



Agenda

Community Engagement Forum Partnership Board (Southern)

Venue: Community House, Selby

Date: Thursday 20 October 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, Kathleen Walton and Keith Westwood.

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

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

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

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

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

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

3. MINUTES

To confirm as a correct record the minutes of the Southern CEF Funding Sub-Committee held on 27 July 2016 (pages 1 to 8 attached).

To confirm as a correct record the minutes of the Southern CEF Partnership Board held on 27 July 2016 (pages 9 to 12 attached).

4. PARTNERSHIP BOARD MEMBERSHIP - CO-OPTED MEMBER VACANCY

To consider co-opting a member to the Southern CEF Partnership Board.

5. COMMUNITY DEVELOPMENT PLAN

To consider progress and developments relating to the Community Development Plan (pages 13 to 15 attached).

6. MARKETING AND PUBLICITY

To discuss ideas to promote the Southern Community Engagement Forum.

7. FUNDING FORUM – 8 DECEMBER 2016

To discuss the next Southern Forum meeting to be held on 8 December 2016.

8. COMMUNITY ENGAGEMENT FORUM REVISED FUNDING FRAMEWORK

To receive an update on the Community Engagement Forum (CEF) revised Funding Framework (pages 16 to 35 attached).

9. BUDGET UPDATE AND FORECASTING

To consider the Southern CEF budget (pages 36 to 37 attached).

10. FUNDING APPLICATIONS

To consider the recommendations of the Funding Sub-Committee in relation to the following funding applications received (pages 38 to 93 attached):

10.1. Applicant: Selby Community Recycling and Arts Project (SCRAP)
Project: Selby Scrap Store
Amount: £911

10.2. Applicant: Selby Swans
Project: Gymnastic Club – running costs
Amount: £1000

10.3. Applicant: The Monday Club
Project: The Monday Club – running costs
Amount: £500

10.4. Applicant: Burn Events Group
Project: Burn Media Project
Amount: £800

12. NEXT MEETING

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

Dates of next meetings
Forum – 8 December 2016
Partnership Board – 19 January 2016

Gillian Marshall
Solicitor to the Council

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



Minutes

Community Engagement Forum Partnership Board (Southern)

Venue:	Community House, Selby
Date:	Wednesday 27 July 2016
Time:	7.15 pm.
Present:	<u>District and County Councillors</u> Councillors M Jordan (Chair), C Pearson (Vice Chair), D Peart and D White. <u>Co-opted Members</u> Dave Perry, Steve Laurenson and Gillian Ivey.
Apologies:	Councillors C Lunn and co-opted member Kathleen Walton.
Officers present:	Chris Hailey-Norris - Selby District Association of Voluntary Service (AVS) Officer, Janine Jenkinson - Democratic Services Officer, (Selby District Council).
Public:	1

1. DISCLOSURES OF INTEREST

Councillor D White informed the Partnership Board that she was involved with Cridling Stubbs Village Hall, and therefore she would withdraw from the meeting during the consideration and vote on the Cridling Stubbs Village Hall funding application.

2. MINUTES

The Partnership Board considered the minutes of Southern CEF Funding Sub-Committee held on 14 April 2016.

The Partnership Board considered the minutes of the Southern CEF Partnership Board held on 14 April 2016.

The Partnership Board considered the minutes of the Southern CEF Forum meeting held on 9 June 2016.

With regard to the minutes of the Forum meeting held on 9 June 2016, it was noted that Gillian Ivey had not been present for the meeting and therefore should be removed from the attendance list. It was noted that Kathleen Walton had been present at the meeting, and therefore should be added to the attendance list.

RESOLVED:

- I. To approve the minutes of the Southern CEF Funding Sub-Committee held on 14 April 2016.**
- II. To approve the minutes of the Southern CEF Partnership Board held on 14 April 2016.**
- III. To approve the minutes of the Southern CEF Forum meeting held on 9 June 2016, subject to the amendments as set out above.**

3. CO-OPTED BOARD MEMBER VACANCY

The Partnership Board considered the co-opted member vacancy.

The Democratic Services Officer informed the Board that an email from co-opted member Kathleen Walton had been received. Kathleen advised that she had not been able to attend Partnership Board meetings recently and she would relinquish her position if the Board wished to co-opt somebody in her place.

The Partnership Board asked the Democratic Services Officer to contact Southern CEF parish clerks regarding the vacancy, to ask if any members of the community would be interested in being co-opted to the Southern CEF Partnership Board.

Partnership Board members were encouraged to promote the Southern CEF and contact anyone they knew that may be interested in becoming a co-opted member of the Board.

RESOLVED:

- I. To ask the Democratic Services Officer to contact Southern CEF parish clerks regarding the vacancy on the Southern CEF Partnership Board.**

- II. **To ask Partnership Board members to promote the Southern CEF with a view to seeking candidates to fill the co-opted member vacancy.**

4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Chair reported that the last Community Engagement Forum had been held on Thursday 9 June 2016. Representatives from North Yorkshire Police, Selby Parish Nurses, Social Prescribing Service (Selby), Dementia Forward, and Carers Count had been in attendance. The focus of the meeting had been 'carers count'.

The Board was informed that the Forum had been well attended and a number of questions and issues had been raised with the representative speakers.

Some discussion took place regarding the Social Prescribing Service. Board members noted that the service was due to come to an end in September. Members said they would be keen to support the future of the service. The AVS Officer suggested that he draft a project funding proposal, setting out how the Southern CEF could assist the Social Prescribing Service, for consideration at the next Partnership Board meeting.

RESOLVED:

- I. **To note the feedback provided.**
- II. **To ask the AVS Officer to draft a Social Prescribing Service project funding proposal for consideration at the next Partnership Board meeting.**

5. COMMUNITY DEVELOPMENT PLAN

The AVS Officer reported that the Southern CEF had sponsored the Selby and Goole Community Pride Awards - Volunteer of the Year Award. A member of the Southern CEF would be invited along to the event held in November at Drax Sport and Social Club. Board members' were encouraged to submit nominations via the on-line form.

The AVS Officer provided the Board with an update on the following priorities of the Southern Community Development Plan (CDP):

Youth Provision

The AVS Officer informed the Board that a flyer advertising the free youth events taking place during the summer holidays had been distributed across the Southern CEF area. Lesley Senior (Bee-Able) reported that an event would be held at Drax Sport and Social Club on 8 August 2016 and an event would be held in Hambleton on 22 August 2016. The other sessions would be held during the summer holidays in 2017.

Transport

The Partnership Board was informed that North Yorkshire County Council had created a marketing role for Community Transport initiatives across the District.

The AVS Officer reported that a new Chief Officer, AVS had been appointed and work was commencing on a strategic review of community transport provision.

There was some discussion regarding the loss of a bus service in Cridling Stubbs. Councillor D White, the Ward Councillor agreed to carry out a survey of local residents in order identify the need for a bus service in the village. Gillian Ivey agreed to offer assistance with the survey.

In relation to the Southern CEF CDP, the AVS Officer suggested that to enhance the CDP, a paragraph outlining the overall aims, ambitions and objectives be inserted into the document.

RESOLVED:

- I. To note the update.**
- II. Councillor D White to undertake a survey of residents in Cridling Stubbs regarding the need to provide bus transport provision.**
- III. The AVS Officer to include a paragraph in the CDP document outlining the overall aims, ambitions and objectives of the Southern CEF CDP.**

6. SOUTHERN CEF ANNUAL IMPACT REPORT 2015-16

The AVS Officer presented the Southern CEF Annual Impact Report 2015-16.

Board members requested an update in relation to the funding awarded to Little Smeaton Parish Council. The Democratic Services Officer agreed to provide an update at the next Partnership Board meeting.

The Partnership Board thanked the AVS Officer for the good report.

RESOLVED:

- I. To endorse the Southern CEF Annual Impact Report 2015-16.**
- II. To ask the Democratic Services Officer to provide an update regarding the Little Smeaton Parish Council funding, at the next Partnership Board meeting.**

7. SOUTHERN CEF IMPACT / PROVIDING VALUE FOR MONEY

The Partnership Board considered how the Southern CEF could maximise its impact. There was some discussion about themes for future Forum meetings and housing was suggested as a possible theme.

The Chair suggested that a 'funding event' be arranged for the next Forum meeting. The AVS Officer explained that he would encourage applicants to complete a project brief prior to the event; applicants could then be invited to the funding event to discuss their project proposals.

It was agreed that the AVS Officer be asked to make arrangements for a 'funding event', and to produce a promotional flyer, indicating that the CEF was looking to support projects and provide funding from £2,000 up to £10,000.

RESOLVED:

- I. To endorse the Southern CEF Annual Impact Report 2015-16.**
- II. To ask the AVS Officer to arrange a funding event and a promotional flyer for the next Forum meeting.**

8. MARKETING AND PUBLICITY

There were no matters discussed under this item.

9. BUDGET UPDATE

The Board considered the latest Southern CEF budget update, as provided in the agenda.

Members welcomed the new format of the budget update and said it was much clearer and easier to understand than it had been previously.

RESOLVED:

- To note the budget update.**

10. FUNDING APPLICATIONS

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

Horton Housing Association

Councillor Pearson reported that the application was for £570 to promote a Gypsies, Roma, Travellers, and Showpeople (GRTS) celebration for GRTS History Month. The aim of the project was to engage different generations of the GRTS community, to extend knowledge and understanding of GRTS culture and promote understanding and value of the cultural diversity and commonality. The

focus of the celebration would be based around culture and traditions around cooking and recipes, this included creating a GRTS recipe book.

Partnership Board members considered the application and agreed to recommend that the application be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The grant would benefit 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

The Partnership Board agreed that £570 grant funding be approved.

West Haddlesey Parish Meeting

Councillor Pearson reported that the application was for £3,600 to install 3ft low-level 'birdsmouth' fencing. Mr Giles Bennett, Clerk of West Haddlesey Parish Meeting had attended the Funding Sub-Committee and had explained that there was a tendency for drivers to speed up in the area and the presence of a fence would discourage this by providing clear delineation. The fence would also improve the overall appearance of the village.

Councillor Pearson informed the Board that the Funding Sub-Committee had considered the application and agreed to recommend that the CEF provide a proportion of the funds and the remaining funding be raised from other sources; the Sub-Committee had agreed to recommend £2,700 project funding be approved.

The Partnership Board consider the recommendation of the Funding Sub-Committee and agreed that £2,700 project funding be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The project funding would benefit the Southern CEF area and residents of the area.
- The project met the following objectives in the Southern CEF CDP:
 - Raising the Awareness of the Southern CEF
 - Transport (Highway Safety)

The Partnership Board agreed that £2,700 project funding be approved.

Carlton-in-Snaith Community Primary School

Councillor Pearson reported that the application was for £5,000 to provide a 'community hub'. Mrs K Pierce and Mr J Wood, School Governors of Carlton-in-

Snaith Community Primary School had attended the Sub-Committee meeting and had explained that the 'hub' could be used for 'meetings, learning, communicating, inspiring, connecting and motivating; in addition to lending a book'. The hub would provide a space where members of the community could interact with each other and learn from/support each other. The project funding would be used for capital investments to make the space functional, this would include purchasing: a fence, IT equipment, librarian software, and blinds.

Councillor Pearson informed the Board that the Funding Sub-Committee had agreed to recommend that the CEF provide a proportion of the funds and the remaining funding be raised from other sources; the Sub-Committee agreed to recommend £3,750 project funding be approved.

The Partnership Board considered the recommendation and agreed to approve £3,750 project funding on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The project funding would benefit the Southern CEF area and residents of the area.
- The project met the following objectives in the Southern CEF CDP:
 - Loneliness and Isolation
 - Youth provision
 - Transport
 - Increased awareness of the Southern CEF

The Partnership Board agreed that £3,750 project funding be approved.

Following her declaration of interest, Councillor D White left the room before consideration of the next funding application, she did not return to the meeting.

Cridling Stubbs Village Hall

Councillor Pearson reported that the application was for £3,500 to fix a leak in the roof of Cridling Stubbs Village Hall. Mr Robert Klaasen, Chair of Cridling Stubbs Village Hall had attended the Funding Sub-Committee meeting and explained that the leak was jeopardising the use of the Hall and planned community events. Mr Robert Klaasen had explained that the whole community would benefit from the maintenance of the roof and it would enable a range of community events, activities and services to take place. He had stated that without the funding to fix the leak, it was likely the Hall would close and the planned events would be cancelled.

Councillor Pearson informed the Board that the Funding Sub-Committee had considered the application and agreed the CEF should provide a proportion of the funds and the remaining funding be raised from other sources; the Sub-Committee agreed to recommend £2,750 project funding be approved.

The Partnership Board consider the recommendation of the Funding Sub-Committee and agreed that £2,750 project funding be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The project funding would benefit the Southern CEF area and residents of the area.
- The project met the following objectives in the Southern CEF CDP:
 - Loneliness and Isolation
 - Youth provision

The Partnership Board agreed that £2,750 project funding be approved.

RESOLVED:

- I. **To approve £570.00 grant funding to Horton Housing Association.**
- II. **To approve £2,700 project funding to West Haddlesey Parish Meeting.**
- III. **To approve £3,750 project funding to Carlton-in-Snaith Community Primary School.**
- IV. **To approve £2,750 project funding to Cridling Stubbs Village Hall.**

11. NEXT MEETING

RESOLVED:

To note that the next Southern CEF Partnership Board meeting would be held on 20 October 2016 and the next Forum would be held on 8 December 2016.

The Chair closed the meeting at 8.45 p.m.



Minutes

Community Engagement Forum Funding Sub-Committee (Southern)

Venue:	Community House, Selby
Date:	Wednesday 27 July 2016
Time:	6.30 p.m.
Present:	<u>District and County Councillors</u> Councillor C Pearson (Chair), Dave Perry and Steve Laurenson.
Apologies:	None
Officers present:	Chris Hailey-Norris – Association of Voluntary Service (AVS) Officer and Janine Jenkinson, (Democratic Services Officer, Selby District Council).
Public:	7

1. DISCLOSURES OF INTEREST

There were no declarations of interest made.

2. BUDGET UPDATE

The Sub-Committee considered the Southern CEF budget update provided in the agenda.

RESOLVED:

To note the budget update.

3. FUNDING APPLICATIONS

Horton Housing Association

Councillor Pearson reported that the application was for £570 grant funding to provide a Gypsies, Roma, Travellers, and Showpeople (GRTS) celebration for GRTS History Month. The aim of the project was to engage different generations of the GRTS community, to extend knowledge and understanding of GRTS culture and promote understanding and value of the cultural diversity and commonality. The focus of the celebration would be based around the culture and traditions around cooking and recipes. The Association also wished to create a GRTS recipe book.

The Funding Sub-Committee noted that the project would:

- Develop engagement and reduce isolation of the local GRTS community
- Give opportunities to hear GRTS community voices
- Support the literacy of young GRTS people
- Promote understanding of cultural diversity
- Positively reflect the GRTS culture
- Encourage accessibility for ethnic minorities

The Funding Sub-Committee considered the application and agreed to recommend that the application be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The grant would benefit 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

The Funding-Sub Committee agreed to recommend to the Partnership Board that £570 grant funding be approved.

West Haddlesey Parish Meeting

Mr Giles Bennett, Clerk of West Haddlesey Parish Meeting informed the Sub-Committee that the application was for £3,600 project funding to install 3ft low-level 'birdsmouth' fencing. Mr Bennett explained that there was a tendency for drivers to speed up in the area and the presence of a fence in this area would discourage this by providing clear delineation. The fence would also improve the overall appearance of the village.

The Funding Sub-Committee considered the application and agreed to recommend to the Partnership Board that the CEF provide a proportion of the funds and the remaining funding be raised from other sources; the Sub-

Committee agreed to recommend £2,700 project funding be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The project funding would benefit the Southern CEF area and residents of the area.
- The project met the following objectives in the Southern CEF CDP:
 - Raising the Awareness of the Southern CEF
 - Transport (Highway Safety)

Cridling Stubbs Village Hall

Mr Robert Klaasen, Chair of Cridling Stubbs Village Hall informed the Sub-Committee that the application was for £3,500 to fix a leak in the roof of Cridling Stubbs Village Hall. He explained that the leak was jeopardising the use of the facility and planned community events. Mr Klaasen explained that the whole community would benefit from the maintenance of the roof and it would enable a range of community events, activities and services to take place. He stated that without the funding to fix the leak, it was likely the Hall would close and the planned events would be cancelled.

The Funding Sub-Committee had considered the application and agreed to recommend to the Partnership Board that the CEF provide a proportion of the funds and the remaining funding be raised from other sources; the Sub-Committee recommended £2,750 project funding be approved.

The Partnership Board agreed to approve on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The project funding would benefit the Southern CEF area and residents of the area.
- The project met the following objectives in the Southern CEF CDP:
 - Loneliness and Isolation
 - Youth provision

Carlton-in-Snaith Community Primary School

Mrs Katherine Pierce, School Governor of Carlton-in-Snaith Community Primary School, informed the Sub-Committee that the application was for £5,000 project funding to provide a 'community hub' which could be used for 'meetings, learning, communicating, inspiring, connecting and motivating; in addition to lending a book'. She explained that the funding would improve the facility and provide a space where members of the community could interact with each other and learn from/support each other. The £5,000 would be used for capital

investments to make the proposed space functional, this would include purchasing: a fence, IT equipment, librarian software, and window blinds.

The Funding Sub-Committee considered the application and agreed to recommend to the Partnership Board that the CEF provide a proportion of the funds and the remaining funding be raised from other sources; the Sub-Committee agreed to recommend £3,750 project funding be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The project funding would benefit the Southern CEF area and residents of the area.
- The project met the following objectives in the Southern CEF CDP:
 - Loneliness and Isolation
 - Youth provision
 - Transport
 - Increased awareness of the Southern CEF

RESOLVED:

- I. To approve £570 grant funding to Horton Housing Association.**
- II. To approve £2,700 project funding to West Haddlesey Parish Meeting.**
- III. To approve £2,750 project funding to Cridling Stubbs Village Hall.**
- IV. To approve £3,750 project funding to Carlton-in-Snaith Community Primary School.**

The Chair closed the meeting at 7.15 pm.

Southern Community Engagement Forum

Community Development Plan 2015 /16

Update October 2016

Raising Awareness of the 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
Promotion has started with the awards. Southern CEF mentioned in press releases and information available on the awards website. Assisted with press releases and commenced promoting how to nominate through AVS newsletter, at partnership meetings.	CHN
Closing date for nominations was the end of Sep 2016. The event takes place on Thursday 10 th November 2016.	
Funding Campaign – a specific flyer was designed and has been circulated across the CEF database and been included in the AVS newsletter in August and October. Two date discussion meetings have been held with project proposals being prepared by Hambleton Village Hall, Brighter Futures, Selby District Vision, Yorkshire Energy Dr, Carers Count, Hambleton Players and the CAB service.	CHN CHN
Dec 16 – The next Public Forum on Thursday 8 th December will focus on each project being asked to make a small presentation about their proposal. It will allow questions to be asked by attendees and PB members.	CHN / Janine

Developing CEF forums

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 PB meeting in April 2016. Agreed that different people had attended the event, positive feedback from attendees.	Cllr Jordan
Targeted themed event for Carers, promoting services available in the area for Carers. Information circulated through a specific flyer delivered door to door.	
Review of event at PB meeting in July 2016, once again a different range of people had attended the event.	Cllr Jordan

Loneliness and Isolation

Progress	Lead
Social Prescribing Service Launched May 2015 – uptake has been quick.	CHN - AVS
300 organisations and their activities now detailed on the AVS Voluntary and Community Sector database.	AVS
July 16 - Over 250 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 extended to the end of September 2016. Referrals extended to include the Community Response Team following presentation to the staff team.	AVS

Attended first Northern Social Prescribing Conference, provided an overview of the service, and contacted NHS England for assistance with continuation funding.	
Meeting with Carlton Primary school Head and Governors to develop their library into a community hub to address arrange of issues in the local community including loneliness and isolation. Assisted with developing a plan for development and a funding proposal to the CEF.	CHN
Support work with Carers Count to look at taking forward the Friendship Service – new structure proposed and costed to develop Friendship Circles in villages.	CHN / Dawn Theaker

Youth Provision

Progress	Lead
Youth Forum – To encourage young people to help themselves. Meeting held with Lesley March 2015	Lesley Senior, CHN
Youth Provision Initiative Proposal 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. Planning Event September 2015 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.	Lesley Senior / CH
Youth event held on 25 th 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. Key priorities and proposals developed are <ul style="list-style-type: none"> ▪ To hold monthly youth based workshops ▪ Have a cinema to go on tour throughout the villages in the area ▪ Promote football opportunities via WLCT 	
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.	
Two meetings held with BeeAble to request a planning proposal to hold events across the next year incorporating all the findings.	
April 16 -PB agreed to fund 4 events for young people to include appropriate staffing, entertainment, room hire and buffet lunch. May 16 - Flyer produced and circulated to households in the area. All schools have been emailed and further promotion to CEF database, AVS newsletter and at partnership meetings. Further promotion through the Parent Power Network. July 16 - Venues booked, cinema arranged, workshops planned, bookings coming in.	Lesley Senior / CHN
The first two events were held during the summer, a total of 44 different young people attended across the two events. They were well received and feedback has contributed to how the next two will be delivered.	Lesley Senior

<p>Sep 16 - Met with one of the local heads to discuss how to arrange awareness through the schools for the next two events. Head has agreed to invite us to an assembly to promote the next day in the new year. He will also raise this with the other Heads in the area, so the same level of promotion can be achieved.</p> <p>Following each assembly, each pupil will be given a signup sheet for the day.</p>	<p>Lesley Senior / CHN</p>
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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. 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>
<p>July 16 - Staff changes at AVS, work commencing on a strategic review of Community Transport.</p> <p>NYCC have created a marketing role for Community Transport initiatives across the District.</p>	<p>AVS</p>

Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Board 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.

If a CEF Partnership Board has set up a Funding Sub Committee, the Sub Committee may make an initial recommendation to the Partnership Board who must then make a final recommendation which will be authorised by Selby District Council.

How often can organisations apply?

If an organisation has been granted funding they cannot apply again 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 to the one they were originally funded for.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meeting however they will need to consider how to address the reasons for refusal before resubmission.

Is match funding required?

Match funding is not required for applications, however as the maximum small grant allocation is £1,000 you may need to seek funding from elsewhere if your application will cost more than that amount. If an application is approved on the basis that part of the funding will be provided from elsewhere then it will need to be demonstrated when this funding will be received before the CEF funding can be allocated

When making the recommendation members of the Partnership Board will evaluate the merits of each application by the information and detail provided in accordance with the criteria listed below:

Consideration of Applications

Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow the full details of an application to be discussed and properly considered. No funding is to be agreed to grants or projects where an application form or project brief has not been provided. This is to ensure the Council fulfils its requirement to comply with its Access to Information rules.

Small Grant (typically £300 to £1,000)

A grant is funding used to purchase an item or fund a one-off event /activity.

For applicants to be awarded funding, the following must be demonstrated:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- How the project benefits the CEF area including residents of the area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

The following organisations are not eligible to apply for small grant funding:

- A Parish Council that raises its own precept (Parish Councils may be partners in CEF projects).
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e. where the funding is intended to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit)

Applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Funding (usually over £1,000 for a specific piece of work)

A project is a piece of planned work or an activity that is completed over a period of time and intended to achieve a particular purpose.

To be awarded funding the following must be demonstrated in your project brief:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.
- That clear evidence for a high level of need and extensive community consultation is provided.

All organisations are eligible to apply for Project Funding however any applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Note – projects exceeding £5,000 will be subject to Selby District Council procurement rules.

Funding cannot be provided for continuous work and it should not be expected that a CEF can continuously fund a project or scheme. Applicants should look ensure their project or scheme is self-sufficient once they have received funding from the CEF.

Procedure for Urgent Applications

This procedure will only be used if the application is deemed to be urgent and consideration of the application cannot wait until the next Partnership Board meeting. In order for an application to fall into this category, valid reasons for urgency must be demonstrated before the application can be considered.

The application must still fulfil the criteria listed above and state why the application cannot wait until the next Partnership Board meeting.

The Chair must agree to the reasons for urgency.

- First Action would be to consider whether an additional meeting can be arranged with the application and agenda being published on the Council's website.
- If it is not possible to call an additional meeting, the relevant Director should co-ordinate consultation with Partnership Board members to reach a decision through email. The application can only be agreed if there are **no objections** from any Partnership Board members. If the application is agreed, the decision would be published on the Council's website in the usual way. The funding decision would be listed (to note) on the next agenda of the Partnership Board.
- If there is any objection from a Partnership Board member, then the application **cannot be agreed** and it must be considered at a Partnership Board meeting.

Funding Events

If a funding event is held, the following rules must be abided by with regard to applications:

- Each funding proposal agreed must with the proviso that an application form must be fully completed before any funding is allocated.
- There must be a written record of all the decisions taken at the event which must include the following information:
 - Name of applicant.
 - Details of proposal.
 - Amount of funding allocated.
 - Reason for decision (applications agreed must still abide by the criteria for grant and project funding).

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

Section one: About your organisation

Q1.1 Organisation name

--

Q1.2 Organisation address

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

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Position or job title		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

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

When was your organisation set up?

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

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

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

Q1.6 Is your organisation VAT registered?

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

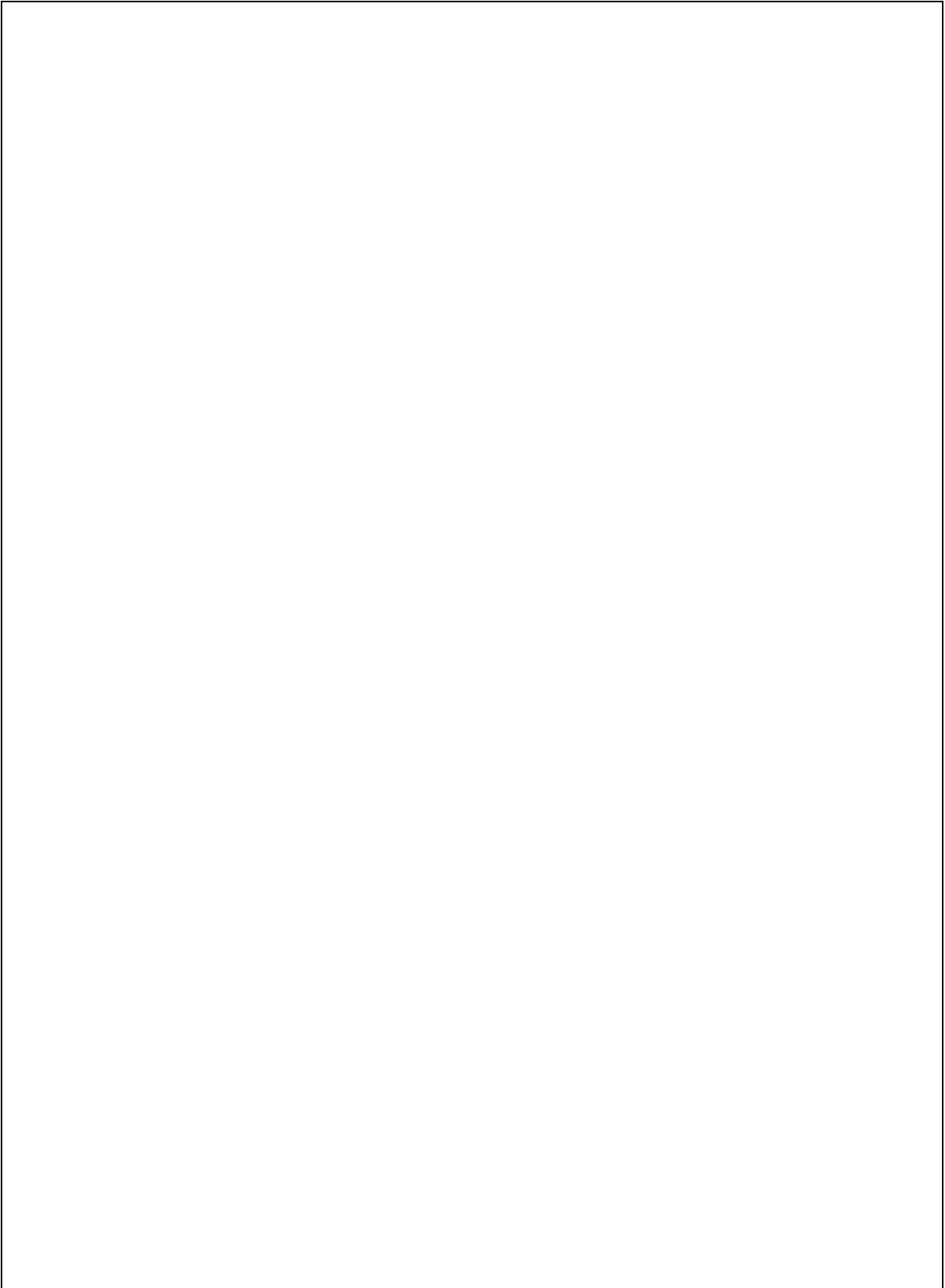
Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

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

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

Q2.1 What is the title of your application?

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



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

--

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

Which objective?	How will you achieve this?
Objective 1:	
Objective 2:	

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

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Total Cost	

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

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

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

Section Three: Declaration

(THIS PART OF THE APPLICATION FORM WILL NOT BE PUBLISHED OR MADE AVAILABLE TO THE PUBLIC)

Data Protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and to comply with legislation. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in CEF applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Selby District Council and elected members for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other government departments, organisations providing matched funding or for the prevention and detection of crime.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Declaration

Name of the organisation

--

Tick this box to confirm that you are authorised by your organisation to send this application to us and that you understand our obligations under the Data Protection Act 1998 and Freedom of Information Act 2000.

Title	Forenames (in full)	Surname	
Position or job title			
Position in organisation			
Home address (including postcode)			
Date		Signed	

Q3.1 Your organisation's bank account

All organisations that receive a grant from us must have a UK-based bank or building society account in the name of their organisation.

Please confirm that you meet this requirement

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

If your application is approved, we will ask you to provide your bank details for payment.

Q3.2 Your organisation's accounts

Please provide details regarding your organisation's financial position. Select one option and fill in the amounts from your accounts or projection:

<input type="checkbox"/>	Information from the latest accounts approved by your organisation
<input type="checkbox"/>	12 month projection because you've been running less than 15 months.

Account year ending

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

Total income for the year	£
Total expenditure for the year	£
Surplus or deficit at the year end	£
Total savings or reserves at year end	£

Has your organisation's accounts been independently audited?

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

CEF application form Guidance

This guidance is designed to support you with completing the application for funding from your local CEF area.

Funding criteria:

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

- It must be within the Community Engagement Forum area you are applying to.
- It cannot be for 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 specifically for the furtherance of a religion; however a religious organisation that apply for funding for a non-religious purpose will be considered e.g. a church hall that holds community meetings or is used by non-religious groups could apply for funding for building improvement projects.
- 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. The Community Engagement Forum Partnership Board will consider every application received.

Please see the decision making flowchart to understand the process your application will go through.

What type of funding to apply for:

There are two types of funding that can be applied for. There are Small Grants (up to £1000) and Project funding (unlimited) there are slightly different requirements and processes for each type of funding. Please read the funding framework to ensure you are applying for the right type of funding.

How to complete this form

Everybody needs to complete sections 1 and 3 of the application form and then section 2 is either a grant information form or a project brief.

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, the community delivery partner will be happy to help. Please contact us below for further details.

Email us at cefadmin@selby.gov.uk

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.

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

Application questions

Q1.1 Organisation Name

Please list the full name of your organisation. 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 name is incorrect, it may delay your application.

Q1.2 Organisation Address

Please list the full address of the organisation and provide contact details as requested.

Q1.3 Main Contact Details

Please list the main contact for your organisation.

Q1.4 Organisation type

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

- A parish council that raises its own precept
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e Where the funding is intended

to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit)

Give the date when your organisation was created. If you don't know the exact day or month, please give us an approximate date.

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.

Q1.6 VAT Registration

Please state if your organisation is VAT registered.

Q2.1 Application Title

Please list the title of your grant application. If your application is a project, please complete the project brief.

Q2.2 Application Details (500 word limit)

Please outline the details of your application. Please include as much information as possible for the Partnership Board to consider your application

Q2.3 Date for Application

Please outline if your applications needs to be funded by a specific date.

Q2.4 Which two objectives in the Community Development Plan will your project meet? (250 word limit)

Outline how your application will meet at least two objectives of the area's Community Development Plan (CDP). Please refer to the specific CDP and outline how you help achieve the objective.

Q2.5 Who will benefit from and why is there a need for your application? (500 word limit)

Please outline how your application will benefit the residents and/or the specific CEF area. Please list as much benefits as possible.

Please also outline why you think there is a need for your application in the respective CEF area. In providing this information, you may wish to list

- the success of any previous work you've done in other areas
- 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.

Q2.6 How much funding do you require

- Please list how much funding you require and a breakdown of the different costs. These could include:
 - 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
- 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.

Q3 Declaration

Please sign the declaration.

Q3.1 Bank Account

Please confirm your organisation has a UK based bank account or building society.

Q3.2 Organisation's Accounts

Please provide details of your organisation's account.

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



Benefit

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

Details of the Project

Please list the details of your project

Project Objectives

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

Benefits

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

Project Approach / Delivery Options

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

Project Timescales (Milestones)

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

Project Resources (people and money)

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

- **Costs** –
- **People** –

Funding

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

Risks / Issues

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

Links and Dependencies

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

Southern Community Engagement Forum
Financial Report. 1 April 2016 to 31 March 2017

	Balance carried forward from 2015/16	£32,306.33
	Grant from SDC for 2016/17	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2016/17	£52,306.33

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
		11-Apr-16	Eggborough Sport & Social Club	Room Hire & Tea/Coffee	£60.00	
09-Apr-15			Little Smeaton Parish Council	Groundwork until Jan 2017 to resubmit application		£1,500.00
		19-Sep-16	Special Funding Event - March 2014	Barlby Library	£5,000.00	
		14-Apr-16	Trio Supported Holidays	Grant funding	£1,000.00	
		21-Apr-16		Food and Refreshments	£54.80	
		22-Apr-16	Community House Selby	Room Hire & Tea/Coffee	£81.00	
		09-May-16	Create TVT	Print/distribution of Youth Events Posters	£432.00	
		07-May-16	Reach Studios	Poster design for Forum event 9 June 2016	£54.00	
14-Apr-16		19-May-16	Positive Youth CIC	Recycle Bike Project	£1,000.00	
14-Apr-16		05-May-16	Eggborough Methodist Church	Grant funding - chairs	£1,000.00	
14-Apr-16			Volunteer of the Year Award			£250.00

14-Apr-16	01-Aug-16	Bee Able	Four youth events funding	£1,590.00
	16-Jun-16	Eggborough Sport & Social Club	Room Hire & Tea/Coffee	£110.00
	04-Aug-16	AVS	Room Hire - Aire and Calder Room	£61.50
	11-Aug-16	AVS	Photocopying	£8.88
27-Jul-16	19-Sep-16	Horton Housing Association	GRT History Month 2016	£570.00
27-Jul-16	14-Sep-16	West Haddlesey Parish Meeting	Fencing	£2,700.00
27-Jul-16		Cridling Stubbs Village Hall	Keeping a roof over our head	£2,750.00
27-Jul-16	14-Sep-16	Carlton-in-Snaith Community Primary School	Carlton Community Hub	£3,750.00
09-Apr-15	15-Sep-16	Balne Parish Council	Historic Application - April 2015 Parish Rooms Roof	£1,500.00
01-Mar-14	05-Aug-16	Special Funding Event - March 2014	BarlbyOsgodby TC £5,000 refurb buidling £1000 already received	£4,000.00
14-Sep-16		Reach Studios	Poster design for Forum event 8 December 2016	£54.00

Total Actual Spend to date £25,776.18

Remaining Commitments not paid £1,750.00

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

Total budget remaining £24,780.15

This figure is the total budget available minus actual spend.

Total balance remaining £26,530.15



**SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

RECEIVED
11 FEB 2014
BUSINESS SUPPORT

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.

Selby Community Recycling and Arts Project CIC (SCRAP)

Q1.2 Organisation address

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

18a Ousegate Selby YO8 4NN	
Telephone number one	Email address (if applicable)
01757 211214	tracey@openarmsselby.co.uk
Telephone number two	Web address (if applicable)
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
Mrs	Tracey	Munks



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title
Director

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	Y
Charity	
Voluntary or community group	

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	13	Month	January	Year	2016
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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	9971159
Other (please specify)	



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Section two: About your project

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

Q2.1 What is the name of your project?

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

Selby Scrap Store

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.

SCRAP is a new CIC operating in the Selby area. It has 3 main aims:

1. To provide a community Scrap Store service
2. To offer workshops promoting the use of recyclable materials for arts and crafts, DIY etc
3. To provide work experience in retail, customer care and administration within the Scrap Store for people with learning difficulties

Scrap Stores collect waste materials such as wood, plastics, fabric offcuts, paper, film and card from commerce and industry, and sort and offer them as craft materials for those organising creative activities resulting in social, community, children learning through play and therapeutic value activities. Wider environmental benefits for the local area include less landfill.

Playgroups, nurseries, schools, care homes, theatre groups and individuals in Selby District can all benefit from becoming members of the Scrap Store and access the variety of craft materials on offer and affordable prices.



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Over 90 different independent Scrap Stores operate in the UK and form part of a network who work together to exchange large amounts of materials between themselves to meet local demand and utilise excess materials. We have already had discussions with the Scrap Store network to become part of this collaboration so that we can share resources and a number of local businesses have already agreed to supply to us their recyclable waste products for distribution in our store.

Workshops will be provided by local trainers, many of which will be funded by local adult education provision along with additional funding we are seeking. Beneficiaries with Learning Disabilities will be involved as participants and their products will be sold in the Scrap Store to generate income. We are working closely with Open Arms Selby, a local service supporting people with learning disabilities and have significant interest from their clients to be involved. We intend that eventually beneficiaries themselves will lead on the delivery of some workshops.

We already have informal agreements with Selby College and the local Adult Education service to support the vocational aspects of our plans, moving beneficiaries into vocational learning that enhances their employment chances. There is again significant interest from clients at Open Arms Selby who wish to be involved in the work experience element and gaining qualifications for the skills that they develop.

SCRAP has secured a lease on a town centre property and all activities will be delivered from this location. Overall responsibility for the SCRAP Store is that of the 5 CIC Directors. We wish in time to employ a part-time Co-ordinator who will manage the day to day delivery of our project and in particular will support beneficiaries through their work experiences programmes and make all the relevant links into supported employment for our beneficiaries.

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

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

Start date

Day	1	Month	November	Year	2016
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Finish date

Day	31	Month	October	Year	2017
-----	----	-------	---------	------	------

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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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 Southern Area Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Address issues of loneliness and isolation	Creation of a resource of low cost recyclable materials for use by local people to participate in therapeutic activities and creating opportunities to come together socially to learn new skills
Objective 2: Increase confidence and reduce social isolation among local people and especially those with learning disabilities	Creating volunteer opportunities and developing skills and opportunities for people to share their learning with others and partake in therapeutic activities
Objective 3: Increase activities for young people	Creation of a resource of low cost recyclable materials for use by youth groups, play groups and schools
Objective 4:	

Q2.4 Continued.



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Our project supports people with learning disabilities to develop the skills, knowledge and experiences that lead to new employment opportunities.

Over 3 years the scrap store will bring about these key changes:

- provide a safe working/volunteering environment for 70 people with learning disabilities which enables them to increase their skills and confidence enabling them to take on the running and delivery of a local community service
- increase confidence and social interaction as a result of volunteering and work experience activities
- access new opportunities through a career pathway as a result of work experience and qualifications gained
- 40 people with learning disabilities receive qualifications to evidence their learning and enhance their CVs
- 28 people with learning disabilities are supported into employment or further volunteering activity
- 300 individuals and 120 voluntary and community groups within the local area access affordable and good quality products for leisure, educational and therapeutic purposes.
- 30 Manufacturers and local businesses encouraged to reduce their waste by 10% through donation of recyclable waste to the store

Membership fees, products made and sold in our store and sale of resources will contribute to the project ultimately becoming sustainable

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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- letting them run part of the project.

In Selby we have a wide and diverse range of adults with disabilities. Our project aims to provide them with not only skills and knowledge to give them a better chance of gaining employment but also to help with essential training and confidence building through supported opportunities which are not available to them at the moment.

The scrap store will provide a safe working environment to help enable us to achieve this goal, whilst at the same time offering a source of resources to any individual or group within the local area to access low cost and good quality products.

Volunteering is open to everyone and we promote volunteering opportunities through local networks and publicity.

Our beneficiaries are people with learning difficulties. We work with local groups who support this group of people and we offer work experience opportunities within the Scrap Store that are relevant to the needs of each individual. Work experience includes helping to stock and maintain the store, sharing their skills with member so the the community to encourage them to use recyclable materials for arts and crafts and DIY etc and customer care and service roles.

This is a locally managed service led by a volunteer board and the resource provides volunteer opportunities for local people with learning disabilities to deliver the services for the benefit of the community and themselves.

We are currently seeking to provide the basic health and safety training to the beneficiary group as well as the practical skills for demonstrating how the Scrap Store resources can be used so that the service is well used and people with learning disabilities are at the heart of delivering this valuable community resource.

Taking up a place on a board is not an option for many of our beneficiaries due to the nature of individual learning disability but many are interested in taking part in a user group that will inform the board of local need and feed in ideas. This user group will also review the plans of the board and identify before they are put into action.

Beneficiary involvement is vital to our project as beneficiaries will be the backbone of our service and will be actively involved in delivering the project on a day to day basis. We will involve and engage with beneficiaries at all stages, it is very much an idea that was borne out of discussions with them and it is right that they continue to have their views and ideas heard and acted upon as the project develops.



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:

In Selby district we have a wide and diverse range of adults with disabilities. Our project aims to provide them with not only skills and knowledge to give them a better chance of gaining employment but also to help with essential training and confidence building through supported opportunities which are not available to them at the moment. The scrap store will provide a safe working environment to help enable us to achieve this goal. As workers in a Health and Social Care setting we were keen to see just how deep rooted this problem was and carried out a consultation. On the back of this consultation we came up with the idea of establishing a Scrap Store that could offer a valuable service to the wider community and wider societal issues around environment but was underpinned by people with learning difficulties having opportunity to deliver and run the service whilst developing work experience and CV enhancing qualifications. As part of our consultation we talked to individuals with learning difficulties, their parents and their carers, case managers at North Yorkshire County Council and supported employment services staff. The consultation showed overwhelming support for the project and a real need for creating a pathway for clients to enter work or volunteering which is both meaningful and gainful. What clients and their carers and family members told us is that a supportive environment is needed to overcome the personal and emotional barriers felt by clients where they can build experience, skills and confidence and confidence and enhance their CVs. We spoke to Selby College and the local Adult Education service and both agreed they could support the vocational aspects of our plans. We visited and spoke to other Scrap Stores in the UK to gain an understanding of how people with learning disabilities are engaged in delivery of these facilities elsewhere. Our project will be the first Scrap Store to not only involve the beneficiary group in planning and running the project but also work to offer them wider inclusion in the labour market. A 2012 Report by the Department of Health recognised that nationally only 7% of people with a learning disability were in paid employment despite 65% stating that they would like a job. Our own experiences and understanding of the issues in the Selby area indicates that this reflects the opinion of local people with learning disabilities. In North Yorkshire this year there were in excess of 35,000 people known to be claiming ESA or Incapacity Benefit or registered disabled who are out of work. Many of these will be individuals with learning disabilities yet despite the national issue there is no local evidence demonstrating the particular needs and aspirations of learning disabilities in particular. Our own research with 100 local people identified that all of those of working age would like a job but none do. There is a real issue with long-term unemployment among the learning disability community here.



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	2315	363	Nov 16-Oct 17
Revenue	49248	548	Nov 16-Oct 17
Total	53803	911	Nov 16-Oct 17

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

Yes	Y	No	
-----	---	----	--



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Start Up Grant from North Yorkshire County Council £7000 Secured

Governance Training and Consultancy Grant from North Yorkshire County Council £2000 Secured

Reaching Communities (Big Lottery) Application £40,248 Pending decision

Other Community Engagement Forums (total) £3644 Pending decisions

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

Yes	Y	No	
-----	---	----	--

If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Eastern	911
Central	911
Tadcaster	911
Western	911



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 amount we are requesting from this fund is £911. The amount represents one fifth of the total costs. We have applied to the other four Engagement Forums to make an equal contribution. Funding is required as start-up costs for the first year of the project after which we believe it will generate sufficient income to cover the cost of replacements and revenue identified below.

Other costs shown in Q3.1 but not identified here relate to other applications to support service delivery such as staffing, overheads and running of workshops. Further information can be provided if required.

This request is broken down as:

<u>Revenue Costs</u>	<u>Total</u>	<u>This Request</u>	
Van hire	550	110	5 Collections of Materials per year
Insurance	500	100	Quote
Promotion/ Advertising	1000	200	Quote
Cards	25	5	Quote
Markers	15	3	Quote
Ink supplies	150	30	Quote
 <u>Capital Costs</u>			
Band saw	180	36	Lowest Cost based on need
Identity card machine	500	100	Lowest Cost based on need
Sliding Mitre saw	200	40	Lowest Cost based on need
Jigsaw	140	28	Lowest Cost based on need
Drill	150	30	Lowest Cost based on need
Circular saw	110	22	Lowest Cost based on need
Work bench	55	11	Lowest Cost based on need
Sewing machines	300	60	Lowest Cost based on need
Photocopier	225	45	Quote
Dust Extraction Unit	455	91	Quote

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

Section one: About your organisation

Q1.1 Organisation name

Selby Swans Gymnastic Academy

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
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20 Gowthorpe, Selby, YO8 4ET	
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Telephone number one	Email address (if applicable)
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07940251613	selbyswansga@gmail.com
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Telephone number two	Web address (if applicable)
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01757709000	Facebook selby swans gymnastic academy
-------------	--

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
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Mrs	Stacey Marie	Nixon
-----	--------------	-------

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

Coordinator / trainee coach		
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Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

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

When was your organisation set up?

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

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

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

Q1.6 Is your organisation VAT registered?

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

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

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

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

Q2.1 What is the title of your application?

Selby Swans GA – meeting the need

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

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

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

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

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

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

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

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

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

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

1 Nov 2016

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

Which objective?	How will you achieve this?
Objective 1: Youth Provision	<p>Developing services for young people.</p> <p>Gymnastic is fun but also helps children develop confidence and friendship while been active and learning a new skill.</p> <p>We have a waiting list of 158 children in your Southern CEF area.</p> <p>By receiving more funding and support we can provide more opportunities for more children.</p> <p>As can be seen from our waiting list of total 618 we are providing something that is clearly wanted in our area.</p>

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

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

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

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

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

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

We welcome children regardless of ability.

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

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

Q2.6 How much funding are you requesting?

£1,000 based on current cost

We need a coach for every session to run

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

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

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

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

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

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

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

<p>We have applied to the other 4 CEFs.</p> <p>We also do our own fundraising that will help fund hours needed and equipment We have done two bag packs in Selby this summer, a ladies night and we have just done a Selby Swans Fun Day raising 3k</p>

CONSTITUTION

SELBY DISTRICT SWANS GYMNASTICS CLUB



1. Name

The club will be called **SELBY DISTRICT SWANS GYMNASTICS ACADEMY** and **will be affiliated to BRITISH GYMNASTICS.**

2. Aims and Purpose

The aims and objectives of The Club will be:

- To offer fun recreation coaching in gymnastics
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all current and future members receive fair and equal treatment.
- To promote the club within the local community and Gymnastics.

3. Membership

(i) Membership should consist of officers and members of The Club.

(ii) All members will be subject to the regulations of this constitution and by joining The Club members will be deemed to accept these regulations and codes of conduct that the club has adopted.

(iii) Members will also be registered with British Gymnastics to benefit from their insurance and membership benefits.

4. Membership Fees

(i) Membership fees will be set annually and agreed by The Club Committee or determined at the Annual General Meeting.

(ii) Fees will be paid **half termly.**

5. Committee

(i) The club will be managed through The Club Committee consisting of at **least five** and **no more than 15 members.**

(ii) Committee members will be elected/re-elected every year at the AGM.

(iii) Committee Members may co-opt club members (up to the maximum agreed number) to serve until the end of the next AGM.

Committee Meetings

(i) The Club Committee will be convened by the Club Secretary and hold no less than **4** meetings per year.

(ii) The quorum required for business to be agreed at Club Committee meetings will be **4 or 50%** of the total membership, whichever is greater.

(iii) Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it to the Chair as the earliest opportunity. The member must withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for the agenda item and withdraw during the vote and have no vote on the matter concerned.

(iv) At least 4 members must be present for the meeting to be valid

(v) Committee meetings shall be held face-to-face

(vi) The Chair or whoever else those present choose shall chair meetings. The chair of the meeting shall not have a casting vote.

(vii) Decision shall be by simple majority of those voting by show of hands

(viii) A resolution in writing signed by every committee member shall be laid without a meeting.

Club Committee Role

(i) The Club Committee shall have responsibility for the management of the club, its funds, property and affairs.

(ii) The Club Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.

(iii) The Club Committee will have powers to appoint sub-committees as necessary and appoint advisers to The Club Committee as necessary to fulfil its business. The Committee can delegate any of their functions to sub-committees but must specify the scope of its activity and power; the extent to which it can commit the funds of the club; its members and its duty to report back to the committee. The committee may wind up any sub-committee at any time or change its mandate and operating terms.

(iv) The Club Committee will be responsible for disciplinary hearings of members who infringe the club rules / regulations / constitution. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.

(v) The property and funds of The Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the club.

(vi) The club may also in connection with the sports purpose of the club:

(a) Sell & supply food, drink and related sports clothing and equipment

(b) Employ members (though not as participants) and remunerate them for providing goods and services, on fair terms set by the committee without the person concerned being present

(c) Pay for reasonable hospitality for visiting teams and guests

(d) the Club Committee and members acting properly in the course of the running of the club against liability incurred in the proper running of the club (but only to the extent of its assets).

(vi) The Club Committee will have due regard to the law and disability discrimination and child/adult protection.

Permitted Means

(i) The permitted means of meeting the aims and purpose of 'The Club':

- A. Acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical and related facilities;
- B. Provide coaching, training, medical treatment and related social and other facilities
- C. Take out any insurance for club, employees, contractors, participants, guests and third parties;
- D. Raise funds by appeal, subscriptions, loans and charges
- E. Borrow money and give security for the same and open bank accounts;
- F. Buy, lease or license property and sell, or otherwise dispose of the same;
- G. Make grants and loans and give guarantees and provide other benefits
- H. Set aside funds for special purposes or as reserves;
- I. Invest funds in any lawful manner;
- J. Employ and engage staff and others and provide services;
- K. Co-operate with or affiliate to firstly any bodies regulating or organising the sport and secondly any club or bod involved with it and thirdly with government and related agencies;
- L. Do all other things reasonably necessary to meet the aims of the The Club.

NB: **NONE** of the above powers may be used other than to meet the aims and purpose of The Club consistently with this constitution and the general law.

6. Finance

(i) All club monies will be banked in an account held in the name of The Club. The Club Treasurer will be responsible for the finances of The Club. The financial year of The Club will end on **31st March**.

(ii) An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

(iii) Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other committee members.

7. General Meetings

(i) All members may attend the general meetings of The Club in person.

(ii) General Meetings need 21 clear calendar days' written notice to members.

(iii) Only elected committee members have the right to vote at general meetings.

(iv) The quorum for all general meetings is 4 members present or 50% of the total membership whichever is greater.

(v) The Chair or (in his/her absence) another member chosen at the meeting shall preside. The Chair will not have a casting vote.

(vi) Except as otherwise provided in this constitution every resolution shall be decided by a simple majority of the vote cast on a simple show of hands.

(vii) Formalities in connection with General Meetings (such as how to put down proposed (resolutions) shall be decided by the committee and publicised to club members.

8. Annual General Meetings

(i) The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. Notice of the Annual General Meeting (AGM) will be given by The Club Secretary not less than 21 clear days notice to be given to all members.

(ii) At every AGM:

(a) The AGM will receive a report from officers of the Club Committee and a statement of the audited accounts.

(b) Members will elect a Club Committee including a Chair, Treasurer and secretary to serve until the next AGM. Nominations for officers of the Club Committee will be sent to the Secretary prior to the AGM.

(c) All members have the right to vote at the AGM.

(d) The quorum for AGMs will be 25% of the membership of the club.

9. Extraordinary General Meetings (EGM)

(i) The Club Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

(ii) Any member of The Club can request an EGM. All requests must be made to the Club Secretary in writing with signed support from 5 other members of The Club.

(iii) EGMs shall be arranged within 14 days of such a request at a place decided up on by the committee or in default by the chair.

10. Discipline and Appeals

(i) All complaints regarding the behaviour of members should be submitted in writing to The Club Secretary.

(ii) The Club Committee will meet to hear complaints within *14 calendar* days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

(iii) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within *7 calendar* days of the hearing.

(iv) There will be the right of appeal to the Club Committee following disciplinary action being announced. The Committee should consider the appeal within *21 calendar* days of the Secretary receiving the appeal.

11. Dissolution

(i) A resolution to dissolve The Club can only be passed at an AGM or EGM through a majority vote of the membership.

(ii) The Club Committee will be responsible for the orderly winding up of The Club's affairs.

(iii) In the event of dissolution, any assets of the club that remain following the settling of all liabilities will be disposed to one of the following:

(a) The Club's governing body for use by them for related community sports and/or;

(b) Another club with similar sports purposes which is a registered charity and/or;

(c) Another club with similar sports purposes which is a registered CASC.

12. Amendments to the Constitution

(b) The constitution will only be changed through agreement by majority vote at an AGM or EGM.

(c) Any amendments must be proposed in writing to the Club Secretary and only as not to jeopardise The Club's status as a community amateur sports club as first provided for by the Finance Act 2002 and not in any event to alter its aims and purpose unless the procedure at 12(iii) has been followed or winding up provisions (see 11).

(d) The club purposes may be changed to include another eligible sport if The Club Committee unanimously agreed and the members also agreed the change by a 75% majority of votes cast.

13. Declaration

SELBY DISTRICT SWANS GYMNASTICS CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members. This constitution was adapted at a meeting held at _____ on _____

SIGNED: ... **Stacey Nixon** ... DATE: ...05/09/16...

NAME: STACEY NIXON CLUB MANAGER

SIGNED: ... **Charlene Bell** ... DATE: ...05/09/16...

NAME: CHARLENE BELL CLUB SECRETARY



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.

THE MONDAY CLUB (SELBY)

Q1.2 Organisation address

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

c/o 8 BRAMLEY AVENUE BARLEY SELBY YO8 5EY	
Telephone number one	Email address (if applicable)
Telephone number two	Web address (if applicable)
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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
MR	MARTIN	WATERHOUSE
Position or job title		
CHAIR AND LEADER OF THE CLUB		

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

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

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

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

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

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

Q1.5 Reference or registration numbers

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

Charity number	/
Company number	/



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other
(please specify)

UNINCORPORATED CHARITY

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

Section two: About your project

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

Q2.1 What is the name of your project?

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

THE MONDAY CLUB

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

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

THE PROJECT IS THE RUNNING OF THE MONDAY CLUB FOR UP TO THE NEXT TWO YEARS.

THE CLUB MEETS ON A MONDAY EVENING AT THE ST. JAMES CHURCH STANDERING HALL, AUBUS STREET, SELBY, FROM 6.30pm - 9pm THROUGHOUT THE YEAR. THE CLUB IS RUN BY VOLUNTEERS, HAS AN OPEN POLICY BENEFITTING THE SECTION OF THE COMMUNITY IN THE SELBY DISTRICT WITH LEARNING AND/OR PHYSICAL DISABILITIES. THE SUCCESS OF THE MONDAY CLUB CAN BE JUDGED BY THE VULNERABLE AND MARGINALISED WHO REGULARLY ATTEND THE PROJECT'S ACTIVITIES



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Continue on next page

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

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

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

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

Start date

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

Finish date

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

Q2.4 Which key objectives in the 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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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: ADDRESSING LONELINESS AND ISOLATION	
Objective 2: DEVELOPING YOUTH SERVICE PROVISION	
Objective 3:	
Objective 4:	

Q2.4 Continued.

THE SECTION OF THE PUBLIC THAT THE CHARITY BENEFITS IS THE MOST VULNERABLE SECTION OF SOCIETY. THE MONDAY CLUB LONG RUNNING WEEKLY SOCIAL CLUB GIVES PEOPLE A SENSE OF BELONGING. THE RELAXED ENVIRONMENT, PROVIDING ACTIVITIES DESIGNED TO ENCOURAGE ACTIVE PARTICIPATION, IMPROVES MEMBERS HEALTH AND WELL BEING REDUCING THEIR FEELINGS OF LONELINESS AND ISOLATION.

THE MONDAY CLUB POLICY IS TO ENCOURAGE YOUNG MEMBERS AND VOLUNTEERS TO INFLUENCE AND BE INVOLVED IN MONDAY CLUB ACTIVITIES.



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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 MONDAY CLUB BENEFICIARIES ARE DRAWN FROM ALL OF THE CEF AREAS IN THE DISTRICT. CHARITY MEMBERS RANGE FROM INDIVIDUALS LIVING ALONE, IN SHARED SHELTERED HOUSING, IN RESIDENTIAL PROPERTIES WHERE THEY RECEIVE 24 HOUR CARE. THE LARGE OPEN ASPECT OF OUR VENUE PROVIDES THE SPACE AND OPPORTUNITY FOR MEMBERS, OVER 55 IN TOTAL WITH A USUAL ATTENDANCE OF 46-50, TO INTERACT INDEPENDENTLY (CARERS) AND MAKE NEW FRIENDS WITH THE CHOICE TO BE INVOLVED IN ACTIVITIES.

MEMBERS DECIDE WHICH ACTIVITIES THEY PREFER, THESE INCLUDE LIVE SINGERS, A REGULAR DISCO, ANIMAL HANDLING, COOKING, KARAOKE, DANCE AND EXERCISE IN A SITTING OR STANDING POSITION BY A PROFESSIONAL TEACHER, MEMBERS ALSO PROVIDE QUIZZES FOR THE GROUP. MEMBERS LOVE CHRIS CADE, WHO PROVIDES DRAMA AT THE GROUP IN WHICH MEMBERS INTERACT, RECENTLY WE HAVE HAD ROYAL CELEBRATIONS AND WORLD WAR ONE TRENCH WARFARE - BATTLE OF FULFORD AT THE END OF THIS MONTH (SEP.). WE HAVE A £10 DRAW EVERY WEEK, RUN BY MEMBERS, WHERE EVEN MEMBERS WITH



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

PROFOUND DISABILITIES CAN ENJOY CHOOSING A SQUARE AND PUTTING THEIR MARK IN IT. MEMBERS ARE ALSO INVOLVED IN MAKING AND SERVING DRINKS AND FOOD IN THE INTERVAL AND BINGO CALLING. MEMBERS HAVE THEIR OWN COMMITTEE FOR DEALING WITH ANTISOCIAL BEHAVIOUR. EFFECTIVELY THE RUNNING OF THE CLUB IS DONE BY THE MEMBERS WITH SUPPORT FROM AROUND 10 VOLUNTEERS AND CARERS SUPPORTING THEIR CLIENTS, OUR MEMBERS.

THE MONDAY CLUB HAS ITS OWN TWITTER ACCOUNT WHICH IS REGULARLY UPDATED WITH INFORMATION AND ACTIVITIES.

A MONDAY CLUB MEMBER HAS ALSO SET UP A MONDAY CLUB FACEBOOK ACCOUNT ALLOWING MEMBERS AND THE PUBLIC TO INTERACT ONLINE

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

Describe the evidence you've gathered from:

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

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

You should refer to relevant statistics, plans or strategies.

Consultation

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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

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

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



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	NONE	_____	
Revenue	£6,500	£500	2 YEARS
Total	£6,500	£500	2 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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SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

THE FUNDING FOR THE MONDAY CLUB PROJECT IS OBTAINED BY MEMBERS SUBSCRIPTIONS OF £2.00 PER SESSION, £2.00 x 40 WEEKS x 40 MEMBERS PER WEEK EQUALS £3,200 PER YEAR.
 CHRISTMAS LUNCH CONTRIBUTIONS FROM MEMBERS £400
 SELBY DISTRICT MENCAP SOCIETY GRANT FUNDING £1,000
 CENTRAL, EASTERN, WESTERN AND SOUTHERN AREA CEF FUNDING FOR TWO YEARS £3,000 EQUALS £1,500 PER YEAR FROM THE FOUR CEF AREAS.

£3 200 MEMBERS SUBS
 £ 400 CHRISTMAS LUNCH CONTRIBUTIONS
 £1 000 SELBY DISTRICT MENCAP GRANT
 £ 1 500 FROM FOUR CEF AREAS
 £ 400 MONDAY CLUB RESERVES

£6,500

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

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
CENTRAL	£1,000
EASTERN	£1,000
WESTERN	£500



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.

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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

A SUITABLE VENUE IS CRUCIAL FOR THE SUCCESS OF THE PROJECT AND ST. JAMES CHURCH STANDBRING HALL IS A LARGE ROOM IDEAL TO ACCOMMODATE 60-70 MEMBERS, CARERS AND VOLUNTEERS. THE HIRE COST USES UP OVER 18% OF THE TOTAL BUDGET

THE MONDAY CLUB IS ALSO A PLACE FOR MEMBERS TO CELEBRATE THEIR BIRTHDAYS, FOR THOSE MEMBERS WHO LIVE ALONE IT IS THE ONLY PLACE, FOR EXAMPLE, FOR ONE MEMBER IT IS A BIG OCCASION ON 17 OCTOBER WHEN ~~ONE~~ SHE CELEBRATES HER 50TH BIRTHDAY WITH A DISCO AND BUFFET. ON 12 DECEMBER 2016 OUR CHRISTMAS PARTY AND BUFFET IS AT SELBY BOWLING CLUB. ALTHOUGH MOST MEMBERS PAY THEIR CONTRIBUTION SOME MEMBERS CANNOT AFFORD TO DO SO. AS A CHARITY THAT WELCOMES PEOPLE IN POVERTY ALL THESE COSTS HAVE TO COME OUT OF THE BUDGET.

Constitution

This constitution was adopted on the 17 day of JANUARY 2005

1. NAME

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

2. OBJECTS

The objects of the Association shall be to:

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

3. POWERS

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

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

4. MEMBERSHIP

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

5. SUBSCRIPTION

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

6. EXECUTIVE COMMITTEE

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

7. EXECUTIVE COMMITTEE MEETINGS

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

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

8. ANNUAL GENERAL MEETING

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

9. GENERAL AND SPECIAL GENERAL MEETING

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

10. FINANCE

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

11. AMENDMENTS

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

12. DISSOLUTION

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

13. ARRANGEMENTS UNTIL THE FIRST ANNUAL MEETING

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

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

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

GRAMAM JEWNEY



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.

Burn Events Group

Q1.2 Organisation address

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

Burnville Main Road Burn YO8 8LJ	
Telephone number one	Email address (if applicable) andrea.harmonytherapies@gmail.com
Telephone number two	Web address (if applicable)
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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
Mrs	Andrea	Phillipson
Position or job title		
<i>Event organiser</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	
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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	1 st	Month	September	Year	2008
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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	



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

<p>Other (please specify)</p>	<p>The Burn Events Group is a standalone non charitable group, we are not an unincorporated association therefore we don't have a governing document.</p> <p>The Group is run jointly by two resident (myself being one) and approximately 10 volunteers. We can provide evidence of the events we have organised.</p>
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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.

Burn Media Project

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.

<ul style="list-style-type: none"> • Purchase a LCD projector and projector screen • To provide regular community slide shows/presentations and educational talks i.e. Burn's history in pictures, photography classes • Burn Methodist Chapel will be used to host the events and can provide refreshments, toilet facilities and disabled access



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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	1 st	Month	January	Year	2017
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Finish date

Day	ONGOING	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



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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: Social cohesion and reduce residential isolation	Provide topical presentations to suit all age groups
Objective 2: Share & preserve knowledge & history of the area	Guest speakers and historical slide shows of the area
Objective 3: Learn a new skill	i.e. photography, computing, internet classes/talk
Objective 4: Engage with residents from other locations within the district	Guest speakers and historical slide shows of the area

Q2.4 Continued.



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

- **All residents of all ages will benefit from the project and the wider region**
- **In addition our local groups will benefit i.e. Yorkshire Country Women's**
- **At our regular village events we will continually canvas the community for ideas for future presentations/talks**
- **We will be looking to involve volunteers in the project by encouraging them to share their knowledge/experience through a presentation/talk**



SOUTHERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

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:

- **We have already been approached by residents who are keen for us to provide historical presentations and to learn about the village they live in**
- **Following on from the successful Yorkshire Rows presentation held at Burn Methodist Chapel in May 2016 many residents have asked if we would be willing to arrange additional talks/presentations on a variety of subjects**
- **This project adds value to our existing established events programme which are always well attended/supported e.g. The Big Lunch is usually attended by circa 80-85% of residents**
- **Consultation: informal discussions with residents, exploration of needs of older residents through personal contact, discussion with existing groups (Yorkshire Country Women, Burn Methodist Chapel), unsolicited approaches from residents**



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	1300.00	800.00	2016
Revenue	120		2017
Total	1420.00	800.00	

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

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

September 2016 - Applied for £500 from Chris Pearson's Locality Budget

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



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.



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To purchase

LCD projector - £1000

Projector screen (inc stand & is portable) - £300

Revenue for events

Location Hire £12/hr @ 2hrs per event = £24

5 events in one year

Revenue Total: £120/year

Income from events

Ticket sales minimum of £3 each

Estimated attendance circa 50

5 events in one year

Income Total: £750/year

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	Burn Media Project
Project Manager	Andrea Phillipson
Document Author (if different from Project Manager)	
Organisation Name	Burn Events Group



Benefit

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

- **All residents of all ages will benefit from the project and the wider region**
- **In addition our local groups will benefit i.e. Yorkshire Country Women's**
- **At our regular village events we will continually canvas the community for ideas for future presentations/talks**
- **We will be looking to involve volunteers in the project by encouraging them to share their knowledge/experience through a presentation/talk**

- **We have already been approached by residents who are keen for us to provide historical presentations and to learn about the village they live in**
- **Following on from the successful Yorkshire Rows presentation held at Burn Methodist Chapel in May 2016 many residents have asked if we would be willing to arrange additional talks/presentations on a variety of subjects**
- **This project adds value to our existing established events programme which are always well attended/supported e.g. The Big Lunch is usually attended by circa 80-85% of residents**
- **Consultation: informal discussions with residents, exploration of needs of older residents through personal contact, discussion with existing groups (Yorkshire Country Women, Burn Methodist Chapel), unsolicited approaches from residents**

Details of the Project

Please list the details of your project

- Purchase a LCD projector and projector screen
- To provide regular community slide shows/presentations and educational talks i.e. Burn's history in pictures, photography classes
- Burn Methodist Chapel will be used to host the events and can provide refreshments, toilet facilities and disabled access

Project Objectives

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

Which objective?	How will you achieve this?
Objective 1: Social cohesion and reduce residential isolation	Provide topical presentations to suit all age groups
Objective 2: Share & preserve knowledge & history of the area	Guest speakers and historical slide shows of the area
Objective 3: Learn a new skill	i.e. photography, computing, internet classes/talk
Objective 4: Engage with residents from other locations within the district	Guest speakers and historical slide shows of the area

Benefits

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

Events organised will bring in an income and this will eventually make the project self funding

Project Approach / Delivery Options

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

Purchase the equipment and plan events

Project Timescales (Milestones)

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

The timescales are short in terms of we can begin when the equipment is purchased

Project Resources (people and money)

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

- **Costs** – Location Hire £12hr - 2hr per event = £24. Five events per year = £120
- **People** – Volunteer run – no cost

Funding

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

£800 from CEF and £500 from Locality grant; this would allow us to purchase the equipment immediately and start organising events so that the project would be self funding.

Risks / Issues

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

The only risk posed is the under attendance of the events we hold. However previous events have been attended by approximately 50+ people. Based upon 25 people attending the yearly costs would be recouped within 2 events.

Note: Residents have approached us asking if we could arrange events for them, so we don't envisage low attendance.

Links and Dependencies

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

No