



Your Community
Selby District

Agenda

Community Engagement Forum Funding Sub-Committee (Western)

Venue: Hillam and Monk Fryston Community Centre
Old Vicarage Lane, Monk Fryston. LS25 5EA.

Date: Tuesday 5 April 2016

Time: 6.30pm

To: Roy Wilson (Chair), Jenny Mitchell, David Nicklin, Jenny Prescott and Rita Stephenson.

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 previous Funding Sub-Committee held on 12 January 2016 (pages 1 to 4 attached).

4. FUNDING FRAMEWORK

To note the Funding Framework against which funding applications will be considered (pages 5 to 6 attached).

5. FUNDING APPLICATIONS RECEIVED

To consider funding applications received (pages 7 to 72 attached).

- | | | |
|-----|------------|---|
| 5.1 | Applicant: | Hillam Parish Council |
| | Project: | Hillam Defibrillator |
| | Category: | A |
| | Amount: | £1,000 |
| 5.2 | Applicant: | Fairburn Parish Council |
| | Project: | Fairburn Defibrillator Project |
| | Category: | A |
| | Amount: | £1,405 |
| 5.3 | Applicant: | Monk Fryston and Hillam Community Association |
| | Project: | Monk Fryston and Hillam Tour de Yorkshire 2016
Community (Commemorative) Cycling Day |
| | Category: | A |
| | Amount: | £1,980 |
| 5.4 | Applicant: | Sherburn in Elmet Parish Council |
| | Project: | Sherburn Cycle Saturday |
| | Category: | A |
| | Amount: | £5,000 |
| 5.5 | Applicant: | Positive Youth Community Interest Company |
| | Project: | Recycle |
| | Category: | A |
| | Amount: | £1,000 |

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services on 01757 292247 or email dmaguire@selby.gov.uk.



Minutes

Community Engagement Forum Funding Sub-Committee (Western)

Venue:	Hillam and Monk Fryston Community Centre Old Vicarage Lane, Monk Fryston, LS25 5EA.
Date:	Tuesday 12 January 2016
Time:	6.30pm
Present:	<u>District and County Councillors</u> Roy Wilson (Chair), Jenny Mitchell and Rita Stephenson.
Apologies:	Jenny Prescott and David Nicklin.
Officers present:	Chris Hailey-Norris (Selby District AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council).
Public:	2

1. DISCLOSURES OF INTEREST

None.

2. TERMS OF REFERENCE

The Terms of Reference had been circulated with the agenda pack and were noted by the Sub-Committee.

RESOLVED:

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

3. FUNDING APPLICATIONS RECEIVED

3.1 – Trio Supported Holidays CIC

The application was for £1,000 towards the business start-up costs for the Trio Supported Holidays Community Interest Company (CIC), which would provide supported holidays for vulnerable people in the Selby district including in the Western CEF area. Under the Allocation of Funding Framework it was confirmed that this application was a category B grant application.

The Sub-Committee noted that similar applications had been submitted to other CEFs in the Selby district, but agreed that this was not a material consideration when determining the application.

The Sub-Committee considered the application against the Allocation of Funding Framework for category B grants and confirmed that the application met the necessary criteria, specifically:

- The application met at least two of the objectives in the CDP (Leisure and Developing Youth Services).
- The grant would provide extensive and detailed benefits for one or more defined groups in the CEF area; specifically vulnerable adults and their families living in the CEF area.
- There was clear evidence of need and extensive community consultation; specifically that Trio Supported Holidays had been able to draw on their own skills and experience (over 50 years combined experience), feedback from users of similar projects in neighbouring areas and consultation with Selby District AVS.
- There was evidence of continued involvement of the community or a defined group throughout the period of the grant; specifically that the grant would be used towards the business start-up costs and that, once established, the CIC would continue to provide services on a long-term basis.

RESOLVED:

To recommend that the Partnership Board approve the funding application for £1,000 to Trio Supported Holidays CIC.

Reasons for decision:

The application meets the CEF Allocation of Funding Framework for category B grants.

3.2 – Sherburn Camera Club

The application was for £928.99 towards the purchase of new equipment for the Sherburn Camera Club. Under the Allocation of Funding Framework it was confirmed that this application was a category B grant application. The Sub-Committee noted that a previous application by the Sherburn Camera Club had been rejected in October 2015, as the application did not clearly identify how the grant would benefit the wider community. The Sub-Committee agreed that the re-submitted application had addressed the previous concerns and that all the necessary information was available to enable the Sub-Committee to make a recommendation.

The Sub-Committee considered the application against the Allocation of Funding Framework for category B grants and confirmed that the application met the necessary criteria, specifically:

- The application met at least two of the objectives in the CDP (Developing Youth Services and Leisure, and to a lesser extent the objective relating to Community Safety).
- The grant would provide extensive and detailed benefits for one or more defined groups in the CEF area; specifically young people through the club's work with South Milford Primary School and a recently created spin-off class for older people. The club had also participated in the first Sherburn in Elmet Community Calendar for 2016, which raised funds for the Peter Pan Nursery.
- There was clear evidence of need and extensive community consultation; specifically that the Camera Club had attended various community events (including the previous CEF forum) and had identified the potential for extending the reach of the Club beyond Sherburn.
- There was evidence of continued involvement of the community or a defined group throughout the period of the grant; specifically that the Camera Club would work with local schools. It was also confirmed by the AVS officer that the Camera Club had indicated a willingness to host a themed CEF forum which would ensure continued community involvement.

RESOLVED:

To recommend that the Partnership Board approve the funding application for £928.99 to Sherburn Camera Club.

Reasons for decision:

The application meets the CEF Allocation of Funding Framework for category B grants.

3.3 – Sherburn in Elmet Parish Council

The application was for £1,000 towards the capital costs of purchasing equipment necessary to enable the operation of a Defibrillator that had been previously purchased by the Parish Council. The bulk of the grant would go towards the purchase of a stainless steel cabinet, with the remainder contributing to the capital costs of installation and connection to a telephone line. The Sub-Committee noted that the application was valid, and that all required information had been provided.

The Sub-Committee noted that the application fitted with the CEFs previously stated desire to support similar projects across the CEF area, and that the application met at least two of the objectives in the CDP (specifically Community Safety and Developing Community Resources).

RESOLVED:

To recommend that the Partnership Board approve the funding application for £1,000 to Sherburn in Elmet Parish Council.

Reasons for decision:

The application meets the CEF Allocation of Funding Framework for projects.

The meeting closed at 6.55pm



Allocation of Funding Framework

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

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

How much is available in the Community Fund?

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

What is the maximum award?

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

What is the minimum award?

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

Who can apply for funding?

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

- Charities
- Community or voluntary groups
- Social enterprises

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

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

How often can organisations apply?

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



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

Is match funding required?

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

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

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



WESTERN 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.

Hillam Parish Council

Q1.2 Organisation address

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

c/o 43 Chapel Street
Hambleton
Selby
YO8 9JG

Telephone number one

01757 229885

Email address (if applicable)

hillampcclerk@gmail.com

Telephone number two

07860871523

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	Juvina	Janik



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title

Clerk to Hillam Parish Council

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 type="checkbox"/>

Other	<input checked="" type="checkbox"/>	Please describe	Parish Council
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

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

Day		Month		Year	Historic
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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	
Other (please specify)	Parish Council



WESTERN 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.

HILLAM DEFIBRILLATOR

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.

- To install a defibrillator in the telephone Box in Hillam Square.
- We have not yet chosen a partner organisation but because the Community Heartbeat Trust (CHT) would provide an emergency telephone then they are the preferred partner. Costs have been worked out to account for this.
- The equipment would be installed by qualified electrician then managed/service by the CHT. Training would be provided for residents by the CHT.
- Adoption of the telephone box has been instigated and the CHT would follow through the adoption of the 'box'.

Continue on next page



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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		Month	September	Year	2016
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Finish date

Day		Month	Ongoing	Year	
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Q2.4 Which key objectives in the Western Community Development Plan will your project meet? (no more than 500 words)

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

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Which objective?	How will you achieve this?
Objective 1: Sense of Community	<p>We have already engaged with residents and ask their views and explained the proposal. From that we have named volunteers and named residents interested in supporting the project. It is seen as a good thing for us to have a piece of equipment that may help to save a life.</p> <p>Fund raising will need to take place and that is good for developing community spirit. The pub is already committed to help raise funds.</p>
Objective 2: Improve local services	<p>Improving access to emergency medical equipment. Providing first aid training to residents will enhance the confidence and abilities of residents to take part in first aid.</p>
Objective 3:	
Objective 4:	

Q2.4 Continued.



WESTERN 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.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We have held 2 village meetings, one in the morning and one in the evening to capture a wide spread of residents. These were held at the Cross Keys Pub. Comments and names of people were recorded and are attached to this application.

In Hillam we have 277 households and an aging population. We also have a popular public house, which currently has extensive trade. The defibrillator would be accessible to the School and facilities of Monk Fryston.

Large groups of all ages visit the village who potentially may need access to the equipment:

Hillam and Monk Fryston Cricket Club has over 30-60+ players and visitors on weekends for 6 months of the year. Also the Monk Fryston Junior Football Team and Adult Football teams play at the weekends and training sessions, throughout the year.

Hillam is on a main cycle route and again access to emergency equipment may be advantageous.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

We plan to involve the sports clubs in the fund raising. This is also an excellent opportunity to open out the first aid training to both young people and adults involved in the sports clubs.

The Cross Keys Pub has pledged to support the project both with fund raising and agreeing to let meetings and training take place in the pub.

Volunteer residents will be kept involved in the development of the project and asked to form a Committee that will be linked to the Parish Council.

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.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

Residents from Hillam, Monk Fryston and Burton Salmon have already have shown support for a defibrillator with the support of the Volunteer Group established several years ago. This group have been kept advised of the Parish Council considerations and because of their dwindling number of volunteers are supporting our proposal. (Let me add the volunteers for the existing scheme have requirements and expectations put on them that this project won't have so we do not anticipate the same difficulties for local support.)

We have support from residents at the Village Meetings held on 11th January 2016. See attached comments 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	2675	1000	undefined
Revenue	170	-	
Total	2675	1000	

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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WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

From local fundraising and donations – see above.

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

Yes	No	X
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If yes, please provide details below

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



WESTERN 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.

WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

As stated before, this is based on using the Community Heartbeat Trust as partners for the supply of the defibrillator.

Item	Cost
Defibrillator	975
Stainless steel cabinet	795
Kiosk signage	35
Installation of equipment	150
999 telephone	341
Village training	250
Contingency	129
	<u>2675</u>

Annual Operating costs:

Rental of emergency phone	52
CHT support	126
	<u>170</u>

Two methods that CHT supply the equipment:

1. Purchase, the Parish Council purchase the equipment and are responsible for insurance and liabilities.
2. Managed services – the CHT would own and insure the equipment. The Parish Council would donate funds to the Trust to avoiding the payment of Approx. £500 VAT.

This will be decided by the Parish Council.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

APPLICATION FORM

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

Section one: About your organisation

Q1.1 Organisation name

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

Fairburn Parish Council

Q1.2 Organisation address

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

The Hayloft, Caudle Hill, Fairburn, WF11 9JQ

Telephone number one	Email address (if applicable)
01977 321626	rchrdeb@aol.com
Telephone number two	Web address (if applicable)
07510959844	
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



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
Mr	Peter Richard	Halls
Position or job title		
Parish Councillor		

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	<input checked="" type="checkbox"/>	Please describe	Parish Council
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

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

Day		Month		Year	
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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	N/A
Company number	N/A



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other
(please specify)

N/A

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

Section two: About your project

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

Q2.1 What is the name of your project?

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

Fairburn Defibrillator 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.

Fairburn Parish Council wishes to purchase a defibrillator, which will benefit the community and visitors to the village, in the event of an emergency.

Such a device needs a specialised cabinet for safe storage, recharging and temperature control and 24 hour, 7 day a week public availability. It must be placed in a convenient easily accessed location, which has a readily available electricity supply. We feel that it would be best located on an external wall of the community centre. This is located on the village recreation ground and would be readily available should an emergency result through sporting activities, such as cricket and football.

The speed at which medical assistance can be provided following cardiac arrest, often determines whether or not the patient survives. Due to Fairburn's rural location there is an inevitable time lapse between the calling of the emergency services and



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

the arrival of the first responder. Having an appropriate defibrillator, which offers guidance for safe use by untrained members of the public, could determine whether or not the victim survives.

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



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day	01	Month	01	Year	2016
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Finish date

Day	01	Month	06	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

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

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

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

Which objective?	How will you achieve this?
<p>Objective 1: Due to our rural positioning there is a time lapse for emergency services to arrive at the scene. Following a cardiac arrest the chance of survival decreases 23% per minute. It is vitally important we have a defibrillator in the village centre. Our objective is to ensure that casualties who have a cardiac arrest will receive medical assistance as quickly as possible.</p>	<p>The Parish Council aim to achieve this by having available a defibrillator. The defibrillator will be available 7 days a week, 24 hours a day. It will be attached to an external wall for public accessibility.</p>
<p>Objective 2: The increase in housing development has resulted in a steady growth of the village population. It is also an ageing population. This may well increase the odds of someone requiring the need for this apparatus. Our objective therefore is to provide this service for the community.</p>	<p>The Parish Council will strategically position the defibrillator where it will be available to everyone. Additionally we will place signs around the village to ensure its location is known.</p>



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Objective 3:	
Objective 4:	

Q2.4 Continued.

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

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

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

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

You could involve people in running your project by:

- getting them to join your management committee



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- 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.

There is no doubt that a defibrillator can potentially benefit all of our community. But Fairburn has many visitors, both to the Ings and the RSPB Centre, plus teams visiting to play cricket or football.

We will encourage members of these teams and organisations to familiarise themselves with the equipment and the procedure for use.

The general public will be invited to meetings to achieve the same goal. Plus, it would be of a great service to the village if the staff at the local Primary School would become involved in the project. We hope that they never have to operate it, but educating their pupils in its purpose and importance could be of a benefit to the community.

We hope to encourage volunteers from the village to come forward to help with the maintenance of the unit. It may be that there are residents that have professional experience and would be willing to offer further help or support.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

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

Describe the evidence you've gathered from:

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

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

You should refer to relevant statistics, plans or strategies.

Consultation

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



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

Many towns and villages in our locality now have a defibrillator on display for emergency use. Fairburn Parish Council feels that they have a responsibility to provide a similar service to the community.

Every minute it takes to reach a casualty with a defibrillator reduces their chance of survival. In ten minutes the chances of restarting the heart go from 85% to almost none. It is recognised that the average response time of around ten minutes for our emergency Ambulance Service is amongst the best in the world, but it becomes clear to see why the vast majority of cardiac arrest victims do not survive. (statistics provided by firstonscene.co.uk)

We have consulted with Mr David Heslop, a resident of the village who is a former paramedic. He now runs courses in CPR & AED first aid for industry and the workplace. Mr Heslop is willing to run training course for the community and become further involved with our project. He will also be consulted when purchasing.

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	£1805	£805	2016
Revenue	£600	£600	
Total	£2405	£1405	

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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CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Parish Council Funds will cover the greater cost but we will also enquire if donations could be made by organisations such as; the R.S.P.B. The Community Centre, the school P.T.A. and anyone willing to make a private donation.

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

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

If yes, please provide details below

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



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Tell us:

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

Examples of costs you could include:

Revenue

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

Overheads

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

Capital

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

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

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- Purchase of defibrillator and cabinet.
- Quotation from Community Heartbeat Trust, with guidance from the Yorkshire Ambulance Service and Mr D. Heslop.
- To provide a defibrillator and the necessary support advice and materials.

Revenue

- Hire of Community Centre for public meetings.
- Training sessions.
- Insurance.
- Installation and signage costs.
- Maintenance and running costs.



WESTERN 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.

Monk Fryston and Hillam Community Association (on behalf of the Monk Fryston and Hillam Tour de Yorkshire event steering group which includes a number of village clubs and groups)

Q1.2 Organisation address

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

Mauriac, Main Street, Hillam, Leeds LS25 5HH

Telephone number one	Email address (if applicable)
01977 682084	e_raynewton@hotmail.co.uk
Telephone number two	Web address (if applicable)
07706 795334	www.mfhcc.com/
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
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WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Mr	Ray	Newton
Position or job title		
Chair		

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

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

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

Day	30th	Month	November	Year	1969
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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	523782
Company number	



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other
(please specify)

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

Section two: About your project

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

Q2.1 What is the name of your project?

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

Monk Fryston and Hillingham Tour de Yorkshire 2016
Community (Commemorative) Cycling Day

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 Monk Fryston and Hillingham Community Association is leading and working with other village groups (MF Cycling club, the Guides, Brownies, Rainbows, Youth Club, PTA, Pre-school, Art Club, St Wilfrid's church and WI) to stage a cycling centric, community celebration to mark the visit of the Men's and Ladies 2016 Tour de Yorkshire Cycle race to our co-joined villages.

Our objectives are to:-

- a. Celebrate the visit of the Tour de Yorkshire to the Villages.
- b. Grow interest in Cycling, esp. with younger Children
- c. Create a great day for the Villages and invite others to join us.
- d. Raise money for village groups and clubs

WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Our aim is to create an event which encourages residents and visitors to get involved, participate and replicate the traditional activities enjoyed by followers of the great European cycle races; cycling the race route, enjoying the caravan, chalking on the roads, decorating the route, creating spectacular land art designs, seeing and cheering the famous cyclists and being able to watch the full race at the event on TV whilst socialising with family, friend and neighbours in a safe environment.

Key to our event is being able to create a safe event zone on or near the route, in our village which is blighted by the twisting and narrow, major trunk road, the A63. We will utilise the Community Centre and land on Old Vicarage Lane, and a nearby roadside piece of land adjacent to the village school.

We are hoping to close the road between Monk Fryston and Hillam for a period of time on race day, namely Water Lane from its junction with the A63 in Monk Fryston, Lumby Hill and Main Street, Hillam. This will allow us to stage 2 family commemorative cycle rides on part of the route, one for younger children which would be on completely closed roads and a second for older riders. All younger riders will receive a commemorative award.

We hope to decorate the entire 2.1km route through the Villages and are providing off street car parking and a cycle cloakroom.

Attractions include a large truck and cyclist interaction safety demonstration (see and be seen), display of vintage cycles, traditional children's and family games, Maypole dancing, street music and entertainment; a craft fair and beer fest, and day long TV coverage of the Races via our Big Screen in the Community Centre.

Entry will be free to this one off, socially inclusive, community event which we plan to weather proof as far as possible utilising our community group's equipment.

It is only possible to stage the event with other village organisations, who have formed a steering group, are working together and will be allocated roles eg Brownies May Pole Dancing, Cycling Club organising the commemorative rides etc. It requires a substantial outlay to stage this community event and we are requesting your help to underwrite some of the overheads such as road closure costs, street decoration and music.

Continue on next page

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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	23 rd	Month	April	Year	2016
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Finish date

Day	30 th	Month	April	Year	2016
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Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

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

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

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Which objective?	How will you achieve this?
<p>Objective 1: Activities for Young People</p> <p>CPD objective</p> <p>CAT A criteria</p>	<p>1. Our aim is to attract at least 200 young people of primary school age to take part in the commemorative cycle ride and to make it memorable by awarding them with a special medal or/and certificate noting their participation. We want this to be a family ride so we can inspire and encourage this to be the start of a lifetime, healthy sporting hobby.</p> <p>2. Many of the community groups taking part involve young people who, along with their leaders will be helping to stage the event to help make it a) enjoyable for others and b) raise funds for their organisation. This will help to teach them about self-help at an early stage in their lives.</p>
<p>Objective 2: Sense of Community</p> <p>CPD objective</p> <p>Cat A Criteria</p>	<p>1. To stage this, once in a lifetime event we have to draw together many of the community groups of MF and Hillam together. They enter into this knowing that it is a partnership which means that shared effort will hopefully result in shared rewards (if there are any) as well as providing our local and wider community with a great event.</p> <p>2. We are opening our doors (the village) to our neighbouring villages within Western CEF area to come and share, and hopefully enjoy, the event and reinforce what a great place the western area of Selby is to live.</p>
<ul style="list-style-type: none"> Objective 3: Extensive and detailed benefits for one or more defined groups in their CEF area. <p>Cat B</p>	<p>All the groups involved in the event are self-financing and rely for their continuing existence on either fund raising or subscription to sustain and develop their clubs and groups.</p> <p>The leaders are generally altruistic, and therefore willing to give up their time because they believe in the benefits of what they are doing for others in their communities. By helping the event</p>



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<p>Western CEF would be demonstrating their support for the leadership of these grass roots organisations groups where providing finance is always a distraction to the cause which they are championing and pursuing.</p>
<ul style="list-style-type: none"> Objective 4: Clear evidence for a high level of need and extensive community consultation e.g research conducted or a small pilot. <p>CAT B Criteria</p>	<p>The Tour de Yorkshire is organised by Welcome to Yorkshire to promote Tourism and inward investment into Yorkshire generally as well as Selby DC. In recent years Selby DC has taken steps to improve its reach and start to promote itself as a tourist destination. At the outset the event steering group took a view that our efforts were in part to show case our area was a great place to live.</p>

Q2.4 Continued.

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

Beneficiaries could be all the people, communities and organisations living in a



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We have set up an event steering group of 7 members drawn from the Community Association and MF Cycling Club, and includes individuals from our community including a Parish Councillor from Hillam and Monk Fryston.

The Committee has been responsible for creating the Template for the event, in consultation with other Community Groups (noted above).

Different groups will be responsible for different activities for example:-

1. The WI is organising Bunting making
2. The school is running a competition for its pupils to generate a land art design and will paint a very large static display.
3. The art club is creating several pieces of very large work for display.
4. The Community Association is responsible for staging the event and entertainment on the day (Beer Fest, Street and Event music); catering.
5. The PTA is overseeing the Craft Fair
6. The Cycling Club are overseeing the Commemorative Cycle rides; the Vintage cycle display and cycling centric displays and activities on the day.
7. The Guides, Brownies and Rainbows are involved in Maypole dancing, catering, and collection boxes.
8. The youth club in face painting, sweet stalls and other kids entertainment
9. Preschool in helping with children's entertainment and other activities.
10. Hillam Lights in street marshalling under professional supervision.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

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

Describe the evidence you've gathered from:

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

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

You should refer to relevant statistics, plans or strategies.

Consultation

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

Ever since the announcement that the Tour de Yorkshire was coming through our villages there was a buzz around the villages and a general mood of can we have another day like when the Olympic Torch came through in 2012.

These things take organising and everyone looks to the Community Association to take the lead and make it happen which we are doing. On this occasion the initiative was taken before Christmas by the Cycling Club and quickly followed by the WI, Pre-school, Guides and Brownies.

The steering group met in early January and by the end of January the village had been divided into sections with several residents in each section identified and recruited to take charge of decorating their section of the 2.1km's in the villages.

Other major stakeholders such as pubs other businesses have been contacted and are happy and active participants.

The church will look amazing!



WESTERN 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			
Revenue	2240	1980	April 2016
Total			

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

Yes	Y	No	
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WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

We have applied to Monk Fryston Parish Council for a grant to cover the cost of the commemorative medals which is £400 but they have a maximum grant limit of £250.

We have not secured it yet – we will hear after their meeting on April 6th

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



WESTERN 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.

WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We are applying for Funding to pay for some of the overheads to stage the event. We are not applying for any funding for the potentially revenue generating elements of the Event such as the Beer Fest, associated Catering, or children's entertainments

Our estimated costs are as follows:-

1. Cost of provision of professional service to close the water lane to stage the Commemorative cycle ride.	£440
2. Cost of Commemorative medals and certificates for participating children	£600
3. Materials for Land art and street decorations	£806
4. Street entertainment Senior Bands – Selby Music College 9.15-12.30	£150
5. Pre event publicity	£244
6. Total	£2240

I have included details from the Community Associations last audited accounts which is for the year April 2013 to March 2014 which was the year we redeveloped the Community Centre and is not representative. (I have included a copy of the audited accounts.

NB1. In the last year, since the audited we have repaid over £10,000 of loans and are investing £6,000 in facilities to finish off the external work.

NB2. We have approximately a further £20,000 loan to repay and we have further significant investment to make to reduce noise levels and sound proofing in the Community Centre now it is used by an increasing number of Youth Groups.



WESTERN 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.

SHERBRN IN ELMET PARISH COUNCIL

Q1.2 Organisation address

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

EVERSLEY PARK CENTRE, LOW STREET SHERBURN IN ELMET NORTH YORKSHIRE LS25 6BA	
Telephone number one	Email address (if applicable)
01977 681024	Dean.palmer@sherburninemet-pc.gov.uk
Telephone number two	Web address (if applicable)
07771387549	Sherburninemet-pc.gov.uk
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.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Name of contact

Title	Forenames (in full)	Surname
Mr	DEAN	PALMER
Position or job title		
COMMUNITY DEVELOPMENT OFFICER		

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	<input checked="" type="checkbox"/>	Please describe	Parish Council
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

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

Day		Month		Year	
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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.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

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.

SHERBURN CYCLE SATURDAY

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.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Sherburn in Elmet have the Tour de Yorkshire racing through the Village Centre on Saturday 30th April 2016. There are a number of Community Groups including local businesses involved in wanting to make the day special.

For the first time both the women's and the men's races will follow the same route. The women's race will pass through the Village Centre then later in the day the men will follow. Additionally for the first time the race is to be televised live from the start to the finish.

Special events like this are very rare and we want to seize this opportunity to bring the whole of the community together and create a feeling of togetherness and well-being for both residents and businesses.

The day will include Minster FM having their roadshow on site for the entire event entertaining the crowd. They have opened their stage for us to set up our own programme of local entertainment. This will include a spot for Sherburns Got Talent, together with providing other local talent with an opportunity to perform in front of a live audience.

Additionally, to keep the attention of sports fans throughout both races, particularly keen cyclists, we have arranged for a large screen to be on site alongside the Minster FM stage. This allows those supervising the Minster FM stage show to adjust the sound on the screen at main stages of the race so everyone in attendance can savour the atmosphere of the race.

To cater for the younger element there will be an area set aside for a bouncy castle and children's fairground rides.

Also to keep interest in the day we have arranged a number of competitions for all age groups which include photography, best decorated house and shop front, bakery and best decorated bike. Local businesses are enthusiastically supporting this by generously providing cash prizes for all our competitions. For further details see attached document.

The event is supported by Local Community Groups, Charities, Local Businesses, schools and Scout Groups. We are expecting between 3,000 and 5,000 people to visit Sherburn in Elmet throughout the day

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day	30	Month	April	Year	2016
-----	----	-------	-------	------	------

Finish date

Day	30	Month	April	Year	2016
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Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

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

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

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

Which objective?	How will you achieve this?
<p>Objective 1: To take advantage of the event to bring the Community of all ages and community groups together.</p>	<p>To invite all the Community Groups and Local Businesses to be involved in the organisation of the day. This will give a sense of ownership and pride throughout the village for the day's events.</p>
<p>Objective 2: To gain recognition for Sherburn in Elmet its Local Businesses and Community Groups.</p>	<p>By inviting Minster FM as main attraction of the days entertainment programme is to provide much needed publicity live on radio. They are also providing two weeks air time prior to the event to recognise the generosity of the sponsors along with providing notification of the event. Also involved will be local papers to recognise competition winners along with relevant sponsors.</p>



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Objective 3:	
Objective 4:	

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

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

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

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

You could involve people in running your project by:

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Sherburn in Elmet has a small village centre with a small number of local shops and services. There are also two supermarkets to the North and South of the Village. In addition Sherburn in Elmet has a busy community centre which supports a number of differing activities with a wide range of age groups. Furthermore, Sherburn in Elmet has a number of diverse sporting groups organising events throughout the year. With this in mind Sherburn in Elmet will not only have local residents present in the village but also people from neighbouring villages who visit for a variety of reasons.

We have representatives from these groups involved in organising and planning the day. We initially held a consultation meeting involving Tour de Yorkshire organisers and delegates of Welcome to Yorkshire. This public meeting was attended by up to one hundred people consisting of Local Businesses, Charities, Schools and a host of Community groups. The amount of interest from everyone in the community inspired us to make the race an event to remember for Sherburn in Elmet.

On the back of this all these differing groups combined to form a Working Group which will plan and run the day's programme. We have full support from the Tour de Yorkshire organisers in the management of the event. They have advised us on a number of queries and we maintain communication with them to ensure the smooth running of the event.



WESTERN 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:

We were informed of the event at relatively short notice but immediately recognised its potential for bringing a feelgood factor back to the Village after a number of issues had divided Sherburn in Elmet.

Initially a small steering group was put together and we arranged for the Tour de Yorkshire organisers to hold one of their Community Roadshow's here at the Eversley Park Centre. This provided the initial consultation with the Community and was hosted by representatives of Welcome to Yorkshire and the race organisers, people who had past experiences in the event and could provide expert advice on all aspects of the race. This included what type of road blocks would be put in place and for how long along with examples of what other villages and towns had organised to celebrate the Tour de Yorkshire racing through their back yard.

To advertise the Community Roadshow a leaflet was developed and hand delivered to all local businesses. It was also placed in strategic spots such as the library, the community centre and other places where people gathered.

The response was incredible with approximately one hundred people in attendance and representative of all the differing community groups already mentioned. This highlighted to the steering group that a high percentage of people from the Village were behind the idea of making it a day to remember.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The steering group has grown in numbers as we feel it is essential that we are inclusive and all have the opportunity to have input into the planning and organising of this event. We have had several meetings and will continue to hold meetings at between ten and fourteen day intervals to ensure that the event is properly organised.

Further consultation was carried out by visiting local businesses (including Sherburn Industrial Park) and explaining/informing them about what was being planned. We have been overwhelmed at the enthusiasm shown and the generosity of the small businesses who have pledged prize money for the competitions we have organised.

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	£12929.60	£5000	
Revenue	£2000.00		
Total	£14929.60		

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

Yes	X	No	
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If yes, where will you get the other funding from and have you secured it yet?

North Yorkshire County Councillor has allocated £1200 from the Locality Budget.
 Businesses from the Sherburn in Elmet Industrial Park
 Housing Developers (718 new homes are being built in Sherburn)
 Sherburn Gala Association – request for funding submitted
 Elmet Lions – request for funding submitted



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

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

Examples of costs you could include:

Revenue

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

Overheads

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

Capital

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

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

WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

In making the event a special occasion to assist in keeping the people entertained along with having a central we are planning for Minster FM to be present. Their package includes a live broadcast during the race. It also includes the hire of the roadshow including stage, two weeks of promotional trailers leading up to the event and publicity for local businesses who have generously sponsored the event.

Minster have agreed to be in situ for how long we require them with an understanding the stage is available for anything we wish to use it for. Our programme is likely to include local talent entertaining those watching along with a spot doing Sherburns Got Talent. It will also be used for an award ceremony, presenting prizes to the winners of the many competitions on offer.

Also included as part of the package is a 6 square metre big screen which will show the Tour de Yorkshire in its entirety. This as at a cost of £5495 plus £1099 VAT making a total cost of £6594.

CAPITAL COST

£6594.00 for Minster FM Package
 £0465.60 Portable Toilet Hire including £77.60 Vat
 £0220.00 St Johns Ambulance First Aid Services
 £1400.00 Competition Prizes
 £0500.00 Local Advertising
 £0250.00 Flags and Bunting
 £1000.00 Banners
 £1000.00 Approximate figure for Children's play area
 £2000.00 Approximate figure for other Street Entertainment
 £2000.00 Approximate cost for running costs and administration

APPROXIMATE COST £14929.60

EXISTING SPONSORSHIP PLEDGED FROM LOCAL BUSINESSES AND COMMUNITY GROUPS

£5500.00 plus money pledged for competition winners (see attached sheet) £1400



WESTERN 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.

Positive Youth CIC

Q1.2 Organisation address

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

Rose Cottage Tadcaster Grammar School Tadcaster LS24 9NB	
Telephone number one	Email address (if applicable)
07713152713	positiveyouth@outlook.com
Telephone number two	Web address (if applicable)
07866088060	
Fax number (if applicable)	

Q1.3 Main contact details for the project

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

Name of contact



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
Mr	Stephen	Green
Position or job title		
<i>Director</i>		

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

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

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

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

Day	05	Month	01	Year	2015
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Q1.5 Reference or registration numbers

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

Charity number	
Company number	9374004



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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. x

Section two: About your project

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

Q2.1 What is the name of your project?

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

Recycle

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

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

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

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

bicycle, but those intended for community use.

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

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

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

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

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

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

Continue on next page

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

Start date

Day	01	Month	02	Year	2016
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Finish date

Day	01	Month	05	Year	2016
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Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

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

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

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Q2.4 Continued.



WESTERN 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.

WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

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



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

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

Describe the evidence you've gathered from:

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

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

You should refer to relevant statistics, plans or strategies.

Consultation

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

Question 2.6:

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

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

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

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

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

Section Three: Project finances

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

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

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

Make sure you include:

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

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

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	9000.00		3 years
Revenue	24221	1000	1 yr
Total	33221	1000	1 yr – 3 yrs

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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WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

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

Q3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

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

Examples of costs you could include:

Revenue

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

Overheads

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

Capital



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

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

Insurance – public and business £850.00

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

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

Staff training – bike maintenance qualifications £1250 + vat.

Bike Helmets - £5.00 each per person

lights and reflectors £3.75 per bicycle

consumables – brakes, cables, parts £500

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

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

The money from Western CEF will be spent on

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

Accreditation costs for 3 yp = £84.00

Helmets x 12 = £60.00

Lights and reflectors x 12 = £45.00

Consumables and tool £200.00

Contribution to insurance, tax, fuel £236.00