



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 July 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 5 April 2016 (pages 1 to 6 attached).

4. FUNDING FRAMEWORK

To note the Funding Framework against which funding applications will be considered (pages 7 to 8 attached).

5. FUNDING APPLICATIONS RECEIVED

To consider funding applications received (pages 9 to 41 attached).

- | | | |
|-----|------------|----------------------------------|
| 5.1 | Applicant: | Yorkshire Energy Doctor |
| | Project: | Warming the Western CEF |
| | Category: | C |
| | Amount: | £559.20 |
| 5.2 | Applicant: | Wheatsheaf Angling Club |
| | Project: | Disabled Platform |
| | Category: | B (note maximum award is £1,000) |
| | Amount: | £4,162.00 |
| 5.3 | Applicant: | Brotherton & Byram Entertainers |
| | Project: | Facility to store costumes |
| | Category: | B (note maximum award is £1,000) |
| | Amount: | £2,000.00 |

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

Western Community Engagement Forum Funding Sub-Committee

Venue:	Hillam and Monk Fryston Community Centre Old Vicarage Lane, Monk Fryston, LS25 5EA.
Date:	Tuesday 5 April 2016
Time:	6.30pm
Present:	Roy Wilson (Chair), Jenny Mitchell, David Nicklin, Jenny Prescott and Rita Stephenson.
Apologies:	None.
Officers present:	Chris Hailey-Norris (Selby District AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council).
Public:	0

4. DISCLOSURES OF INTEREST

None.

5. MINUTES

The minutes of the Funding Sub-Committee meeting held on 12 January 2016 were confirmed as a correct record.

RESOLVED:

To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 12 January 2016.

6. FUNDING FRAMEWORK

The Funding Framework had been circulated and was noted.

7. FUNDING APPLICATIONS RECEIVED

7.1 – Hillam Parish Council

The application was for £1,000 towards the purchase and installation costs of a defibrillator for Hillam Parish. It was confirmed that this application was a category A project application, as the provision of defibrillators had been previously identified as a project that the CEF supported.

The Sub-Committee considered the application against the Funding Framework for category A projects and confirmed that the application met the necessary criteria, specifically:

- The application met at least two of the objectives in the CDP (Sense of Community and Improving Local Services).
- The grant would benefit the CEF area and specifically the residents of Hillam Parish.

RESOLVED:

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

Reasons for decision:

The application met the CEF Funding Framework for category A projects.

7.2 – Fairburn Parish Council

The application was for £1,405 towards the purchase and installation costs of a defibrillator for Fairburn Parish. It was confirmed that this application was a category A project application, as the provision of defibrillators had been previously identified as a project that the CEF supported.

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

- The application met at least two of the objectives in the CDP (Sense of Community and Improving Local Services).
- The grant would benefit the CEF area and specifically the residents of Fairburn parish.

It was noted that previous applications related to the defibrillator project had been for £1,000 and that this application was for £1,405. The Sub-Committee agreed that the grant should be for £1,000 to ensure consistency with previous grants.

The Sub-Committee were concerned that the applicant had not been able to identify sufficient volunteers to assist with the maintenance of the defibrillator. The Sub-Committee agreed that the grant would be conditional on evidence being provided to confirm sufficient volunteers were available.

RESOLVED:

To recommend that the Partnership Board approve the funding application to Fairburn Parish Council, but for the reduced amount of £1,000 and subject to evidence being provided that sufficient volunteers have been identified to assist with the maintenance of the defibrillator.

Reasons for decision:

The application met the CEF Funding Framework for category A projects.

7.3 – Monk Fryston and Hillam Community Association

The application was for £1,980 towards the cost of running a community event to coincide with the Tour de Yorkshire Cycle Race in April 2016, which would be visiting Monk Fryston and Hillam.

The Sub-Committee noted that the application was a category B grant application and that the funding framework set a limit of £1,000 for this application.

The Sub-Committee considered the application against the 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 (Sense of Community and Leisure).
- There would be extensive and detailed benefits for one or more defined group within the CEF area.
- There was evidence of a high level of need and community consultation.
- There would be the continued involvement of the community for the duration of the event.

RESOLVED:

To recommend that the Partnership Board approve the funding application to Monk Fryston and Hillam Community Association, for the maximum possible grant of £1,000.

Reasons for decision:

The application met the CEF Funding Framework for Category B grants.

7.4 – Sherburn in Elmet Parish Council

The application was for £5,000 towards the cost of providing a community event in Sherburn in Elmet on Saturday 30 April to coincide with the Tour de Yorkshire. The Sub-Committee considered the merits of the application, and considered that the application would be considered as a category A project due to the size of the event and the total cost (circa £15,000).

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

- The application met at least two of the objectives in the CDP (Sense of Community and Leisure).
- The grant would benefit the CEF area, specifically the residents of Sherburn in Elmet parish but also the whole CEF area due to the size of the event.

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 met the CEF Funding Framework for category A projects.

7.5 – Positive Youth Community Interest Company

The application was for £1,000 towards the cost of establishing a district-wide 'bike library', and had been submitted to all five CEFs.

The Sub-Committee considered the application against the Funding Framework for category B grants. It was noted that the application did not meet all the criteria in the funding framework, specifically that:

- It was not clear how the project would benefit one or more defined groups within the CEF area, and
- There was no clear evidence of a high level of need nor was their evidence of extensive community consultation within the CEF area.

RESOLVED:

To recommend that the Partnership Board reject the funding application for £1,000 to Positive Youth Community Interest Company.

Reasons for decision:

The application did not meet the CEF Funding Framework for category B grants.

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.

Yorkshire Energy Doctor CIC

Q1.2 Organisation address

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

10 Danes Court Riccall YO19 6NP	
Telephone number one	Email address (if applicable)
07738 818391	kate@yorkshireenergydoctor.org.uk
Telephone number two	Web address (if applicable)
01757 249100	www.yorkshireenergydoctor.org.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.

Name of contact

Title	Forenames (in full)	Surname
Dr	Kate	Urwin
Position or job title		
Director		



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

Social enterprise	√
Charity	
Voluntary or community group	

Other	√	Please describe	Community Interest Company (CIC)
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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	09	Month	July	Year	2014
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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	9123530
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.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

Warming the Western CEF

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.

For people who have the internet, switching energy supplier should be easy, you would go online, compare companies and choose the cheapest. What would you do however if you don't have the internet? The chances are you would stay with the same company you have been with for years and, by doing so, you'll be paying over the odds for your energy. This puts preventable pressure on household budgets and often means that people worry about turning the heating on or turn it off to save money.

We can help people with this and over the last year we have taken referrals for home energy visits from a variety of sources. For example, we have visited 40 households via the Selby Social Prescribing project. These have been to elderly residents who have initially been referred to Selby AVS through their GP. The households have nearly all included someone who has a long-term health condition. In this case, it's vital that people can afford to heat their homes to a comfortable level as we know that cold homes cause poor physical and mental health and can exacerbate existing health conditions. Through these 40 home visits we have generated savings of over £12,000 on energy and water bills - finding a cheaper energy supplier is just one way we can help.

We are requesting funding to be able to continue to meet requests for home energy visits to residents living in the Western CEF area over the next year.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Home visits are the most effective way to generate change as they allow dedicated time to talk through options and to help people take action. Going into homes also ensures that utility bills are available and enables us to pick up on a range of other issues such as whether the home is warm enough. We can also directly help with setting heating controls, taking meter readings and checking insulation. A home visit typically takes 1.5-2 hours and we will help people to:

- Check their energy prices and change to a cheaper energy supplier (saving, on average, over £250 per year)
- Sign up to the Priority Services Register with their energy company - these provide additional support services to households where there is vulnerability, e.g. an elderly resident
- Access grants towards winter bills (for low income households)
- Apply to Trust Funds to clear energy debts
- Maximise the energy efficiency of the home
- Understand heating controls
- Reduce water bills by switching to a meter (if appropriate)
- Save energy

Residents will be able to access the service via:

- referrals from the Selby Social Prescribing project. The project is continuing until September yet there is no longer any accompanying funding to support home energy visits
- referrals from other organisations such as Horton Housing, Children's Centres, community and voluntary sector partners, and Parish Councils. Many local organisations already know about our service but we will do some specific promotion amongst Parish Councils.
- self-referral via outreach events

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	08	Year	2016
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Finish date

Day	31	Month	07	Year	2017
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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)



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

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

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

Which objective?	How will you achieve this?
Objective 1: Local Services	We will be providing a local service in the Western CEF area that would not otherwise exist. Offering home visits makes the advice accessible to all residents, irrespective of their circumstances, and specifically aims to help people who may not otherwise be able to access such a service if, for example, they had to travel to an advice centre. The service itself will then help people be better able to afford their heating costs and be warmer in their homes. Cold homes cause poor physical and mental health and can exacerbate existing health conditions
Objective 2:	
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:



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- 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.

Our project will target those groups who's health is most at risk from living in a cold home. This includes households where there is an elderly resident, someone with a disability or long-term health condition, or where there are very young children. These groups are more likely to be paying more than they need to for their energy, this may be because they do not have the internet to compare prices or because they rely on more expensive payment types such as prepayment meters. Furthermore, these residents typically spend more time in the home during the day, are more vulnerable to the cold and, therefore, have a higher than average demand for heat. As we would be offering a home visiting service, the project will potentially also benefit those in rural areas who may have difficulty in travelling to advice centres in urban hubs.

We will work with other frontline organisations to reach households in the Western CEF area. This includes Selby AVS (through Social Prescribing), Horton Housing, Brotherton and Sherburn Children's Centres, the Parish Councils and other voluntary organisations such as Carers Count and Selby and District DIAL.

We will ask for feedback from everyone who receives a home visit to find out what they found most and least useful. We will also maintain records of all the support given to residents and the savings made. Through Social Prescribing we have saved an average of £300 per year per household. We are proposing 8 home visits through this project and we would expect to more than recoup the project cost through the savings generated to Western CEF residents.

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

WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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:

Our anecdotal evidence shows that companies cold calling around solar panels, boilers or switching energy suppliers has generated a lot of dis-trust around energy-related topics and that there is a need for a locally-based service that can provide independent, trusted advice. Our involvement in the Selby Social Prescribing project shows that when people have this then they are willing to take action and there are significant savings to be made.

As an example, we have done 7 home visits in Sherburn-in-Elmet through Social Prescribing and found the following:

- All residents were on Standard energy tariffs and none had a computer or internet access. We did comparisons of other energy suppliers and found possible savings of £2,210, an average of £316 per year each. We supported 5 of these 7 households to go ahead and change their company, with the reassurance that they can call us at any time if there are any questions or problems
- There is a lack of awareness of the Priority Services Registers that energy companies have which give extra support to households where there is an elderly resident or someone with a disability.
- Not everyone is aware of the savings that can be made through water meters - one lady in Sherburn was paying £486 per year for her un-metered water. She is going to have a meter fitted that should half this cost.
- One gentleman was still paying Economy 7 rates despite no longer having night storage heaters - we organised for the meter to be exchanged.
- Although not our main focus, we often found residents who had concerns that they were over-paying for other things. For example, we made calls for one lady to ask about her Sky package and they offered a £20 per month reduction.

When asked what was useful from our home visits, we received the following comments from residents in the Western CEF area:

"Your understanding of everything, everything is simplified with understanding....I had two months of severe stress from dealing with E.ON last year, it made me very ill"

"Everything, it's everything that I wanted to know for a while, wondering if I'm paying too much for my gas and electricity"

"Talking to someone who knows how to help"



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

There is a need to reach further into the Western CEF area as all the visits to date have been in Sherburn so we will do some specific promotion to all of the Parish Councils. This is important as people off the mains gas network often incur higher than average energy costs.

Although organisations such as the Citizen's Advice Bureau will help with energy issues, residents would normally have to make an appointment in Selby. This is not practical or realistic for everyone, particularly for the elderly or those with limited transport options.

We currently do not have any funding to do home energy visits in the Selby District which means that we cannot action the requests we are getting from other organisations.

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	£559.20	£559.20	One year
Total	£559.20	£559.20	



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

n/a

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

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

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Central	£654
Tadcaster	£588

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:



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Revenue

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

Overheads

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

Capital

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

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

The costs of our project are to cover the staff time involved in organising and visiting a resident and the travel costs. These are broken down as follows:

Staff time per visit

- The total time for a visit is 3 hours. This includes organising the appointment, 1.5-2 hours spent with the client and then time for travel, paperwork and providing any follow-up support
- Staff time is charged at £20 per hour = £60 per visit
- Total staff costs for 8 visits = £480

Travel

- The average journey from our base in Riccall to Western CEF residents is estimated to be 22 miles per trip
- This will be costed @45p/mile = £9.90 per trip
- Total travel costs for 8 visits = £79.20

→ Total cost for 8 home energy visits = **£559.20**

We are proposing 8 home visits based on the number of referrals we have received specifically in the Western CEF area over the last year.

Please note that the amounts of funding we are applying for vary between different CEF areas as they are based on our previous demand for visits in each area and differing travel costs. We are not applying to the Eastern and Southern CEFs at the current time as numbers of referrals have been very low in those areas.



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.

WHEATSHEAF ANGLING CLUB

Q1.2 Organisation address

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

61 PINFOLD AVENUE SHERBURN IN ELMET NORTH YORKSHIRE LS25 6LA	
Telephone number one	Email address (if applicable)
01977 685264	
Telephone number two	Web address (if applicable)
07979633407	
Fax number (if applicable)	



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
Mr	MARK	ADAMS
Position or job title		
CHAIRMAN		

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	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	1 st	Month	AUGUST	Year	2015
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WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.5 Reference or registration numbers

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

Charity number	
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.

Disabled Platform

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 Angling Club Committee have carried out some tremendous improvements to the fishing pond in Sherburn in Elmet. Their aim is for the pond to be of maximum benefit to the community and make it accessible to as many groups as possible.

The pond is already gaining in reputation for attracting groups with special needs by getting regular visits from a group of autistic adults from Pontefract. To extend this further they would like to install a platform specifically for those with disabilities.

The committee have already renewed a number of non-disabled platforms along with the access down to each of them. This was carried out by members of the committee in their own time. The angling committee do, however, realise this project is beyond them due to the tight constraints and complexities demanded by national standards.

The inclusion of a platform, specifically for disabled people, will have wider implications to the popularity of the pond. Not only will it be a massive boost to the community of Sherburn but also to the surrounding villages and beyond where very few ponds have this provision.

The wider impact of this project is the coming together of like-minded people and the socialisation this disabled platform will offer. It will provide the opportunity for family, friends and carers to be involved in an activity, make new friends and discuss anxieties with those in similar circumstances.

Research shows that by making an activity such as this available to people with disabilities and give the opportunity for them to acquire new life skills they enjoy psychological benefits such as good self-esteem and confidence. In turn gives belief which heightens the hunger for more active participation. There is also evidence that by participating in some activity may mean lower anger and stress levels are experienced than people with disabilities who are inactive.

Additionally, by participating in such activities can be beneficial in improving the concept of other groups within the community and reduce the stigma and discrimination associated with disability. The wider community impact will help reduce isolation and integrate individuals more fully into community life.



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	1st	Month	August	Year	2016
-----	-----	-------	--------	------	------

Finish date

Day	30	Month	August	Year	2016
-----	----	-------	--------	------	------

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 <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Promote equality of opportunity for disabled people	Our project involves improving access & facilities for those with disabilities. To achieve this we are wanting to provide specialist equipment making fishing accessible and enabling more disabled people to enjoy the activity.
Objective 2: Remove barriers that prevent disabled people from participating	To provide equipment which is fit for purpose so the experience is enjoyable for the disabled person and carers to such an extent all want to return in the future. Additionally the acquisition of skills and accomplishments build self-confidence, develop social skills and forge friendships outside of the family.
Objective 3: The promotion of positive attitudes towards disabled people.	Sport in general changes community perceptions of people with disabilities by focusing on their abilities instead of their disabilities. Through this project people without disabilities will see people with



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	disabilities in a positive context and see them accomplish something not thought possible before.
Objective 4: Ensure those who will be benefitting from the Platform are safe from harm.	Bringing expertise with knowledge of the requirements and experience in erecting the platform to safeguard users

In relation to the Western CEF our project clearly meets the objectives of developing more activities for local people, ensuring that current facilities are accessible for all. It enables a wider group of local residents to enjoy this great facility.

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.

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 not only attract local residents but is also a focal point for people from neighbouring villages who visit for a variety of reasons.

The Angling Committee is an existing group of volunteers with tight financial constraints which is the reason why they carry out most of the work themselves. They are committed in making the Pond not only a pleasant place to visit and spend time but for it to be available to as many people as possible. They see this project as a major facility in improving opportunities for a community group with limited access to sport in general.

There will be a number of beneficiaries who will gain from this project not least of all people with disabilities. Additionally, families and carers will benefit as the opportunity for them to carry out this activity together which will be respite for all concerned.

We will ensure that this additional resource is promoted on all of our publicity to encourage more participation and use of our facility. We would be keen to promote our work further in partnership with the Western CEF Partnership Board, Selby District AVS, Selby District Equality Network and Volunteer Service.

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:

The inspiration to add the disabled platform came from researching the internet where it is widely recognised by many groups, associations and organisations that sporting activities can have a major and positive impact on the life of individuals with disabilities.

Below are just a few of these along with what they hope to achieve.

Sport England are currently investing £170 million to make sport a practical and attractive lifestyle choice for disabled people with disabilities. Their investment is helping to ensure sport and the equipment available is ready to deal with disabled people.

English Federation of disability Sport (EFDS). Their mission is to make active life possible and are dedicated to disabled people in sport and activity. EFDS vision is that disabled people are active for life and recognise that activity can make a fundamental difference to their quality of life and increased independence.

British Disabled Angling Association (BDAA) was founded by individuals with disabilities and administered by disabled people. Their volunteer trustees have dedicated their time to providing support, information and services to families, fisheries owners, and retailers in order to socially integrate disabled and non-disabled people into fishing. On a different note Loughborough University have established The Peter Harrison Centre for Disability and Sport. That contributes to research and practice in disability sport. Their mission is to promote the substantial health and quality of life that can be gained through participation in disability in sport.

The groups above are just a small example of what type of advice and help is available. They are diverse groups, many having different objectives. These being from ensuring the equipment required is fit for purpose, therefore, making the experience enjoyable. Some provide information and support to disabled people their families and clubs. Universities are continually researching and monitoring so there is a continual improvement in the well-being of those with disabilities and other groups arrange sporting holidays for disabled people, their families and/or carers. Ultimately, though many have these provide a different service, each have one goal in mind which is to improve the life of people with disabilities.

Locally the Selby District Equality Network and the Selby District Disability Forum continue to highlight the need to improve access to services and facilities across the District. The biggest frustration is how the environment disables people more than their actual disabilities.



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	£4162		
Revenue			
Total	£4162		

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

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



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

The Angling Club currently have 35 purpose built fishing platforms and are wanting to add two Disabled Platforms. The platforms are designed so disabled drivers will be able to drive alongside and access the margins of the water safely. The committee understand that strict guidelines exist when erecting these platforms and have therefore opted to ask someone with the correct expertise to carry out the work. The work will take approximately eight days to complete.

To come up with the cost the Wheatsheaf Angling Club received three quotes from different companies and chose the lowest which is £4,162.

The costs are made up of the following;

• Costings of materials Steelwork and Timber	£1944.85
• Two mens labour for eight days @ £200 per day	£1600.00
• Decking timber is £10.50 per sq mtr, 16 sq mts required	£168.00
• 1 X JCB digger hire at £150 per day for 3 x days	<u>£450.00</u>
Total	<u>£4162.85</u>

Due to our tight monetary constraints we are requesting funding for the whole amount. This is high on our list of priorities as we feel it is a vital inclusion to the Pond, for the community and other local towns and villages.

If refused and we have to finance this project ourselves then other schemes will have to be put on hold until further funding can be accumulated.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

WOOF!

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.

BROTHERTON & BYRAM. ENTERTAINERS

Q1.2 Organisation address

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

BROTHERTON & BYRAM. ENTERTAINERS.

Telephone number one	Email address (if applicable)
01977- 674304	mawdandKeith@gmail.com
Telephone number two	Web address (if applicable)
	N/A.
Fax number (if applicable)	
N/A	

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
MR.	KEITH SHEARD	SHEARD J.P.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title
TREASURER. BROTHERTON & BYRAM ENTERTAINERS

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	PANTOMIME SOCIETY (COMMUNITY GROUP)
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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	SEPTEMBER	Month	APRIL	Year	1986
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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
Other (please specify)	N/A.



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.

TO PROVIDE FACILITY FOR STORAGE OF COSTUMES

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.

UP TO APRIL 2016, ALL COSTUMES WERE STORED IN BROTHERTON CHAPEL, WHICH HAS NOW CLOSED, LEAVING US WITH NO STORAGE FACILITIES, FOR NUMEROUS CLOTHES. WE HAVE TEMPORARILY MOVED THEM ONTO THE STAGE OF BROTHERTON PARISH HALL. THERE ARE NO FACILITIES IN THE HALL FOR STORAGE, OUR INTENTION IS TO PURCHASE A STORAGE UNIT, HAVE IT LINED AND PUT IN THE CAR PARK OF THE PARISH HALL. SO PROJECT IS TO PURCHASE A UNIT FOR STORAGE OF ALL COSTUMES ACC.

Continue on next page



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

THE PROJECT WILL CONSIST OF PURCHASING A FULL METAL STORAGE UNIT, HAVE IT LINED SO COSTUMES CAN BE SAFELY STORED. AND PLACED IN CAR PARK OF BROTHERTON PARISH HALL. PERMISSION HAS BEEN OBTAINED FROM THE PARISH HALL MANAGEMENT COMMITTEE ALSO PLANNING DEPARTMENT AT SELBY COUNCIL CONTACTED THEY INDICATE NO FORMAL PLANNING REQUIRED BUT WE WILL FORWARD A PLAN FOR THEIR KNOWLEDGE & APPROVAL.

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	JULY	Year	2016
-----	--	-------	------	------	------

Finish date

Day		Month	JULY	Year	2016
-----	--	-------	------	------	------

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.



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:	PURCHASE STORAGE UNIT
Objective 2:	HAVE UNIT LINED
Objective 3:	UNIT PLACED IN CAR PARK
Objective 4:	

Q2.4 Continued.

THIS PROJECT WILL BENEFIT FIRSTLY OVER 100 PEOPLE OF ALL AGES FROM 6 YRS TO 80 YRS. AND OVER 800 PEOPLE WHO ATTEND ON PANTOMIME WEEK.

THIS SOCIETY WAS STARTED FOR A NUMBER OF REASONS

- a) TO PROVIDE LIVE ENTERTAINMENT FOR COMMUNITIES.
- b) TO PROVIDE THIS LIVE ENTERTAINMENT FOR ELDERLY AND YOUNG PERSONS AND FAMILIES.

BROTHERTON & BYRAM. ARE DEPRIVED AREAS, SO MANY OF THE ABOVE COULD NOT AFFORD TO GO TO YORK LEEDS OR BRADFORD FOR SUCH ENTERTAINMENT WE MAKE A DIFFERENCE IN THE COMMUNITY.

- c) AS WITH CHILDREN & YOUNG PERSONS BY BEING INVOLVED IN SUCH ENTERTAINMENT, IT GIVES THEM A FEELING OF BEING INVOLVED AND BUILDS UP CONFIDENCE IN FRONT OF LARGE CROWDS

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.



WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

You could involve people in running your project by:

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

BENEFICIARIES WILL BE THE WHOLE OF THE
SOCIETY, AND PEOPLE OF THE COMMUNITY AS A WHOLE

THE MANAGEMENT COMMITTEE OF THE B&B
ENTERTAINERS WILL SEE THE PROJECT THROUGH.



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:

THE NEED IS URGENT AS OF THIS MOMENT
THERE IS NO STORAGE FACILITIES AVAILABLE
ANYWHERE ELSE

OBVIOUSLY THE COMMITTEE SPOKE AT LENGTH
AS TO HOW TO MOVE FORWARD ON
THIS MATTER

THIS IS OUR ONLY COURSE OF ACTION IN
THIS MATTER

WE ARE A WELL ESTABLISHED COMMUNITY
GROUP, OUR CHILDREN, YOUNG PERSONS ARE STILL
WITH THE GROUP, AND WE HAVE 1/2 DOZEN
WHO ARE NOW PLAYING PRINCIPAL ROLES
ALL ROLES, I.E., DRESSMAKER, MAKE UP
SCENERY PRINTING ARE ALL DONE BY VERY
TALENTED MEMBERS OF THE SOCIETY. EVERYTHING
IS DONE IN HOUSE.



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	£2,000	£1,000	JULY 2016
Revenue	£1,000	£1,000	
Total	£2,000	£2,000	

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?

THE REMAINDER OF FUNDING WILL BE OBTAINED FROM RESERVES OR BY DOING COMMUNITY FETES TO RAISE FUNDS FOR THE SOCIETY.

COSTING

COST OF UNIT £1,650
 COST OF LINING £195
 COST OF DELIVERY £125
 COST OF SITING £50

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

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

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
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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

THE GRANT IS FOR TO PURCHASE A METAL
STORE UNIT TO HOUSE ALL COSTUMES
THE QUOTES ARE FROM FIRMS PROVIDING SUCH
EQUIPMENT
FUNDING FOR THE UNIT FOR PERMANENT STORAGE.
THERE IS NO RENT OR EXTRA OVERHEADS
INVOLVED IN THE PROJECT.