



SOUTHERN 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.

Carlton-in-Snaith Community Primary School
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Q1.2 Organisation address

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

Townend Avenue, Carlton, Goole, DN14 9NR	
Telephone number one	Email address (if applicable)
01405 860736	
Telephone number two	Web address (if applicable)
	www.carlton-in-snaith.n-yorks.sch.uk
Fax number (if applicable)	



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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		Katherine	Pierce
Position or job title			
Teaching assistant / school governor			

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	x	Please describe	Whilst our project is within the school grounds its purpose is to create a resource that the whole community can benefit from. If necessary we would be willing to consider creating a new body to oversee this area of community development.
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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	
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SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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	1045836
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.

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.

Carlton Community Hub

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.



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Our school mission is to ‘develop lively and enquiring minds’. As part of the delivery of this we began a ‘create a library’ project around 12 months ago to enhance the experience of the 165 children who attend our school. Using a portakabin at the front of the school site which can be used as a dedicated space for this purpose. We are hoping to go live with this phase of the project early in the academic year 2016-17.

We have consulted with key stakeholders during this time now wish develop further our links with the wider community. As a result, we have been running a weekly toddler and preschool story time and regular interaction with our local playgroup and nursery (who have made a financial donation to the project to show their support).

School library services in North Yorkshire have been phased out, there is no library provision in the village and the closest library in Snaith now only operates 12 hours per week. We began looking into way of extending our library service to young people and adults in the local community.

We now have extended our vision under the banner of “more than just a library!”

- A ‘community hub’ which would be available to be used on a regular basis by the wider community.

A space which could be used for meetings, learning, communicating, inspiring, connecting and motivating; in addition to book lending.

A space where cross sections of the community can interact with each other and learn from/support each other.

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		Month		Year	
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Finish date

Day		Month		Year	
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SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

Which objective?	How will you achieve this?
Objective 1: Loneliness and isolation	<p>Providing opportunities directly within the community for residents to get together.</p> <p>Making our community space available in particular for more vulnerable members of the community; elderly, young parents, families with SEN needs etc. This could link directly with the 'good neighbour scheme'.</p> <p>Making the school and the community hub a central part of the village.</p> <p>Also tackling the fear of technology by making IT provision accessible to use within the hub with potential for training, support and assistance.</p>
Objective 2: Youth Provision	<p>Preschool and toddlers already have access to books and story time weekly.</p> <p>Potential for discussion weekly toddler group about using this setting (currently meeting elsewhere).</p> <p>Developing community minded children who are rounded citizens through the work and impact of our school. Potential to take this further by providing some youth activities/events/services for older children in the community outside of the schools normal operating hours.</p>
Objective 3: Transport	<p>The central location of the 'community hub' would negate the need for transport to make such a provision accessible</p>



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Objective 4: Increased awareness of Southern CEF

Capture the impact of the Southern CEF and their contribution to this scheme and ensure through signage etc. that the wider community is aware of their involvement.

Potential to use the space for CEF events / meetings / promotional campaigns

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.

Informal consultation has been ongoing over the last 12 months about this initiative. It has been well supported particularly by community partners and the residents of Carlton.

It is our intention, as this project evolves to include those who will benefit from such facilities in the planning and development of the scheme.

We are confident that there are many ways in which a fantastic space such as this can be used and intend to ask the community

‘How could our space benefit your life?’

The design of the interior and exterior can certainly be developed from where we are at present and allowing the community to be involved in its design will certainly help to give them ownership of it.

We already have adult and child volunteers who have come forward and want to help with cataloguing books and running the library aspect of the hub.

The Junior librarian is the preferred cataloguing software for this reason as it makes the functionality available and accessible to adults and children alike.

It will be an evolving work in progress which will be powered by both pounds and people. It will need to be constantly reviewed to consider how the space is being used and how it can be developed further.



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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:

Opinion has been sought, up to press fairly informally and the idea of a community hub with a functioning lending library has been really well received by both the school community and wider community.

We have received 3 cash donations from the community so far to help us make this idea come alive. We are fully aware that there are gaps with regards to community provisions in Carlton, particularly library services, the only current provision being in Snaith for 12 hours a week.

There are no provisions at all for children/youths out of school hours other than infant playgrounds which are in need of modernisation. This hub could provide a base for some activities, clubs, workshops that are targeted at young people in the community.

Our ideas for this hub fit so closely with the Southern CEF community development plan that we can see we share many thoughts about current gaps in community provisions.



SOUTHERN 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	5,000	5,000	The next phase of the project
Revenue			
Total			

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

Yes	/	No	
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SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

We have received £400 from community donations towards this project. The friends of Carlton Primary school have spent £750 on purchasing shelving for the library space.

Longer term we have a wish list of things which would further enhance this space and make it more multifunctional including;

- Signage
- Front fascia
- Outside space –perhaps decking
- Books
- Furniture

We continue to look for other sources funding and community partners who may be able to help with this project

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

Yes		No	/
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SOUTHERN 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.

SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The costs relate to capital investment to make the proposed space (portakabin) functional (the next phase).

We need to deal with 'child protection' as a matter of priority. We have chosen the portkabin closest to the roadside which means that it is easily accessible and visible from the street. We need to ensure that we can provide a separate entrance /gateway to this facility to remove the need for 'public' people to access the school site during the school day.

There are 2 options which will be costed up formally to achieve a cost effective solution

- altering the fire door entrance to the portakabin
- providing a 2nd fence and gate behind the existing one – providing an 'airlock' access area. We would like to achieve £1,000 towards the cost of these changes.

We would like some new IT equipment for this space – ideally 4 workstations and a printing facility. We would like to achieve £1,500 towards the cost of this.

We need to catalogue all the books we have and to track lending, particularly to those outside the school community. We anticipate using the junior librarian software which is £2,000.

We need to make the environment as functional as possible. We have no working blinds making temperature control and visibility tricky at times. We would like to achieve £500 towards the cost of blinds.

Further funds will be sought from other sources to help to drive this project forward and deal with other items on our wish list.