



# Agenda

## Community Engagement Forum Partnership Board (Southern)

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Venue: Community House, Selby

Date: Thursday 14 April 2016

Time: 7.00 p.m.

To: District and County Councillors  
Councillors M Jordan (Chair), C Lunn, J McCartney,  
M McCartney, C Pearson, D White and D Peart.

Co-opted members  
Jack Burbidge, Jack Davie, Steve Laurenson, Gillian Ivey,  
Dave Perry, Dennis Tredgett, Kathleen Walton and Keith  
Westwood.

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### 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](http://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 Southern CEF Funding Sub-Committee held on 14 January 2016 (pages 1 to 3 attached).

To confirm as a correct record the minutes of the Southern CEF Partnership Board held on 14 January 2016 (pages 4 to 11 attached).

To confirm as a correct record the minutes of the Southern CEF Forum meeting held on 17 March 2016 (pages 12 to 13 attached).

### **4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

To receive feedback from the Forum meeting held on 17 March 2016. (verbal report).

### **5. COMMUNITY DEVELOPMENT PLAN**

To consider progress and developments relating to the Community Development Plan (pages 14 to 17 attached).

### **6. DEMENTIA AWARENESS**

To consider providing a Dementia Awareness session at the next Forum meeting.

### **7. MARKETING AND PUBLICITY**

To consider any marketing and publicity matters.

### **8. SOUTHERN CEF – WEEKEND EVENT**

To consider the arrangements for a Southern CEF Weekend Event.

### **9. BUDGET UPDATE**

To consider the Southern CEF budget (pages 18 to 19 attached).

### **10. FUNDING APPLICATIONS**

To consider the recommendations of the Funding Sub-Committee in relation to the following funding applications received:

10.1. Applicant: Horton Housing (pages 22 to 28 attached)

- 10.2. Applicant: Positive Youth CIC (pages 29 to 43 attached)  
Project: Recycle  
Amount: £1000.00
- 10.3. Applicant: Eggborough Methodist Church (pages 44 to 56 attached)  
Project: Chairs for Change  
Amount: £1000.00

## 11. NEXT MEETING

To confirm the date, time and location of the next Southern CEF Partnership Board and Forum meetings.

<b>Dates of next meetings</b>
<b>Forum – Thursday 9 June</b>
<b>Partnership Board – Thursday 14 July</b>

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](mailto:jjenkinson@selby.gov.uk).



# Minutes

## Community Engagement Forum Funding Sub-Committee (Southern)

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Venue:	Community House, Selby
Date:	Thursday 14 January 2016
Time:	6.30 p.m.
Present:	<u>District and County Councillors</u> Councillor C Pearson (Chair)
Apologies:	None
Officers present:	Chris Hailey-Norris – Association of Voluntary Service (AVS) Officer and Janine Jenkinson, (Democratic Services Officer, Selby District Council).
Public:	7

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### 1. DISCLOSURES OF INTEREST

There were no declarations of interest made.

### 2. TERMS OF REFERENCE

Consideration was given to the Terms of Reference.

### RESOLVED:

**To note the Terms of Reference of the Funding Sub-Committee.**

### 3. BUDGET UPDATE

**The Democratic Services Officer circulated a copy of the Southern CEF budget.**

## **RESOLVED:**

**To note the budget update.**

## **4. FUNDING APPLICATIONS**

### **Trio Supported Holidays**

The application sought £1000 to support a project that enabled vulnerable adults to have the full support they needed to access holidays. The organisation provided a range of holiday experiences tailored to individual needs and abilities.

It was agreed that the Sub-Committee would recommend to the Partnership Board that the application should be approved on the grounds that the project met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Southern CEF area.
- The application met the following objectives in the Southern CEF CDP:
  - Loneliness and Isolation
  - Transport – by providing day trips

## **RESOLVED:**

**To recommend that the Southern CEF Partnership Board approve £1000 grant to Trio Supported Holidays.**

### **Hambleton Players**

The application sought £1000 to provide new curtains for the stage and new gauze material to enable the amateur dramatic society to provide backdrops for the theatre group.

It was agreed that the Sub-Committee would recommend to the Partnership Board that the application should be approved on the grounds that the project met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Southern CEF area.
- The application met the following objectives in the Southern CEF CDP:
  - Loneliness and Isolation
  - Youth Provision

**RESOLVED:**

**To recommend that the Southern CEF Partnership Board approve £1000 grant to Hambleton Players.**

**Selby Health Walks**

The application sought £300 to cover costs for quarterly walk programme printing and third party public liability insurance for a 12 month period commencing 1 March 2016.

It was agreed that the Sub-Committee would recommend to the Partnership Board that the application should be approved on the grounds that the project met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Southern CEF area.
- The application met the following objective in the Southern CEF CDP:
  - Loneliness and Isolation

**RESOLVED:**

**To recommend that the Southern CEF Partnership Board approve £300 grant to Selby Health Walks.**

The Chair closed the meeting at 7.00 p.m.

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## Minutes

### Community Engagement Forum Partnership Board (Southern)

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Venue: Community House, Selby

Date: Thursday 14 January 2016

Time: 7.00 p.m.

Present: District and County Councillors

Councillors M Jordan (Chair), C Lunn, C Pearson, D Peart and Mrs D White.

Co-opted Members

Dave Perry

Apologies: None

Officers present: Chris Hailey-Norris - Selby District Association of Voluntary Service (AVS) Officer, Linda Slough – Chief Officer, Selby District AVS, Tom Jenkinson - Stronger Communities Delivery Manager, Selby (North Yorkshire County Council (NYCC)), and Janine Jenkinson - Democratic Services Officer, (Selby District Council).

Public: 2

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#### 1. DISCLOSURES OF INTEREST

In relation to agenda Item 13 – Funding Applications, Councillor Mike Jordan declared that his daughter was the Musical Director of Hambleton Players and therefore he would not take any part in the consideration or vote of Hambleton Players funding application.

## **2. MINUTES**

The Partnership Board considered the minutes of the Southern Partnership Board meeting held on 14 October 2015.

### **RESOLVED:**

**To approve the minutes of the Southern Partnership Board meeting held on 14 October 2015 and they be signed by the Chair.**

## **3. BOARD MEMBERSHIP**

Consideration was given to the membership of the Partnership Board and the current vacancy for a co-opted member.

The Chair proposed that Gillian Ivey be co-opted to the Partnership Board. The proposal was seconded and put to a vote.

### **RESOLVED:**

**To co-opt Gillian Ivey to the Southern CEF Partnership Board.**

## **4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

The Chair reported that the last Community Engagement Forum had been held on Thursday 10 December 2015 at Eggborough Sports and Social Club, Eggborough. The focus of the meeting had been transport provision and the travel needs of residents.

The Chair reported that representatives from Integrated Passenger Transport, North Yorkshire County Council, Sustrans, Age UK Selby, Association of Voluntary Service, and Tadcaster Volunteer Car Service Association had been in attendance.

The Board was informed that the Forum had been well attended by members of the public and lots of questions and issues had been raised with the representative speakers.

Some concern was raised regarding the location of the venue and the accessibility of Eggborough Sports and Social Club. It was suggested that future Forum meetings could be 'tagged on' to other community events taking place.

The Chair asked Board Members to consider other suitable venues for future Forum meetings and email him directly with any suggestions.

### **RESOLVED:**

**To ask Partnership Board Members to consider suitable venues to hold future Southern CEF Forum meetings and to email the Chair with any suggestions.**



## **5. COMMUNITY DEVELOPMENT PLAN**

The AVS Officer circulated an up dated version of the Southern Community Development Plan (CDP). The following topics were discussed:

### **Loneliness and Isolation**

The Partnership Board considered the projects detailed in the CDP.

The AVS Officer drew Board Members attention to the Trio Supported Holidays CIC funding application that would be considered later on the agenda. He highlighted that projects such as this supported the Southern CEF CDP priority - loneliness and isolation.

### **Youth Provision**

The AVS Officer reported that he would be meeting with Lesley Senior from Beeable in March to discuss the Youth Forum.

### **Transport**

The AVS Officer reported that the Eastern CEF transport survey launched in October 2015 had been completed by a number of Southern CEF residents. To date a total of 164 surveys had been completed representing 480 residents. The survey remained live for people to contribute.

The Southern CEF Forum held in December 2015 had focused on transport issues. At the event, Age UK, Selby District AVS and Tadcaster Community Transport had agreed to meet to look at ways of promoting community transport and encouraging more people to volunteer as drivers. The AVS Officer suggested that the Southern CEF looked at how the CEF could promote community transport provision and volunteer driver opportunities. The Board agreed to consider this matter further at the next Partnership Board meeting.

### **RESOLVED:**

**i. To note the update provided at the meeting.**

**ii. To consider how the Southern CEF could support and promote voluntary transport organisations at the next Partnership Board meeting.**

## **6. FLOODING WORKSHOPS**

The Chair introduced Tom Jenkinson, Stronger Communities Delivery Manager, Selby (NYCC). The Stronger Communities Delivery Manager informed the Partnership Board of the Stronger Communities Programme. The Programme

had been developed in response to the significant financial challenges faced by North Yorkshire County Council. As part of the package of support available from the Stronger Communities Programme, a rolling grants fund had been established for community and voluntary groups to access, in collaboration with the relevant locality based Stronger Communities Delivery Manager.

In response to the recent flooding in Selby District, the Chair asked the Board to consider the issue and possible ways the Southern CEF could provide support to the local community.

There was some discussion about the importance of each village having designated Flood Wardens and an emergency plan in place.

The Chair and Deputy Chair of Hirst Courtney Parish Council were in attendance and highlighted some of the issues they had encountered during the recent floods in their area, such as a lack of sand bags available to residents. The parish representatives said they would be keen to get involved in any future flooding workshops the CEF arranged.

The Chair suggested that flooding be the focus of the next Southern Forum meeting.

The AVS Officer agreed to contact the Deputy Chief Executive of Selby District Council to establish which officers and organisations it would be most appropriate to invite to a flooding workshop.

**RESOLVED:**

**The AVS Officer to contact the Deputy Chief Executive of Selby District Council to establish which officers and organisations it would be most appropriate to invite to attend a flooding workshop.**

**7. SKATE PARK**

The Chair informed the Board that he had recently received a letter from a young resident requesting that a skate park be provided in the Whitley area.

Board Members noted that work was underway to complete the Selby Leisure Village, which would include an indoor skate park.

The local Ward Member, Councillor White said she would take a copy of the letter and raise the issue with the Parish Council.

**RESOLVED:**

**To ask Councillor D White to discuss the provision of a skate park with Whitley Parish Council.**

## **8. COMMUNITY PRIDE AWARDS**

The AVS Officer informed the Board that the Selby and Goole Community Pride Awards was an annual event organised by Drax and supported by the Selby Times and Goole Times. The event had been set up to recognise and reward inspirational people of all ages from across the Selby and Goole areas.

This year there were 14 award categories, comprising 8 Community Awards and six Young People Awards. The finalists in each category was decided by a panel of judges and were invited to an awards ceremony.

The Chair suggested that the Southern CEF sponsor an award, as this would promote the work and awareness of the CEF. The AVS Officer agreed to complete a funding proposal to be agreed at the next Southern Partnership Board meeting.

### **RESOLVED:**

**To ask the AVS Officer to prepare a funding proposal for the Southern CEF to sponsor a Community Pride Award, that could be considered at the next Southern CEF Partnership Board meeting.**

## **9. SOUTHERN CEF EVENT – A WEEKEND EVENT**

The Chair suggested that a weekend Forum event be held during the summer. It was felt that holding a weekend event would encourage and engage a wider number of people to attend the Forum meeting.

There was some discussion about the type of event that could be held, Board Members suggested: a sports event, an event to coincide with the opening of Selby Leisure Village, and a BBQ including food demonstrations using local produce.

Eggborough Village Hall was suggested as a suitable venue because it also had an outside area that could be used.

### **RESOLVED:**

**To ask the AVS Officer and Democratic Services Officer to make arrangements for a weekend event.**

## **10. MARKETING AND PUBLICITY**

The AVS Officer asked the Partnership Board to approve a budget of up to £200 per CEF Forum meeting for marketing and publicity. The budget would be used

to design and print posters to promote each Forum and to provide a light buffet at each meeting.

The Chair informed the Board that he had recently attended a quarterly CEF Chairs meeting, at which marketing, publicity, CEF branding and issues with the Council's website had been discussed. The Chair reported that it had been agreed at the CEF Chairs meeting that a working group would be established to look at improving the CEF section of the Council's website.

**RESOLVED:**

- i. To note the update provided at the meeting.**
- ii. To agreed that up to £200 could be used from the Southern CEF budget to provide marketing, publicity and a light buffet for all future Southern CEF Forum meetings.**

**11. BUDGET UPDATE**

The Democratic Services Officer circulated a copy of the latest Southern CEF budget to the Partnership Board.

**RESOLVED:**

**To note the budget update.**

**12. FUNDING APPLICATIONS**

The Funding Sub-Committee had met prior to the Partnership Board and had considered the following applications:

**Trio Supported Holidays CIC**

The application was for £1000 to support a project that enabled vulnerable adults to have the full support they needed to go on holidays. The organisation provided a range of holiday experiences tailored to individual needs and abilities.

Councillor Pearson informed the Board that the Sub-Committee had considered the application and had agreed to recommend to the Partnership Board that the application be approved on the grounds that it met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Southern CEF area.
- The application met the following objectives in the Southern CEF CDP:
  - Loneliness and Isolation
  - Transport – by providing day trips

***The Chair declared an interest in the following item, due to his daughter being a Musical Director for Hambleton Players. He left the room during the discussion and vote of the application.***

### **Hambleton Players**

The application was for £1000 to provide new curtains for the stage and new gauze material to enable the amateur dramatic society to provide backdrops for the theatre group.

Councillor Pearson informed the Board that the Sub-Committee had considered the application and had agreed to recommend to the Partnership Board that the application be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Southern CEF area.
- The application met the following objectives in the Southern CEF CDP:
  - Loneliness and Isolation
  - Youth Provision

### **Selby Health Walks**

The application was for £300 to cover costs for quarterly walk programme printing and third party public liability insurance for a 12 month period commencing 1 March 2016.

Councillor Pearson informed the Board that the Sub-Committee had considered the application and had agreed to recommend to the Partnership Board that the application be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Southern CEF area.
- The application met the following objective in the Southern CEF CDP:
  - Loneliness and Isolation

### **RESOLVED:**

- I. To approve a £1000 grant to Trio Supported Holidays CIC.**
- II. To approve a £1000 grant to Hambleton Players.**
- III. To approve a £300 grant to Selby Health Walks.**

### **13. ANY OTHER BUSINESS**

The Chair informed the Board that following the Forum event held on 10 December 2015, Rupert Douglas from Sustrans had contacted him in relation to undertaking a cycle network feasibility study. The Chair advised that he had referred Rupert Douglas to the Core Project Officer at Selby District Council to progress the matter.

#### **RESOLVED:**

**To note the information provided at the meeting.**

### **14. NEXT MEETING**

The Chair informed the Forum that the next Southern CEF Partnership Board meeting would be held on Thursday 14 April 2016 and the next Forum meeting would be held on Thursday 17 March 2016.

The Chair closed the meeting at 8.30 p.m.

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## Minutes

### Community Engagement Forum (Southern)

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Venue:	Eggborough Sports and Social Club, Eggborough
Date:	Thursday 17 March 2016
Time:	6.30 p.m.
Present:	<u>District and County Councillors</u> Councillors M Jordan (Chair), C Pearson, C Lunn, D Peart and D White.  <u>Co-opted Members</u> Steve Laursen, Dave Perry, Dennis Tredgett and Gillian Ivey.
Apologies:	None
Officers present:	Chris Hailey-Norris (Association of Voluntary Service (AVS), and Janine Jenkinson, (Democratic Services Officer, SDC).
Public:	26

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#### 1. OPEN SESSION

The open session had consultation tables from North Yorkshire County Council (NYCC) Highways, Emergency Planning, NYCC, The Environment Agency, and Community Officers, Selby District Council (SDC).

#### 2. FORUM MEETING – CHAIRMAN’S WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and introduced, Robin Derry and Wendy Muldoon, (Emergency Planning at NYCC), Paul Jones (Shire Group of Internal Drainage Boards), and Wayne Palmer (Lead Officer – Environmental Health, Selby District Council).

The speakers introduced themselves and outlined their roles in relation to flood mitigation in the Selby area.

### **3. FORUM FOCUS – FLOOD MITIGATION**

The Chair encouraged attendees to visit the consultation tables and discuss with the speakers measures to mitigate flooding their areas.

The Chair thanked the public attendees and Forum speakers for attending the meeting.

### **4. NEXT MEETING**

The Chair informed the Forum that the next Southern CEF Partnership Board meeting would be held on Thursday 14 April 2016.

The Chair closed the meeting at 8.25 p.m.

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# Southern Community Engagement Forum (CEF)

## Community Development Plan 2015 /16

Update April 2016

*“No one knows what the Southern CEF does”*

### Partnership Board Actions

- Ensure all Southern CEF funded projects display the Southern CEF logo on their letterheads and in their buildings. PB will produce certificates and wall plaques.
- Increased information on the website pages – with more photographs and information about the work of the Southern CEF.
- Work with local publications, blogs, tweets and websites to promote the Southern CEF.

Progress	Lead
Agreed at PB meeting January 2016 to look at possibility of the CEF sponsoring an award at the annual Selby and Goole Community Pride Awards, held at Drax each year.	CHN
<p>Contacted one of the organisers, Sarah Harrison, who gave the following information.</p> <p>Planning for the awards usually begins in April when we get together with Drax (overall organisers and funders of the event) and Chronicle Publications to discuss budgets, sponsors, any changes to the various award categories and plan the launch which begins in June.</p> <p>Sarah will make contact once they've had their initial planning meeting when there will be a much clearer picture of what opportunities might be available. Sarah will flag up our interest with all parties then and arrange a follow on meeting as required.</p>	

*“Hardly anyone comes to the Public Forums”*

### Partnership Board Actions

- Review the format of Public Forums – consider bringing in new elements such as training events, social events, consultation.
- Lead Partnership Board member identified for each Public Forum to work with support staff on the type of event, structure and promotion.

Progress	Lead
Targeted themed event on Flooding for Parish Councils. Specific invites were sent to all Parish Councils. Event attended by a range of organisations and held as a practical planning workshop.	
Review of event to take place at next PB meeting in April 2016.	Cllr Jordan

*“The Southern CEF isn’t relevant to me”*

### Partnership Board Actions

- PB to explore how they can become more relevant for the rurality of the area.
- Review where forum meetings are held and when
- Work with all partners and funded projects to capture the impact of the Southern CEF activities and funds

## Community Development Plan Priorities

Updated April 2016

### Loneliness and Isolation

Next Steps	Lead
Are lonely and isolated people getting the information they need to integrate them into the community. These people struggle with communicating – this is why they are isolated. How do we help them with this? Use of GPs, Transport? Is there a list of all that is available to people in the area?	CHN -AVS database project
Social Prescribing Service Launched May 2015 – uptake has been quick.	CHN - AVS
Lending people ipads? Hudles? Tackling the fear of technology to open people’s horizons! – giving people an insight into technology.	
Next Public Forum focused on Loneliness and Isolation with a tea dance beforehand – summer 2015	Done
AVS developing a Good Neighbour Scheme to be rolled out across all 5 CEF areas summer 2015	AVS
Through Social Prescribing funding has been secured for a Befriending Service to be launched – staff member being recruited August 2015.	Carers Count / CHN AVS
ASDA have a personal shoppers scheme – could this be rolled out to other supermarkets.	
<b>Progress</b>	
New Friendship in Selby District has been launched, funded by AVS Social Prescribing Service and managed by Carers Count. Funding has been secured for a year. Coordinator has been appointed and commenced 1 <sup>st</sup> Oct 15 A press release has been done and work on a promotional flyer is underway.	Carers Count
300 organisations and their activities now detailed on the AVS Voluntary and Community Sector database.	AVS
Over 200 patients have now been assessed through the Social Prescribing Service. Follow up impact assessments have now commenced, demonstrating a positive impact on 8 measuring indicators. Service unfortunately finishing end of April 2016.	AVS

## Youth Provision

Next Steps	Lead
<p>Youth Forum – To encourage young people to help themselves. Meeting held with Lesley March 2015</p>	<p>Lesley Senior, CHN and Chris Ploughright (Big Local)</p>
<p><b>Youth Provision Initiative Proposal</b> It was agreed that it would be good to hold an event for all local service providers and the children / young people they support to come together to share issues and ideas.</p> <p><b>Planning Event September 2015, followed by three half term activities</b> The Southern CEF invited all youth group leaders and children to attend a consultation / planning evening. The event will be organised as an interactive workshop enabling the children and youth leaders to share their issues, develop ideas and work up an appropriately structured event for each half term holiday.</p> <p>At the event children and young people will be encouraged to design the activity, how it will be promoted and to develop a budget. The aim during the evening will be to secure three lead organisations for overseeing an event each. Southern CEF will then continue to liaise with each lead organisation, assisting with publicity, promotion, budgeting and planning. An evaluation form will be utilised to measure the impact of the planning event and for each of the three half term activities.</p> <p><b>Funding</b></p> <ul style="list-style-type: none"> <li>▪ Southern CEF to pay for the hire of hall, refreshments and buffet for initial planning event in September 2015.(approx. £200)</li> <li>▪ Three half term holiday activities for October 2015, February 2016 and May 2016. Each to have a budget to cover promotion, transport and equipment. (between £500 - £1,000 for each half term)</li> </ul>	<p>Lesley Senior / CHN</p>
<p><b>Progress</b></p>	
<p>Youth event held on 25<sup>th</sup> Sep 2015 attended by 11 young people and 14 adults. A summary of the event and a proposal for next steps has been prepared for CEF PB to consider.</p> <p>Key priorities and proposals developed are</p> <ul style="list-style-type: none"> <li>▪ To hold monthly youth based workshops</li> <li>▪ Have a cinema to go on tour throughout the villages in the area</li> <li>▪ Promote football opportunities via WLCT</li> </ul>	
<p>Additional online survey circulated to youth groups and organisations in the Southern CEF area – a further 3 responses received – requesting – cinema, dance and baking activities.</p>	
<p>Two meetings held with BeeAble to request a planning proposal to hold events across the next year incorporating all the findings. This will be available for the Partnership Board meeting.</p>	

## Transport

Next Steps	Lead
<p>Public transport – some villages well served, some not. Volunteer car scheme – need to market the service more.</p> <p>Need to review community transport provision, promoting volunteering opportunities.</p>	<p>Cllr Ivey and LS</p>
<p>Eastern CEF transport survey launched October 2015 which has since been completed by Southern CEF residents. A total of 164 surveys have now been completed representing 480 residents. Latest report capturing results to date has been prepared. The survey remains live for people to contribute.</p>	<p>CHN</p>
<p>Southern CEF Public Forum held in Dec 2015 focusing on transport issues.</p> <p>At the event it was agreed that AGE UK, Selby District AVS and the Tadcaster Community Transport scheme would meet to look at ways to further promote community transport and encourage more people to volunteer as drivers. Following the meeting a list of recommendations to be circulated to the Southern CEF PB.</p>	<p>LS</p>

**SOUTHERN CEF**

Live Accounts from 01/04/2015

**Grants**

**Income:**

Date:	Details:	Amount Received
01/11/2015	Balance B/F from previous years	-£ 4,771.90
01/11/2015	Annual Grant from SDC	£ 10,000.00
		<b>£ 5,228.10</b>

**Expenditure:**

Date paid:	Ref Number:	Awarded to:	Details:	Amount Paid:	Commitment	Total	Date Agreed:
25/06/2015		HAMBLETON VILLAGE HALL COMMITTEE	REFURBISHMENT, EXTERIOR DOORS & WINDOWS, TOILETS REFURB	£ 1,429.00		£ 1,429.00	
30/06/2015		SELBY DISTRICT AVS	Community Fair	£ 1,500.00		£ 1,500.00	
06/08/2015		HENSALL CRICKET CLUB	PAYMENT FOR CRICKET COVERS	£ 900.00		£ 900.00	
08/09/2015		SCHOOLSAPES LTD	COST OF PLAY EQUIPMENT	£ 750.00		£ 750.00	
12/02/2016		BURN CRICKET CLUB	Offer letter sent - 12/01/16	£ 500.00		£ 500.00	11/09/2013
		SPECIAL FUNDING EVENT			£ 5,000.00	£ 5,000.00	17/03/2014
12/12/2015		THORPE WILLOUGHBY SPORTS CLUB	£5,000 loan has to be repaid in full in 3 years - (Dec 2018) £10,000 grant	£ 15,000.00		£ 15,000.00	15/01/2015
		LITTLE SMEATON PARISH COUNCIL	Project dealt with by Groundwork - email have until 1 Jan 2017 to resubmit		£ 1,500.00	£ 1,500.00	09/04/2015
		TRIO SUPPORTED HOLIDAYS CIC		£ 1,000.00		£ 1,000.00	14/01/2016
		HAMBLETON PLAYERS		£ 1,000.00		£ 1,000.00	14/01/2016
12/02/2016		SELBY HEALTH WALKS		£300.00		£ 300.00	14/01/2016
				<b>£ 20,079.00</b>	<b>£ 6,500.00</b>	<b>£ 28,879.00</b>	

**-£ 23,650.90** Grant Available

Project Running Costs							
Income:							
Date:	Details:				£		
01/04/2015	Balance B/F from previous years				£	34,304.74	
01/11/2015	Annual Grant from SDC				£	10,000.00	
					<b>£ 44,304.74</b>		
Expenditure:							
Date:	Ref Number:	Paid to:	Details:	Paid	Commitment	Total	Date Agreed:
13/04/2015		Comm Hse	MEETING 09.04.15 AIRE/CALDER	£ 60.00		£ 60.00	
13/04/2015		Comm Hse	REFRESHMENTS	£ 3.75		£ 3.75	
30/04/2015		Comm Hse	TELEPHONE CALLS	£ 8.60		£ 8.60	
31/05/2015		Comm Hse	TELEPHONE CALLS	£ 5.90		£ 5.90	
31/05/2015		Comm Hse	PHOTOCOPYING B&W	£ 3.96		£ 3.96	
31/05/2015		Comm Hse	PHOTOCOPYING COLOUR	£ 3.00		£ 3.00	
31/05/2015		Comm Hse	POSTAGE	£ 5.52		£ 5.52	
31/05/2015		Comm Hse	TELEPHONE CALLS	£ 2.06		£ 2.06	
04/06/2015		REACH STUDIOS		£ 111.41		£ 111.41	
08/06/2015		FIONA GARBETT	TEA DANCE TUITION 11.06.15	£ 75.00		£ 75.00	
25/06/2015		REACH STUDIOS	CEF WEBSITE WORK	£ 84.00		£ 84.00	
25/06/2015		Comm Hse	TAXI	£ 20.00		£ 20.00	
25/06/2015		Comm Hse	POSTAGE FOR VARIOUS ITEMS	£ 15.87		£ 15.87	
30/06/2015		Comm Hse	POSTAGE	£ 0.52		£ 0.52	
30/06/2015		Comm Hse	PHOTOCOPYING B&W	£ 9.30		£ 9.30	
30/06/2015		Comm Hse	PHOTOCOPYING COLOUR	£ 0.30		£ 0.30	
30/06/2015		Comm Hse	TELEPHONE CALLS	£ 3.64		£ 3.64	
14/07/2015		DRAX SPORTS & SOCIAL CLUB	Food & Tea/Coffee	£ 113.20		£ 113.20	
31/07/2015		Comm Hse	PHOTOCOPYING B&W	£ 14.82		£ 14.82	
31/07/2015		Comm Hse	PHOTOCOPYING COLOUR	£ 5.10		£ 5.10	
31/07/2015		Comm Hse	STATIONERY	£ 6.43		£ 6.43	
31/07/2015		Comm Hse	TELEPHONE CALLS	£ 4.64		£ 4.64	
31/08/2015		Comm Hse	PHOTOCOPYING B&W	£ 0.64		£ 0.64	
24/09/2015		Comm Hse	REFRESHMENTS	£ 3.69		£ 3.69	
24/09/2015		Comm Hse	STATIONERY	£ 1.25		£ 1.25	
25/09/2015		EGGBOROUGH VILLAGE HALL	ROOM HIRE	£ 36.00		£ 36.00	
27/09/2015		BROOK STREET DELI	FOOD 25.09.15	£ 100.00		£ 100.00	
30/09/2015		Comm Hse	PHOTOCOPYING B&W	£ 3.66		£ 3.66	
30/09/2015		Comm Hse	PHOTOCOPYING COLOUR	£ 6.24		£ 6.24	
05/11/2015		Comm Hse	PHOTOCOPYING B&W	£ 5.58		£ 5.58	
14/01/2016		Comm Hse	ROOM HIRE/Refreshments	£ 83.25		£ 83.25	
08/02/2016		AVS / Comm Hse	PHOTOCOPYING B & W	£ 7.26		£ 7.26	
27/01/16		AVS Photocopying		£ 5.58		£ 5.58	
27/01/16		Comm Hse		£ 45.00		£ 45.00	
17/03/16			Food	£ 54.80		£ 54.80	
				£	909.97	£	-
				£		£	909.97
					<b>£ 43,394.77 Budget Available</b>		
<b>Total Fund Available:</b>					<b>£ 19,743.87</b>		

## **Allocation of Funding Framework**

All funding applications will be considered by the CEF Partnership Boards and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council's constitution and legal framework.

### **How much is available in the Community Fund?**

- The Fund is divided into two halves, the first of which will be used at the discretion of the Partnership Board to help resolve local issues and/ or enhance local services. The second will be used to further the objectives of the areas community development plans by allocating grants to specific projects and schemes who apply to the Community Fund.

### **What is the maximum award?**

There is no limit on applications for projects however the maximum approval of a grant is £1000

### **What is the minimum award?**

There is no minimum limit on applications for projects however the minimum approval of a grant is £300

### **Who can apply for funding?**

Any of the following bodies can apply for project or grant funding from their Community Engagement Forum:

- Charities
- Community or voluntary groups
- Social enterprises

You will not be eligible to apply for grant funding however you can apply for project funding if your organisation is any of the following:

- A Parish Council that raises its own precepts
- A school
- A commercial organisation generating a profit
- Another statutory service or public services

### **How often can organisations apply?**

If an organisation has been given a grant they cannot apply for funding for the same application or project for another 2 years. They may apply for funding for another application or project but they must be able to demonstrate that it is a completely separate application or project.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meetings.

**Is match funding required?**

Match funding is not required in order to secure a grant from a CEF however as our maximum grant allocation is £1000 you may need to seek funding from elsewhere if your application will cost more than that amount.

When making the recommendation members of the Partnership Board will evaluate the merit of each application by the information and detail provided it provides and in accordance with the allocation framework below:

<p><b>Category A (Project Funding):</b> No limit on amount applied for however only a project can be funded.</p>	<ul style="list-style-type: none"> <li>• How the project meets at least 2 of the objectives in the CDP for their CEF area</li> <li>• How the project benefits the CEF area including residents of the area.</li> </ul>
<p><b>Category B (Grant Funding):</b> For applications to be awarded over £750 and up to £1000 they will be expected to show the following:</p>	<ul style="list-style-type: none"> <li>• How the application meets at least 2 of the objectives in the CDP for their CEF area</li> <li>• Extensive and detailed benefits for one or more defined groups in their CEF area.</li> <li>• Clear evidence for a high level of need and extensive community consultation e.g research conducted or a small pilot.</li> <li>• The continued involvement of the community or a defined group.</li> </ul>
<p><b>Category C (Grant Funding):</b> For applications to be awarded £300 and up to £750 they will be expected to show the following:</p>	<ul style="list-style-type: none"> <li>• How the application meets one or more objectives in the CDP for that CEF area.</li> <li>• Can demonstrate benefits to one or more defined groups within their CEF area.</li> <li>• Can demonstrate evidence of need.</li> </ul>



Hi Chris

As we discussed in our recent meeting, the planning permission for the play area on Burn Site is proving difficult and causing difficulties in the project being progressed. As you are aware we were awarded £3000 from the CEF Selby South in Feb of 2014 to part fund the provision, and due to the difficulties with this I would request that the funding be transferred to the provision of the community facility that we are currently working on.

Please could you take forward and propose that the funding allocated be transferred to the support of a community facility on Burn Site in order to be able to develop and deliver a range of support drop-ins and activities. We currently have a successful and well attended facility on our Carlton Site on which to base our model, in which we hold weekly sessions, which are very informal, and at the moment are craft based, as this is increasing engagement. The group discussions, however, that evolve through the sessions are wide-ranging, and often include very productive conversations about health advice, education, skills development, parenting and much more. Much of our work involves tackling the inequalities that exist for the community through various issues of discrimination, education/literacy issues, health/mental health issues, access to employment and benefits. As part of this, we intend for this facility to extend access to other services by organising sessions to include representatives from specialist services to attend to provide information, advice and consult with the community on the barriers that exist for them in accessing mainstream provision. Current partnership representation include Police, Health Service, Oral Health, Education MEA, Children's Centre, NHS complaints advocacy, Fire Service, Domestic Abuse service, DWP Benefits Advice, One off Support session from Specialist GRT Support staff. It is our intention to further extend the range of support and services on the sites as well as roll this out across all four sites across North Yorkshire. These sessions/facilities will also be accessible to the wider GRT community, for example those living in the locality in bricks and mortar, or those on private sites or living roadside. It is hoped this will enable us to reach the most vulnerable and excluded individuals/ families within this group. The facility itself will be in the form of a static caravan/ mobile home located on the site which will be adapted to provide a 'drop-in' area, a children's corner and an office area. The office area will have Wi-Fi and other agencies will be welcome to use the office area to enable them to provide service more effectively.

Many thanks

Nickie Lamb  
GaTEWAY Site  
Manager Horton Housing Association

# Southern Community Engagement Forum

Funding event December 2013

## Registration Form

Name of Community / Voluntary Organisation	Horton Housing Association
Contact Name	Nickie Lamb
Contact Address	Community House, Portholme Road, Selby, YO8 4QQ
Contact Email	nickie.lamb@hortonhousing.co.uk
Contact Telephone number	07525667925

How much funding do you wish to apply for? (Maximum available £30,000)	£6,950
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What will you use the funding for? (Please provide an itemised list with costs for each item)

Play area equipment including;

- Physical play
  - 1 x spring rocker= £340
  - 1x 2 way rocker = £495
  - 1x balancer = £395
  - 1 x two swings = 525
- Imaginative play
  - 1 x jungle play den= £2,195
- Safety
  - Safety rubber matting=£1000
- Installation and Assembly= £2000

What would be the impact of you securing the funds?

The funding will be used to provide a play area for the children of Burn Gypsy and Traveller site. There are 12 children aged 2-16 years who live on the site who would benefit from this project. The aim of this project is to provide essential outdoor play equipment to the children who currently have no access to local provision due to issues of distance, isolation and discrimination.

Physical play helps with several aspects in the areas of learning and development.

- Aspects of communication, language and literacy
- Physical development

- Creative development

Imaginative play equipment helps to develop :

- Personal, social and emotional development
- Aspects of communication, language and literacy
- Physical development
- Creative development

What additional funding have you already secured / would be able to secure if you were successful with the Southern CEF?

Funding has previously been secured to provide the site with more appropriate accommodation through a major redevelopment. I continue to look to secure additional funding to further improve the site provision for the families who live there.

I am hopeful to secure further funding along with the young people on the site through the keyfund scheme to 'make good/safe' and to equip an old out house that is currently being used by young people on the site for boxing training.

I am also exploring opportunities for funding an allotment area for the tenants to 'grow their own vegetables' and develop healthy eating groupwork.

## Process

The event will take place on Thursday 12<sup>th</sup> December 2013 at Thorpe Willoughby Sports Club, Thorpe Willoughby. A table will be made available for you to use. Please feel free to bring along any promotional information to use. Access to the venue will be available from 5.00pm.

The event will be open to members of the public to vote from 5.30pm – 7.00pm. Each member of the public will have a voting card to give their top 3 organisations they would like to see funded. After the event all cards are collated and fed back to the Partnership Board. The final decision will be made by the Southern CEF Partnership Board, who may choose to ask for further information about your proposal.

If you are successful in being awarded funding a condition of receiving the funding will be to have a representative attend the Partnership Board and to provide updates at Public Forum Market places.

## DECLARATION

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct and that this is an application for the Community Engagement Forum Community Fund.

I confirm that I will, during the development of this project and in its subsequent delivery, take into consideration equal opportunities and that there will be no discrimination in respect of marital status, religion, race, nationality, ethnic origins or disability.

**I confirm that this organisation complies with all relevant Child and Vulnerable Adult safeguarding legislation and practice.**

By signing this declaration you confirm that the organisation will co-operate fully with Selby District Council during the ongoing monitoring of the project.

<b>Signed :</b>	<b>N. Lamb</b>
<b>Printed Name :</b>	<b>Nickie Lamb</b>
<b>Position within organisation :</b>	<b>Site Manager</b>
<b>Date :</b>	<b>28<sup>th</sup> November 2013</b>

Partnership Board Meeting – 7pm Thursday 16 January 2014  
At Community House, Selby, YO8 4QQ

**Southern Partnership Board  
Minutes of the Meeting**

**Board Members attending:**

Cllr Chris Pearson, Cllr Gillian Ivey, Steve Laurenson, Dave Perry, Cllr Ann Spetch

**Support attending:**

Drew Fussey - AVS, Carol Warren – AVS

**Apologies:**

Cllr Cliff Lunn, Cllr Sue Ryder, Inspector Richard Abbott, Keith Dawson – SDC,  
Linda Slough – AVS, Cllr Rod Price.

**1. Chair's Welcome:** Cllr Pearson opened the meeting and thanked everyone for coming.

**Disclosures of Interest** - None

**2. Notes from the previous partnership board meeting**

All agreed that the notes were a true record of the meeting.

**3. Action Log update**

Item 56 – Philips Lane, Hambleton. The case is due to be presented to the magistrate's court in March. There is still 4 HGV's on site and there was only permission to have a forge and stables and planning permission was granted for a log cabin.

Item 103 – It has previously been discussed and agreed that some of the CEF funding money will be used to fund a new Community Development plan. There has also been a recent funding event where various groups will benefit from some of the funds. Traffic calming has also been a subject for possible use of these funds.

**4. Community Development Plan:**

***New CDP – Ideas for working on the new plan*** - Cllr Pearson has had a discussion with Phil Back, from Phil Back Associates to discuss using his company to develop the new plan. He has now been informed that this company are not available at the present time to do the work.

A discussion took place about using other people that may be available to do this work. A detailed plan is required although the size will need to be manageable in order to reach the goals of the community. AVS has had previous experience in commissioning these plans so further discussions will take place and feedback will be given to the partnership board at the next board meeting.

## 5. Marketing, Publicity and Communication – Forum meetings

The Forum in March will not go ahead as it was agreed at the last partnership board meeting to reduce the number of public meetings to 2 each year. The next public meeting will be in June and the venue will be Drax Sports & Social Club, Drax; a theme will be decided at the next board meeting where suggestions for speakers will be discussed.

## 6. Funding update - Grants and projects for Partnership Board approval

- St Marys RC Church, Carlton – Renew floor and decorating - £965 approved
- Osgoldcross – Music mover deck, 300w PA package - Funding refused
- Eggots – £840 approved – To be spent on toys and equipment

A copy of the CEF accounts were handed out and this was discussed and updates on current revenue given.

The results of the Special Funding Event were discussed in detail and decisions on allocating the funds were decided. The public votes were examined in detail and various other aspects were taken into consideration, the amounts that have been awarded are shown in the table below:

### Results of the special funding event that took place on 12 December 2013

Organisation	Amount	Details
Selby Carers	Funding agreed £4,000	Mentoring service for young carers
Eggborough Village Hall	Funding agreed £3,180	Replace the village hall roof, this will pay for the 10% match funding required to access £31,800 secured from Eggborough Power Station and Wren.
Yorkshire Wildlife Trust	Funding agreed £5,000	Installation of a new board walk ensuring a circular walk between Kirk Smeaton & Wentbridge is accessible all year round.
Selby District Asgardians	Funding agreed £2,000	To purchase uniform kits, training equipment and insurance to train and develop men and women to develop an American Football team to secure national contract.
Wigan Leisure	Funding agreed £1,500	Profiles Health and Fitness Centre to establish a Play Touch Rugby League with 6 venues running ten sessions.
Bee-Able	Funding agreed £5,000	To provide a series of activities for disabled children and young people and their siblings living in the CEF area.
Eggborough Methodist Church	Funding agreed £3,000	Securing funding would release £20k from Eggborough Power Station to refurbish the entire building to then develop it as a place for community group activities.

Great Heck Parish Council	Funding agreed £1,650	Towards the refurbishment of the existing Parish Room – total costs £16,000
Camblesforth Parish Council	Funding agreed £4,000	Towards the development of a Community Garden on the site of the demolished village hall.
Horton Housing	Funding agreed £3,000	To provide a play equipment for Burn Gypsy and Traveller Site.

## 7. Terms of reference

Original terms are in place, no changes to date.

## 8. A.O.B

None

### **The next Partnership Board Meeting will be on:**

Thursday - 10<sup>th</sup> April – 7pm, Community House, Selby

## Application process

This form should be used to apply for any support that you are seeking from Southern Community Engagement Forum.

Before completing this form, please ensure the project you are seeking funding for meets the following criteria:

- It must be within the Southern Community Engagement Forum area.
- Is a specific project and not general fundraising or cash donations to a charity
- If it is for essential running costs, please be specific and provide a detailed budget breakdown
- Is not political - direct or implied support for the campaigning for a political party
- Is not for the furtherance of a religion
- Is not from a public body, where the support is intended to replace statutory funding or staffing
- Is not an animal charity (with the exception of those that work with animals for the benefit of the disadvantaged)

Please provide as much relevant information as you can, including any breakdown of costs for items requested. This will help us make an assessment and agree the type of support. You can include supporting documents if you feel they will add value to your application. For more information please see the accompanying guidance note.

This is an application only and will be subject to an assessment process – we cannot guarantee support. Southern 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 [cefaadmin@selby.gov.uk](mailto:cefaadmin@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.



## How to complete this form

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your application and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, we will be happy to help.

**Call us on** 01757 292268 or 01757 292247

**Email us at** [cefadmin@selby.gov.uk](mailto:cefadmin@selby.gov.uk)

Make sure that you complete your application form in full so that it is not rejected due to insufficient information.

## How to send the form to us

We prefer to get your application form by email so, if you can, send it to *<insert email address>*

We'll send you an acknowledgement email to confirm that we have received your application.

If you do not have access to a computer, write your form using black ink and send it to:

CEF Admin  
Selby District Council  
Civic Centre  
Doncaster Road  
Selby District Council  
YO8 9FT

You only need to send extra information if we specifically ask you to.

## 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.

Positive Youth CIC
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#### Q1.2 Organisation address

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

Rose Cottage Tadcaster Grammar School Tadcaster LS24 9NB	
Telephone number one	Email address (if applicable)
07713152713	positiveyouth@outlook.com
Telephone number two	Web address (if applicable)
07866088060	
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
<b>Mr</b>		<b>Stephen</b>		<b>Green</b>
Position or job title				
<i>Director</i>				

### 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	Community interest company
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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	05	Month	01	Year	2015
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### 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	9374004

Other (please specify)	
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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. x

## 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.

Recycle
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### 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.

Positive youth has been successful in achieving funding to set up a Bike Library, which would loan bikes on short term basis to children and young people. The funding from Yorkshire Bank managed by Welcome To Yorkshire, enables us to establish the infrastructure of the library, such as promotional material, a contribution towards transport, consumables. However, we would like to expand this work, inline with our wider objectives, to enable us to work with groups of young people to provide them the opportunity to develop skills and knowledge in bicycle maintenance, personal road safety, working in a wide age range, independent learning, personal development and community cohesion.

This will be achieved through working with small groups of young volunteers for approximately 6 weeks, although this will be determined by the individual needs and interests. Each group will work on a range of donated bicycles, to bring them back into safe use. Participants will have the opportunity to work not only on their own

bicycle, but those intended for community use.

The project will be promoted through our partners in Selby Association of Voluntary Services and local Statutory Services; Family Intervention Teams, Schools, Youth Offending, Social Care, Youth Projects.

- The refurbished bicycles will be offered to children, young people, families and adults, for short or long term loan, as well as given away to individuals who are referred to the project. Bikes will also support the area wheels to work scheme for young people and adults, to support them getting to education and or work.
- To promote a 'greener / environmental' message, by recycling donated bicycles from members of the community and promote Cycling as a fun alternative form of transport. This will be supported by the development of a loan scheme for schools and community groups to run cycling training and activity sessions.
- To respond positively to the rural transport and isolation issues that impact on residents of Selby District part of North Yorkshire.
- To provide opportunities for volunteering and developing community cohesion and intergenerational work.

Tadcaster Grammar School hosts an established community workshop space and storage unit which will be used as main base with satellite projects delivered within local communities dependent on need and interest.

To enable the community and young people to benefit from the project, the project will go to them. The purchase of a van, will enable bicycles to be both delivered to and collected from across Selby District, removing the barrier of poor rural transport, the need for car cycle racks etc. The Van will also be used as a mobile workshop, enabling the project to be based within communities or at venues where young people feel comfortable.

All areas of the project will work with the local community from all ages to engage in a positive programme.

The project will support the Development of the HUB in Selby in partnership with Wigan Trust and Selby District Council. Additionally bicycles will be made available to schools to support Bikeability safety training.

Continue on next page

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

**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	01	Month	02	Year	2016
-----	----	-------	----	------	------

Finish date

Day	01	Month	06	Year	2016
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**Q2.4 Which key objectives in the Southern 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.

<b>Which objective?</b>	<b>How will you achieve this?</b>
Objective 1: Youth Provision	To offer bicycle maintenance workshops to groups of young people and where appropriate these will be accredited. These workshops will be free to young people and will be open to all young people including individuals identified by partner agencies (social care, Family support teams, schools) who it is felt could benefit from additional activities and support.
	To use the interactions with young people to establish their interests and work in partnership with them to develop appropriate programmes to respond to their needs.
Objective 2: Transport	Provide bicycles to those who need them in the community, either as loans or permanently. Each bicycle will come with a helmet and other safety equipment.
Objective 3: Loneliness and Isolation	To offer opportunities for people to be part of the project and refurbish bikes, especially young men. Through providing bicycles provide the opportunity for people to take part in a group activity that promotes healthy lifestyle.
Objective 4:	

#### **Q2.4 Continued.**

**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.

The beneficiaries of the Recycle project will be Children, young people, adults and families from Southern Selby, with a particular focus on 11 – 19 year olds. Young people from Southern CEF area will benefit directly from the project by attending the sessions. The support and discussions generated will provide opportunities for challenging negative behaviour and restorative practices and other engagement tools to be utilised. This in turn will provide the young person with transferable skills that can be taken into different areas of their life, potentially improving situations at home, within the community, towards education and employment, therefore benefitting not only the young person but those they have contact with.

The impact of youth work demonstrates that the provision of accurate information, advice and the challenging of negative behaviour and attitudes, encourages young people to make positive informed life choices, reducing Anti-social and risky behaviours, benefiting not only the young person, their families and communities. The project will support young people to address a variety of issues face within the area on a daily basis including social isolation; lack of opportunities and facilities. In fact 30% of respondents to our survey of 600 people earlier this year, cited these as one of their issues. Young People will be encouraged to participate in the planning and delivery of the programme, ensuring their needs and interests are met. It will also provide them with the opportunity to develop and implement a range of transferable skills. Young people and members of the local community will be able to Volunteer with Positive Youth gaining skills, acting as role models and building community cohesion.

The project is managed by people drawn from the local community with relevant management and youth sector experience, including representatives from Police, Schools, Youth Sector, Looked After, local residents, young people and Councillors.

Members of the local community of all ages will be encouraged to volunteer, enabling them to develop transferable skills and help direct the development of this new initiative.

## Q2.5 Continued.

## 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:

A bicycle recycle project was established in Selby District at Tadcaster Grammar School several years ago. With the change of focus within the North Yorkshire County Councils Children and Young Peoples Service, this project was closed. Building on the success of this project, that worked successfully with young people, predominately those considered hard to reach young men, to reengage them in education and learning, and resolve underlying issues, a team of youth workers would like to offer this work again to engage young people living in the Southern CEF area of Selby.

During the time the project was open, bicycles were provided to young people referred to the scheme through social care, Targeted Youth Support, Leaving Care, family intervention. The new project will expand this service by loaning bikes for various periods depending on need to children, young people and families, enabling whole family activities, supporting the wheels to work scheme and creating an alternative to cars and public transport.

From a consultation carried out earlier this year (2015) where we surveyed approximately 600 young, met with local Parish Councillors, resident groups, Church representatives, schools, police, social workers and parents. 66% of respondents indicated a need for more activities for young people including a wide range of sports and trips.

Southern CEF has also identified this as a need. The provision of cycling and workshops will meet this need.

The idea of a cycle hub in Selby Town, currently under consideration by Wigan Trust in partnership with Selby District Council is also evidence that there is a need and desire to provide cycling facilities. Selby District has a history of supporting cycling and being a proactive part of the Tour de Yorkshire and encouraging safe green exercises and transport.

## 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?
<b>Capital</b>	9000.00		3 years
<b>Revenue</b>	24221	1000.00	1 year
<b>Total</b>	33221	1000.00	1-3 years

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and have you secured it yet?

We have secured £9.680 from Welcome to Yorkshire to establish a bike library for Selby District, with an additional £500 for publicity.

We are applying to Community Engagement Forums across the district, Police Crime Commissioners Fund, Ed De Nuzo Trust fund and the Community Fund.

To provide the project with sustainability, some group work sessions will be charged for to cover costs.

### **Q3.2 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 over all costs = see spread sheet - will be spent on  
A van to transport bikes to and from the community – approximately £9000,00 including converting it to a mobile workshop.

Costs of running van, insurance, fuel, tax for a year approximately £2000.00 (will depend on number of bikes lent, number of workshops run)

Insurance – public and business £850.00

Staffing costs to deliver weekly workshops to groups of young people, which depending on the venue, nature of the group will potentially require 2 staff - again this is variable and depends on number of workshops – staffing £25 per hour (includes on costs)

accreditation costs - where appropriate £28 per young person per accreditation with youthtrain OCN qualifications.

Staff training – bike maintenance qualifications £1250 + vat.

Bike Helmets - £5.00 each per person

lights and reflectors £3.75 per bicycle

consumables – brakes, cables, parts £500

Cost of tools to work on the bikes with young people and volunteers £200

Administration costs; phones, internet, stationary, website £200

The money from Southern CEF will be spent on

Staffing costs to deliver 6 workshop – one group, in Southern Selby between January and July (2.5 hr session x @£25 per hour x 6) = £375.00

Accreditation costs for 3 yp = £84.00

Helmets x 12 = £60.00

Lights and reflectors x 12 = £45.00

Consumables and tool £200.00

Contribution to insurance, tax, fuel £236.00

## Application process

This form should be used to apply for any support that you are seeking from Southern Community Engagement Forum.

Before completing this form, please ensure the project you are seeking funding for meets the following criteria:

- It must be within the Southern Community Engagement Forum area.
- Is a specific project and not general fundraising or cash donations to a charity
- If it is for essential running costs, please be specific and provide a detailed budget breakdown
- Is not political - direct or implied support for the campaigning for a political party
- Is not for the furtherance of a religion
- Is not from a public body, where the support is intended to replace statutory funding or staffing
- Is not an animal charity (with the exception of those that work with animals for the benefit of the disadvantaged)

Please provide as much relevant information as you can, including any breakdown of costs for items requested. This will help us make an assessment and agree the type of support. You can include supporting documents if you feel they will add value to your application. For more information please see the accompanying guidance note.

This is an application only and will be subject to an assessment process – we cannot guarantee support. Southern 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 [cefaadmin@selby.gov.uk](mailto:cefaadmin@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.

## How to complete this form

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your application and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, we will be happy to help.

**Call us on** *<insert phone number>*

**Email us at** *<insert email address>*

Make sure that you complete your application form in full so that it is not rejected due to insufficient information.

## How to send the form to us

We prefer to get your application form by email so, if you can, send it to *<insert email address>*

We'll send you an acknowledgement email to confirm that we have received your application.

If you do not have access to a computer, write your form using black ink and send it to:

CEF Admin  
Selby District Council  
Civic Centre  
Doncaster Road  
Selby District Council  
YO8 9FT

You only need to send extra information if we specifically ask you to.



## 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.

EGGBOROUGH METHODIST CHURCH
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#### Q1.2 Organisation address

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

SELBY ROAD EGGBOROUGH GOOLE DN14 0LD	
Telephone number one	Email address (if applicable)
07957774101	janbo2@live.co.uk
Telephone number two	Web address (if applicable)
01977661639	
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
<b>Mrs</b>	<b>BRENDA</b>	<b>OLDFIELD</b>
Position or job title		
<b>GRANTS ORGANISER</b>		

### 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	X
Voluntary or community group	X

Other	Please describe	
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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	<b>1880</b>
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### 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	<b>113438</b>
Company number	

Other (please specify)	
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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.

<b>CHAIRS FOR CHANGE</b>
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### 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.

<p>We would like to purchase 90 new chairs for our community church. The chairs that we have are old and shabby and do not match. We have recently completed a renovation project that has transformed the building from a cold, shabby, worn-out church to a vibrant, warm, bright and welcoming building. The pews have been removed and the church is used for other purposes too.</p>
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<p>Current activities include weekly coffee mornings, fortnightly service, Horton Drop-In Café, computer classes, Parish Council meetings, planning meetings, parties for young children, gold and silver sales</p> <p>New chairs will finish it off and we intend to:</p> <ul style="list-style-type: none"><li>Attract new users</li><li>Create new activities</li><li>Have live theatre productions</li><li>Show films</li></ul>
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Have weddings, baptisms and funeral services

Once everything is in place we will produce a newsletter that will be delivered to all 1000 (approx) dwellings in Eggborough village and hold open days to show the possibilities that the refreshed building can bring to the community

We have submitted an application to NYCC Stronger Communities towards the cost.

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

The project simply involves the purchase of 90 new chairs to replace old, shabby mis-matching chairs that look much shabbier now that the interior of the building is so beautiful.

**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 AS SOON AS THE FUNDING IS IN PLACE

Day		Month		Year	
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Finish date AS SOON AS THE CHAIRS ARE DELIVERED

Day		Month		Year	
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**Q2.4 Which key objectives in the Southern 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.

<b>Which objective?</b>	<b>How will you achieve this?</b>
Objective 1: Lonely and isolated people	<p>We already help lonely and isolated people through our weekly coffee mornings. With new chairs there comes a new opportunity for films and live theatre.</p> <p>We can promote this through a newsletter</p>
Objective 2: Helping youth	<p>As public transport is expensive and limited, we hope to bring film and theatre to our village so that young people can experience a little taste of what town and city dwellers take as the norm.</p> <p>We also hope for new groups to spring up.</p> <p>We will promote this through a newsletter and personal contact with local youth</p>
Objective 3:	
Objective 4:	

**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.

Those who will benefit are, in the first instance, our core user groups such as coffee morning members, parish council meetings and training sessions.

New chairs will enable us to promote weddings, christenings and funerals – especially weddings as the church has been too shabby until now.

We have a delightful building now and the chairs will finish it off. This is the only traditional church in Eggborough village.

## **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:**

Throughout the development of our building we have consulted with the local community and worked with a wide range of partners.

This led to the recent renovation of the building and the development of a range of new organisations using and new activities taking place within the building.

We have identified a need for the chairs as they will enhance the chances of the building being used for more community purposes.

## 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?
<b>Capital</b>	1543.56	1000.00	
<b>Revenue</b>			
<b>Total</b>	1543.56	1000.00	

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and have you secured it yet?

We have not secured any funding yet.

We are applying to:

- NYCC Stronger Communities
- Broadacres Housing Association
- Greggs

**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"/>
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If yes, please provide details below

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

**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.

We wish to purchase 90 new chairs

We have a written quote from a reputable supplier of chairs

Once the funding is in place, we will place an order and when the chairs are received, the project will be complete.

## Checklist

This checklist will help you to check that you are sending us a fully completed application.

Task	Tick when complete
1a. You are one of the following: <ul style="list-style-type: none"> <li>• a registered charity</li> <li>• a voluntary or community</li> </ul>	√

<ul style="list-style-type: none"> <li>• group</li> <li>• a charitable/not for profit company</li> <li>• a town or parish council.</li> </ul>	
1b. You are an unincorporated association and not registered with the Charity Commission and, therefore, you are sending us a copy of your governing document.	
<p>2. You have given us your correct legal name.</p> <ul style="list-style-type: none"> <li>• For an unincorporated registered charity this must be the same as the name registered at the Charity Commission.</li> <li>• For a Private Company Limited by Guarantee this should be the same as Companies House.</li> <li>• For unincorporated organisations this will be the same as in your governing documents.</li> </ul>	√
3. You would have financial control over any grant that you were awarded rather than any other organisation.	√
4. You have completed every section of this form.	√
5. Your project costs and the amount you want us to fund add up correctly.	√
6. You have signed the attached declaration form.	√