH WOOD	Sun 16 th	<p>At 1 a.m. received orders to take over the line near HIGH WOOD. The Bn. marched off at 1.20 a.m. and got into position before daylight relieving a mixture of Glasgow Highlanders and other regiments. "C" Company led by a guide of the Glasgow Highlanders walked into a German Machine gun in the edge of the wood & had several casualties.</p> <p>Casualties - 2LT CHRISTIE Killed -</p> <p>2LT WATSON wounded</p> <p>other ranks killed 2 - wounded 46</p> <p>In the afternoon the Bn. was withdrawn & went into trenches near BAZENTIN-le-PETIT. Moved again in the middle of the night. No sleep for anybody.</p>
BAZENTIN	Mon 17	<p>Ordered to attack German Switch trench. Remained S. of BAZENTIN le-PETIT in most indifferent cover, heavy shelling. Attack postponed 24 hours.</p> <p>Casualties , wounded – 2/LTS BARCLAY, OPPE,</p> <p>MacGREGOR</p> <p>Killed - 6 wounded - 26</p>

Q2.3 Is there a specific date your applications needed to be funded by?

As soon as possible to prevent further sinking into the ground & save further costs

Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
Objective 1: Tidy Environment	<p>The area where the grave is located is in an area of much older, larger headstones/graves of a different colour. All seemingly and erect and level.</p> <p>The grave – plot 1698 is of a much lighter colour and totally different to those around it. Whatever crowned the plinth has been broken at some point in the past and may have been lost. The headstone edge nearest the path is sinking into the soft ground.</p> <p>The grave is very near the path and anyone walking along the path would be aware of the difference between this headstone/grave and the others in the specific area.</p> <p>Levelling the headstone would enhance the view of the area as well as ensuring plot 1698 is as cared for and as important as all others in Selby Cemetery.</p>

<p>Objective 2:</p> <p>Community Safety</p>	<ol style="list-style-type: none"> 1. In low light/bright sun the sinking headstone could prove to be a trip hazard should someone stumble whilst passing. 2. Children placing crosses on Remembrance Day could easily trip on the uneven surface.
---	--

Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

<p>Selby Cemetery is well cared and I have been unable to find another headstone in need of levelling as is plot 1698.</p> <ol style="list-style-type: none"> 1. Levelling this headstone would make this area of the cemetery much neater and uniform in as much as all plots would be level. 2. Visitors exploring the cemetery would see that all graves were in good order with no one being 'out of place' and in need of repair. 3. Should the plans of 'Friends of Selby Cemetery' be established and perhaps WW1 trails devised then this grave would be one of note – being different because it is a private burial and different from the Commonwealth War Graves grave/headstone. <p>Need for this repair</p> <ol style="list-style-type: none"> 1. I have visited many war grave cemeteries/memorials in Europe and without exception all headstones and graves are in perfect condition. This headstone, in its present condition doesn't provoke a positive reaction. 2. Victor's inscription – providing details of his regiment & death is being lost as the headstone sinks and this can't be acceptable. 3. All the dead deserve a presentable grave and in my view, this isn't. 4. There is a need to show that, in Selby private graves of WW1 soldiers are cared for, valued and respected as much as those maintained by the CWGC.

Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
2 men x 2 hours each	£84.94
Part use of a JCB	£120.00
Materials	£25.00
Total Cost	£229.94

Q2.7 Is the total cost of the application more than the amount you are requesting?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, where will you get the other funding from and has this been secured?

Costings suggested by Mr. A. Argyle, Selby Town Council as the full cost of the repairs,

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Brayton Community Centre

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Brayton Community Centre, Foxhill Lane, Brayton, Selby. YO8 9EL

Telephone number one	Email address (if applicable)
01757 212748	braytoncomcentre@btinternet.com
Telephone number two	Web address (if applicable)
07932 707874	www.braytoncommunitycentre.co.uk
Fax number (if applicable)	
n/a	

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title	Forenames (in full)	Surname
Mrs	Carole	McCreadie
Position or job title		
Manager		

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	
Charity	√
Voluntary or community group	√

Other	Please describe	
-------	-----------------	--

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	12	Month	August	Year	1946
-----	----	-------	--------	------	------

Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	523523
Company number	n/a
Other (please specify)	n/a

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Brayton Community Centre – Heating Boiler

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

The aim of our project is to replace our existing LPG central heating boiler which has recently broken down and has now been condemned. The boiler has come to the end of its' natural life, therefore we need to replace it with a more energy efficient model to help reduce the increasing costs of running the Village Hall.

It is considered that replacing the existing boiler will be the most economically advantageous solution to improving energy efficiency of the building, whilst securing the future of the facilities for our local community.

The Village Hall currently provides people in our community with a safe and easily accessible environment for local activities and events and we are keen to preserve these for the benefit of all. These range from regular scheduled events such as activities for the over 60s, Phazers out of School Club and Be-Able which is a Club for Vulnerable Adults and activities managed by individual user groups.

Additionally private functions such as birthday parties and wedding receptions can be held here as well as the Hall acting as a community hub for seasonal events.

If we are unable to upgrade our current central heating boiler, the Hall would be at risk of closure in the future resulting in the loss of a well-used facility available to all.

The Community Centre currently requires funding of **£7,148.00** including VAT to be able to replace the boiler, however due to previous financial commitments we have

found ourselves to be in a very unfortunate position of not having sufficient capital reserves to cover the cost, therefore we are asking the Central Area CEF to see whether they could help towards the purchase and installation.

The Community Centre has £2,000 in the play fund donated by the Parish Council, £619 in the fundraising account and £2,565 remaining in the general reserve, totalling £5,184, this leaves a shortfall of £1,964.

The Community Centre now requires £1,964 to be able to progress the project to completion and is making this funding application to the Central Area CEF for a contribution from the Community Project Fund.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	10	Month	January	Year	2017
-----	-----------	-------	----------------	------	-------------

Finish date

Day	31	Month	January	Year	2017
-----	-----------	-------	----------------	------	-------------

Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application’s chance of success so don’t be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective1: Community Safety	We feel that the retention of our village hall with it's essential improvements will

	<p>help our local people to focus on delivering safe, strong community based activities that will not only reach our current users, but will also offer local people across the broader community the opportunities to access the hall for recreational, educational and social purposes. These opportunities will have the intention of forging better inter-generational working between the young and the old, reach those who are less likely to use our facilities such as the disabled, isolated or people working unsociable hours, and overcoming stereotypical barriers encountered or perceived about 'others' lifestyles.</p>
<p>Objective 2: Health & Well Being</p>	<p>We feel that participation in the improvement of the village hall will give local people an opportunity to experience a multi-functional and inclusive facility where they will have the opportunity to engage in independent lifestyle activities, such as physically exercise, achieve their personal aspirations, encouraging personal development and stimulate social interaction, all helping towards a feeling of both physical and mental wellbeing. Additionally they will benefit from a safer cleaner and more sustainable environment.</p>

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee

- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

This installation of our new central heating boiler will secure the future of our Village Hall and will not only involve our current users but will actively seek to provide facilities for the broader community offering them the benefits of retaining the village hall as a community asset and giving local residents somewhere where they can meet, make new friends and make full use of the improved facilities. We also aim to reach those who are less likely to use our facilities such as: the disabled, isolated and those working unsociable hours by staging additional events such as befriending clubs.

We will support the needs of children and young people in the area by providing an indoor community space for them to enjoy their leisure time either individually or as a family in a safe environment without them having to travel out of the village and we will also support the needs of older people in Brayton by providing a facility that can offer opportunities for physical activity, volunteering and social interaction, all of which can provide a sense of achievement and purpose, leading to greater well-being in an individual.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

Unfortunately due to the boiler breaking down, consultation specific to heating the building has not been carried out however extensive consultation has previously been carried out in the past on the proposal to improve the Community Centre with the most recent being Phazers Out of School Club that provides places for over 100 children.

A petition of support was designed and distributed to groups using the Community Centre. The users were asked to sign the petition as a way of showing their support for proposed improvements. A total of 89 people from the local community and user groups responded to the consultation, with 100% in support of the proposals

The project also has support from Brayton Parish Council, from the local District and County Councillors, the over 60's Whist Club, Phazers out of School Club and Be-Able.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	£7,148	£1,964	January 2017
Revenue	£0	£0	n/a
Total	£7,148	£1,964	January 2017

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, where will you get the other funding from and have you secured it yet?

The total cost of this project is **£7,148** inclusive of VAT

Brayton Parish Council Play Fund has allocated **£2,000** towards the project which has been **secured**.

Brayton Community Centre has allocated **£2,565** from their general reserve and **£619** has been **secured** from our fund raising account

We have identified the Central Area CEF to **'potentially'** finance **£1,964** towards the capital costs of the boiler for the outstanding project shortfall.

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

Our costs were worked out by inviting a series of local companies to quote for the supply and installation of a new boiler.

Unfortunately only one company was able to quote for the work as we require a specialist LPG Commercial Boiler, and no other local company could accommodate this request, therefore we are having to appoint on a preferred supplier status.

H F Brown & Son Ltd , Heating & Mechanical Services Contractors, Portland Works, Main Street, Hemingbrough Selby YO8 6QF offered the quotation and have been conditionally awarded the contract based on securing the total amount of funding necessary to execute the project in full.

There costs are detailed below:

Supply and Install:	
• Strip out and remove from site the existing boiler and flue.	
• Supply and install a 50kw Worcester GB162 commercial LPG boiler and vertical flue.	
• Install low loss header and shunt pump, reconnect existing flow and return pipework to header complete with new grundfos 32-100 magna 1 pump.	
• Flush system and treat with inhibitor.	
• Connect gas to existing LPG supply and test.	
• Reconnect existing controls and wiring to new boiler.	
• Commission in line with manufacturer's instructions.	
SUB TOTAL	5,957.00
• VAT	1,191.00
GRAND TOTAL	7,148.00

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	CENTRAL
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

Children's Reading Festivals

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
17 Leeds Road, Selby, YO8 4HU	
Telephone number one	Email address (if applicable)
	info@childrensreadingfestivals.com
Telephone number two	Web address (if applicable)
	www.childrensreadingfestivals.com

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mrs	Christina	Gabbitas
Position or job title		
Director		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	Community Organisation

Other	Please describe	Community Incorporated Company Ltd by Guarantee
-------	-----------------	---

When was your organisation set up?

Day		Month	Jan	Year	2017
-----	--	-------	-----	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	In process with Companies House
Other (please specify)	In process

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Q2.5 Please outline how the application will benefit the specific CEF area and

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	Selby District Children's Reading Festival
Project Manager	Christina Gabbitas
Document Author (if different from Project Manager)	
Organisation Name	Children's Reading Festivals



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

After spending a year researching literature festivals for children, my findings were quite shocking. There are over three hundred and fifty literature festivals in the UK with less than ten percent centred solely on children. The few that are organised are in affluent areas for the chosen few. I have been encouraging other festivals throughout the UK to think more about our primary aged children and to offer free festivals.

I want to give children from all backgrounds an equal opportunity of attending and experiencing a literature festival. We need to encourage our children in towns and areas that don't ordinarily get an opportunity. I decided to drop the word literature from the title, as I found that this was deterring families from attending thinking that they had to be highly educated to attend. I also took inspiration from the United Arab Emirates where I was invited to help encourage children with reading and writing.

My role is voluntary and I funded the initial Children's Reading Festival website. Selby will have its own festival page with links to the town. This will help put us on the map more and shout about what we do as a community.

I hope that you will look upon this application with positivity and help me give all children an equal opportunity of having access to a book related festival.

Details of the Project

Please list the details of your project

The event will run from the 23rd to the 25th of March 2017 at Selby Abbey. On the 23rd and 24th of March ten Selby schools will be invited at various time slots to visit. The whole school will be invited in order for each year group to experience a read-aloud interactive session with an author relative to their age group. It is my intention that each child will be given a token to take away with them to bring back on Saturday 25th March for the 'Family and Communities Day'. Each child will visit the respective author to collect their book and have it signed. This is a great way of getting the message across to children and parents/carers about the importance of

language and literacy in a relaxed environment and also a great way of bringing communities together.

We already have funding from UnLtd for operational costs which brings money into Selby Abbey and £2,500 from Councillor Mark Crane towards free books for children.

It is my intention to try and supply as many children with free books as possible. I currently have enough for five hundred children. There are currently nine schools in the Selby Central CEF equating to 2160 children. I am seeking help and sponsorship from other organisations to see if we can reach the target of giving all these children the opportunity of attending and receiving a free book.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

Objective 1:

Promoting Economy

Promoting Selby Town and CEF

This event will help to put Selby on the map throughout the UK.

The Children's Reading Festival website will boast a full page for Selby promoting the town and what it has to offer.

It will enable us to show that we care as a town and community about our children's future which also has a positive impact on our future economy.

The 25th March will be 'Families and Community Day' helping to bring our communities together. Local artists will be invited to showcase and sell their works.

Local businesses will be able to advertise their services

Community Safety – Health and Wellbeing

Promoting wellbeing and safety in our community is paramount in today's society.

The festival will encourage children, and also families, to read and have an interest in books and literacy giving them a positive focus for learning about life.

Encouraging children to read opens up a whole new opportunity and perspective on the world for them.

Children who grow up with books are encouraged to learn to think of books as friends and allies in their pursuit of adventure and learning.

We can show children how a book can expand their knowledge in a particular area and expand their horizons as well.

This event may encourage children and families to visit our local library and discover its wonder and excitement, and can open up whole new worlds to last a lifetime.

Reading aloud is important. In conversation we tend to use verbal shorthand not full sentences. However the language in books is very rich and in books there are complete sentences. In books, newspapers and magazines the language is more complicated, more sophisticated. A child who hears more sophisticated words has a broader vocabulary and a huge advantage over a child who hasn't heard those words.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

The festival will have a positive impact on the community and will help to publicise the work of CEF. It would be a great opportunity and I would like each Chair of CEF to be publicised on the Children's Festival website as an ambassador www.childrensreadingfestivals.com This will be publicised nationally. The site has been set up for over twelve months and personally funded by myself.

Holding Selby Children's Reading Festival will help to raise the profile of Selby throughout the UK. This will help give children from all backgrounds an equal opportunity of attending a literature event and help to bring communities together.

The Children's Reading Festival website will boast a full page for Selby promoting the town and what it has to offer.

It will enable us to show that we care as a town and district community about our children's future and that also has a positive impact on our future economy. The festival will encourage children to read and have an interest in books and literacy, giving them a positive focus for learning about life. Children who grow up with books are encouraged to learn to think of books as friends and allies in their pursuit of adventure and learning.

We can show children how a book can expand their knowledge in a particular area and expand their horizons as well.

The 25th March will be 'Families and Community Day' helping to bring our communities together. Local artists will be invited to showcase and sell their works. Local business and the community will all benefit.

Local businesses will be able to advertise their services

Promoting wellbeing and safety in our community is paramount in today's society.

Encouraging children to read opens up a whole new opportunity and perspective on the world for them.

Increasing positive activities for young children and their families is paramount in our communities. We can help encourage children to attend the event and attend interactive read-aloud sessions with the authors/artists.

Language in books is very rich; in books, newspapers, and magazines the language is more complicated, more sophisticated. A child who hears more sophisticated words has a giant advantage over a child who hasn't heard those words.

A child who has been read to will want to learn to read himself/herself. She/he will want to do what she/he sees her parents doing, but if a child never sees anyone pick up a book, she/he isn't going to have that desire.

- Statistics from 2014 show that one in five children in England cannot read well by the age of 11.¹
- Research conducted in 2012 found that 17% of 15 year-olds in England do not have a minimum level of proficiency in literacy.²
- Analysis conducted in 2013 found that in England 16 to 24 year-olds have lower levels of literacy than young people in 21 out of 24 countries in the OECD. Literacy levels are higher in Japan, Estonia, Czech Republic and the USA.³

This is a free to attend event for the Selby District.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The project is being delivered by local and national authors who will have a positive, helpful, lasting impact on our children.

On the 23rd and 24th of March all ten Selby schools will receive an invitation for a time slot. This will be for ALL children and not cherry picked for their ability. Each year group will be spending an hour with each author. This maximises the potential impact rather than having all ten schools descend at once. This will be carefully planned. I have twelve years experience of organising large and small events, from outset to finish.

Project Timescales (Milestones)

*Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage
The festival.*

The event will run from the 23rd to the 25th of March at Selby Abbey. For the 23rd and 24th of March ten Selby schools will be invited at various time slots to visit. The whole school will be invited allowing children from each year group to experience a read-aloud interactive session with an author relative to their age group. It is my intention that each child will be given a token to take away with them to bring back on Saturday 25th March for the 'Family and Communities Day'. Each child will visit the respective author to collect their book and have it signed. This is a great way of getting the message across to children and parents/carers about the importance of language and literacy in a relaxed environment and it is also a great way of bringing communities together.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs** – Operational costs are being met by UnLtd – Hire of Selby Abbey (£1,000) for three days. Equipment, hotel costs and travel costs (Artists).
- **People** – Artists cost £6,000 – Arts Council.
- **Books are an added item to make the maximum impact and won't affect the event going ahead - £3000 will buy approximately 600 books.**

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

We already have funding from:

UnLtd, for operational costs £5,000

Selby District Councillor Mark Crane £2,500

Pending applications: Arts Council £6,000 for artists

Central CEF – Books £3000 (buys approx 600 books)

Eastern CEF – Books £3000

Western CEF – Books £3000

Southern CEF – Books £3000

Tadcaster and Villages CEF - Books £3000

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

One of the risks could be poor attendance. However this will be minimised with the publicity through the festival website, press releases, leaflet drops, support from Selby Big Local and publicity in Selby Abbey.

A further risk could be transport. However schools will have some funding to provide travel.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

This is a unique event for Selby District and is a stand-alone project with some funding already secured.

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	X
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

Groundwork North Yorkshire on behalf of the Central Area CEF
--

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Selby Civic Centre Doncaster Road SELBY YO8 9FT	
Telephone number one	Email address (if applicable)
01757 292124	paul.varney@groundwork.org.uk
Telephone number two	Web address (if applicable)
07581 392844	www.groundwork.org.uk

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mr	Paul	Varney
Position or job title		
Programme Manager – Community Engagement Partner		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	

Other	Please describe	
-------	-----------------	--

When was your organisation set up?

Day	11	Month	August	Year	2008
-----	----	-------	--------	------	------

Q1.5 Reference or registration numbers

Charity number	1094878
Company number	04331238
Other (please specify)	n/a

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Section Two: See Project Brief (separate document)

Project Brief	
<p>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
Project Name	Central Area CEF – Team Up to Clean Up Campaign 2017
Project Manager	Paul Varney
Document Author (if different from Project Manager)	As above
Organisation Name	Groundwork North Yorkshire on behalf of Central Area CEF



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

One of the Central Area CEF's key objectives in the 2015-16 Community Development Plan is 'Tidy Environment' and to achieve this the Board are keen to work in partnership with local communities to clean up neglected areas across the town and surrounding parishes.

In response to the success of the recent Team Up to Clean Up Campaign in 2016 the Central Area CEF would like replicate the benefits/successes and continue the programme in to 2017.

Details of the Project

Please list the details of your project

After the success of the first round of the 'Team Up to Clean Up' Campaign in the summer of 2016 it has been suggested that a second round should be promoted in 2017.

Team Up to Clean Up 2017 will be an ambitious participation campaign to inspire local people in the parishes of Brayton, Barlow and Selby Town to take action to improve local spaces and places within their community. This is a high-profile project is intended to raise awareness of the Central Area Community Engagement Forum (CEF) and will involve a consortium of community and voluntary organisations across the area and will be supported by the local media.

In addition to transforming spaces and creating awareness of the work of the CEF the campaign will aim to bring communities together and engage people of all ages and abilities with their community and the environment.

In total, three projects will benefit from a cash reward of £5,000 each from across the area.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

This project will meet objective one of the 2015-16 Community Development Plan i.e. : TIDY ENVIRONMENT which aims to provide a tidy environment by working in partnership with local communities and town centre stakeholders to improve neglected areas within the public realm.

The 'Team Up to Clean Up' Campaign will:

Raise awareness: Do something engaging, eye-catching and different which will create a local buzz around the Central Area. It will aim to engage local people with their surroundings and make them aware of the importance of investing in their local community.

Transform neglected spaces: Make attractive spaces or places for the benefit of the local community that will transform an area to provide a unique opportunity and have an impact locally.

Bring communities together: The project will have the potential to unite and involve a cross-section of the local community, through the engagement of volunteers.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

The key benefits of 'Team Up to Clean Up' will be:

- To improve either a neglected space or place in Brayton, Barlow or Selby Town.
- Provide a tangible physical improvement by doing / creating something different and inspiring people to get involved
- To raise awareness of the key objectives of the Central Area - Community Development Plan
- To engage and involve all sections of the community, especially the encouragement of inter-generational activities
- To improve public access
- Quick to complete.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The delivery of the 'Team Up to Clean Up' Campaign will be undertaken by Groundwork and managed by the Central Area CEF

Applicants may nominate a site via the on-line nominations form on the Selby District Council's website at <http://www.selby.gov.uk/central-area-cef>

Selection of winning projects - Eligible projects will be shortlisted independently by Groundwork, and then they will go forward to the Central Area CEF's Partnership Board to determine the three winning projects.

'Team Up to Clean Up' will aim to support creative projects that capture the attention of local people and inspire them to appreciate their local area. It is hoped these will provide different and innovative experiences from regular approaches to community engagement activities and regeneration of spaces and places.

Examples of the type of projects that could meet the requirements of a 'Team Up to Clean Up' community engagement project could include:

- Reinvigorating a neglected local space around an art installation
- Introducing new planting to encourage wildlife as a beneficial element of an urban space
- A food growing project that encourages people to grow their own
- A neglected building that requires a facelift.
- Cross-generation of the community come together to plan and create a project led by a group of local people

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

The project will be delivered in the first quarter of 2017 as follows

09 Jan 2017	Partnership Board approval
01 to 28 Feb 2017	Nominations to be received from local community groups
03 March 2017	Submission deadline: <u>Friday 03 March 2017</u>
05 April 2017	Central Area CEF Partnership Board will select the winning projects
02 May 2017	Work on three projects to commence on-site, with completion by end of June 2017
Early July 2017	Evaluation of initiative by Groundwork
Late July 2017	Feedback of evaluation to Central Area Partnership Board

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

Costs: Team Up to Clean Up Community Engagement Project funds will be managed and paid by Selby District Council in the form of a grant, and will be outside the scope of VAT. Funding will be available to contribute towards the revenue and capital costs of each project.

The community engagement projects will be awarded a grant of £5,000 which will be paid upon project completion and the submission of satisfactory monitoring information to Selby District Council.

People: Groundwork will provide 10 hours of additional support for managing the initiative which will equate to £500 charged at the AGREED daily rate of £50 per hour in the price schedule dated 11th August 2016.

The **TOTAL** budget for this Project including fees will be **£15,500 + VAT**

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

The Team Up to Clean Up Campaign will be managed by Groundwork and paid for by Selby District Council Central Area CEF. Funding will be available to contribute towards the revenue and capital costs of each project up to £5,000.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Risk	Reducing the Risk
Funding shortfall: funding is insufficient to meet the	The Board will have options including:

requirements of the project in full	<ul style="list-style-type: none"> • Delay the campaign • Cut back the scale of the campaign • Phase the projects <p>The most likely option is to delay the campaign, so that scale is not compromised and so that delivery of the main parts of the project is not hindered.</p>
Planning or other formal consent is required: there is a risk of failure, or of a prolonged process to secure approval	Any scheme that does require consent would be delayed by the process, and by any subsequent appeals.
Public dislikes the scheme; there is a risk of public dissatisfaction and possible loss of confidence	<p>We will carry out any appropriate public consultation to publicise the plans and to provide an opportunity for feedback before proceeding to delivery and will review the project detail in the light of feedback we receive.</p> <p>We do nevertheless expect broad public support for the campaign.</p>
Delay in delivery	A delay in timescales for implementation could result in a lost opportunity. In addition, a delay could jeopardise the opportunity afforded by funds that are available.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

Not applicable