



*Your Community*  
Selby District

## Agenda

### Community Engagement Forum – Funding Sub-Committee (Western)

---

Venue: Fairburn Sports and Community Centre  
Old Great North Road, Fairburn. LS25 5EA

Date: Tuesday 17 January 2017

Time: 5.30pm

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](http://www.selby.gov.uk).

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

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

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

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

### **3. MINUTES**

To confirm as a correct record the minutes of the previous Funding Sub-Committee held on 11 October 2016 (pages 1 to 3 attached).

### **4. FUNDING FRAMEWORK**

To note the Funding Framework against which funding applications will be considered (pages 4 to 6 attached).

### **5. FUNDING APPLICATIONS RECEIVED**

To consider funding applications received (pages 7 to 55 attached).

- |     |            |   |         |          |
|-----|------------|---|---------|----------|
| 5.1 | Applicant: | The Monday Club (Selby)                       |         |          |
|     | Project:   | The Monday Club                               |         |          |
|     | Category:  | Grant   | Amount: | £500.00  |
| 5.2 | Applicant: | Age UK Selby                                  |         |          |
|     | Project:   | Securing the Future                           |         |          |
|     | Category:  | Project                                       | Amount: | £5000.00 |
| 5.3 | Applicant: | Children's Reading Festival                   |         |          |
|     | Project:   | Children's Reading Festival                   |         |          |
|     | Category:  | Project                                       | Amount: | £3000.00 |
| 5.4 | Applicant: | Hillam and Monk Fryston Community Sports Ass. |         |          |
|     | Project:   | Hillam and Monk Fryston Health Hub & Spokes   |         |          |
|     | Category:  | Project                                       | Amount: | £5000.00 |
| 5.5 | Applicant: | Sherburn in Elmet Teasel CIC                  |         |          |
|     | Project:   | Craft and Food Festival                       |         |          |
|     | Category:  | Project                                       | Amount: | £5000.00 |

**Gillian Marshall**  
**Solicitor to the Council**

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services on 01757 705101 or email [dmaguire@selby.gov.uk](mailto:dmaguire@selby.gov.uk).



# Minutes

## Western Community Engagement Forum Funding Sub-Committee

---

|                   |  |
|-------------------|--|
| Venue:            | Hillam and Monk Fryston Community Centre.  |
| Date:             | Tuesday 11 October 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 Janine Jenkinson (Democratic Services Officer, Selby District Council). |
| Public:           | 0  |

---

### 1. DISCLOSURES OF INTEREST

There were no disclosures of interest made.

### 2. MINUTES

The minutes of the Funding Sub-Committee meeting held on 5 July 2016 were confirmed as a correct record.

#### **RESOLVED:**

**To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 5 July 2016, and that they be signed by the Chair.**

### 3. FUNDING FRAMEWORK

The Funding Framework had been circulated with the agenda, and was noted.

### 4. FUNDING APPLICATIONS RECEIVED

#### 4.1 – Selby Community Recycling and Arts Project CIC (SCRAP)

The application was for £911 to fund start-up costs for a project that supported people with learning disabilities to develop skills, knowledge and experiences that lead to new employment opportunities. The application explained that requests had been submitted to the other four Community Engagement Forums for a £911 contribution. It was anticipated that after the first year, the project would generate sufficient income to cover the cost of replacements and associated costs.

Some concern was expressed in relation to the lack of public transport and the difficulty residents from the Western CEF area may have accessing the project.

The Sub-Committee considered the application in-line with the revised Funding Framework and agreed to recommend the Partnership Board approve the application, to the other four CEFs also financially supporting the project.

#### **RESOLVED:**

**To recommend that the Partnership Board approve the funding application for £911 to Selby Community Recycling and Arts Project CIC subject to the other four CEFs agreeing to financially support the project.**

#### **Reasons for decision:**

*The application met the CEF Funding Framework for category C projects.*

#### 4.2 – Sherburn Cycle Saturday Steering Group

The application was for £1,470 to purchase a double-sided clock, which would be located in the village centre. The application explained that the Tour de Yorkshire race had travelled through Sherburn in Elmet village centre on Saturday 30 April 2016, and a number of community groups had agreed they would like to install a village clock to commemorate the race.

A Board member reported that Sherburn Parish Council had not yet agreed if the installation of a clock was appropriate to commemorate the race, and therefore requested that a decision on the application be deferred, until further information had been obtained from the applicant.

#### **RESOLVED:**

**To defer consideration of the application until further information had been obtained from the applicant.**

Reasons for decision:

*To ensure the Partnership Board had sufficient information to make an informed decision.*

#### **4.3 – Monk Fryston Parochial Church Council**

The application was for £2,496 to provide new toilet facilities that were accessible from an external door, without the need to access the Church Hall. The application explained that the facilities were needed due to the changes in legislation in relation to safeguarding.

The Sub-Committee considered the application against the Funding Framework for category B grants and confirmed that the application met the necessary criteria. Board members noted that the maximum grant allowance for grants was £1,000 and therefore agreed to recommend that £1,000 be approved for the application.

**RESOLVED:**

**To recommend that the Partnership Board approve £1,000 funding for the application.**

Reasons for decision:

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

#### **4.4 – Selby Swans Gymnastics Academy**

The application was for £1,000 to fund the costs of providing a coach to expand the Gymnastics Academy. The application explained that the Academy was currently oversubscribed, and the aim of the project was to increase the number of evenings the Academy opened and reduce the waiting list.

Whilst Board members agreed the Academy provided a good facility, some queries were raised about the lack of public transport and the number of residents from the Western CEF area would access the provision.

The Sub-Committee considered the application against the Funding Framework for category C and agreed that the application met the criteria.

**RESOLVED:**

**To recommend that the Partnership Board approve the funding application for £1,000 to Selby Swans Gymnastics Academy.**

Reasons for decision:

*The application met the CEF Funding Framework for category C projects.*

The meeting closed at 7 pm

---

### **Allocation of Funding Framework**

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

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

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

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

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

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

### **Is match funding required?**

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

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

### **Consideration of Applications**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Procedure for Urgent Applications**

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

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

#### **The Chair must agree to the reasons for urgency.**

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

### **Funding Events**

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

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





## WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### AGENDA ITEM 5.1

### APPLICATION FORM

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

#### Section one: About your organisation

##### Q1.1 Organisation name

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

THE MONDAY CLUB (SELBY)

##### Q1.2 Organisation address

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

C/O 8 BRAMLEY AVENUE  
BARLBY  
SELBY YO8 5EY

|                            |                               |
|----------------------------|-------------------------------|
| Telephone number one       | Email address (if applicable) |
| 01757 706493               |                               |
| Telephone number two       | Web address (if applicable)   |
| 07729186159                |                               |
| 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    |
| MR    | MARTIN              | WATERHOUSE |

## WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title

CHAIR AND LEADER OF THE CLUB

### Q1.4 Organisation type

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

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

What sector does your organisation fit into?

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

|       |                          |                 |                      |
|-------|--------------------------|-----------------|----------------------|
| Other | <input type="checkbox"/> | Please describe | <input type="text"/> |
|-------|--------------------------|-----------------|----------------------|

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 | <input type="text"/> | Month | <input type="text"/> | Year | 2002 |
|-----|----------------------|-------|----------------------|------|------|

### Q1.5 Reference or registration numbers

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

|                        |                        |
|------------------------|------------------------|
| Charity number         | <input type="text"/>   |
| Company number         | <input type="text"/>   |
| Other (please specify) | UNINCORPORATED CHARITY |

## 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.

THE MONDAY CLUB

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

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

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

Continue on next page

## WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

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

Start date

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

Finish date

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

### Q2.4 Which key objectives in the <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: IMPROVING THE QUALITY OF LIFE FOR INDIVIDUALS ACROSS THE CEF AREA |                            |
| Objective 2:<br>PROMOTE SOLUTIONS TO COMMUNITY ISSUES                          |                            |
| Objective 3:   |                            |
| Objective 4:   |                            |

### Q2.4 Continued.

THE SECTION OF THE PUBLIC THAT THE CHARITY'S OBJECT AND AIM IS TO BENEFIT ARE THE MOST VULNERABLE SECTION OF THE COMMUNITY. THE LONG RUNNING CHARITY THE MONDAY CLUB GIVES MEMBERS A SENSE OF BELONGING AND THE WEEKLY RELAXED VOLUNTEER RUN SOCIAL ACTIVITIES ARE DESIGNED TO ENCOURAGE ACTIVE PARTICIPATION, TO IMPROVE HEALTH AND WELL BEING AND TO IMPROVE QUALITY OF LIFE.

### 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.

THE MONDAY CLUB PROJECT BENEFICIARIES ARE DRAWN FROM ALL OF THE CEF AREAS IN THE DISTRICT. CHARITY MEMBERS RANGE FROM INDIVIDUALS LIVING ALONE, IN SHARED SHELTERED HOUSING, IN RESIDENTIAL PROPERTIES WHERE THEY RECEIVE 24 HOUR CARE.

THE LARGE OPEN ASPECT OF OUR VENUE PROVIDES THE SPACE AND OPPORTUNITY FOR MEMBERS, OVER 55 IN TOTAL WITH A USUAL ATTENDANCE OF 45-50, TO INTERACT INDEPENDENTLY (CARERS) AND MAKE NEW FRIENDS WITH THE CHOICE TO BE INVOLVED IN ACTIVITIES.

MEMBERS DECIDE WHICH ACTIVITIES THEY PREFER, THESE INCLUDE LIVE SINGERS, A REGULAR DISCO, ANIMAL HANDLING, COOKING, KARAOKE, DANCE AND EXERCISE IN A SITTING OR STANDING POSITION BY A PROFESSIONAL TEACHER, MEMBERS ALSO PROVIDE QUIZZES FOR THE GROUP. MEMBERS LOVE CHRIS CADE, WHO PROVIDES DRAMA AT THE GROUP IN WHICH MEMBERS INTERACT. RECENTLY WE HAVE HAD WORLD WAR ONE TRENCH WARFARE, ROYAL CELEBRATIONS - BATTLE OF FULFORD AT THE END OF THIS MONTH (SEP.). WE HAVE A £10 DRAW EVERY WEEK, RUN BY MEMBERS, WHERE EVEN MEMBERS WITH PROFOUND DISABILITIES CAN ENJOY CHOOSING A SQUARE AND PUTTING THEIR MARK IN IT. MEMBERS ARE ALSO INVOLVED IN MAKING AND SERVING DRINKS AND FOOD IN THE INTERVAL AND BINGO CALLING. MEMBERS HAVE THEIR OWN COMMITTEE FOR DEALING WITH

## WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q2.5 Continued.

ANTISOCIAL BEHAVIOUR. EFFECTIVELY THE RUNNING OF THE CLUB IS DONE BY THE MEMBERS WITH SUPPORT FROM AROUND 10 VOLUNTEERS AND CARERS SUPPORTING THEIR CLIENTS, OUR MEMBERS. THE MONDAY CLUB HAS ITS OWN TWITTER ACCOUNT WHICH IS REGULARLY UPDATED WITH INFORMATION AND ACTIVITIES.

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

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

Describe the evidence you've gathered from:

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

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

You should refer to relevant statistics, plans or strategies.

#### Consultation

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



## WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Question 2.6:

THE NEED FOR OUR PROJECT IS SHOWN BY THE NUMBER OF MEMBERS WHO CONTINUE TO VISIT AND REVISIT THE SOCIAL GROUP. THE MONDAY CLUB SOCIAL GROUP ACTIVITIES HAVE BEEN DESCRIBED AS THE ONLY ONE IN THE DISTRICT THAT PROVIDES THE RELAXED INDEPENDENT ENVIRONMENT FOR THE SECTION OF THE COMMUNITY.

THE MONDAY CLUB ATTRACTS MEMBERS FROM ALL FIVE CEF AREAS, THIS GIVES THE OLD AND NEW MEMBERS THE OPPORTUNITY TO MEET AND MAKE NEW FRIENDS IN A SECURE, RELAXED ENVIRONMENT.

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



## Section Three: Project finances

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

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

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

Make sure you include:

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

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

|         | Total cost (£) | Amount from Community Fund | What period is this for? |
|---------|----------------|----------------------------|--------------------------|
| Capital | NONE           | _____                      |                          |
| Revenue | £6,500         | £500                       | 2 YEARS                  |
| Total   | £6,500         | £500                       | 2 YEARS                  |

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

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

## WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

£3200 MEMBERS SURS  
£ 400 CHRISTMAS LUNCH CONTRIBUTIONS  
£ 1,000 SELBY DISTRICT MENCAP SOCIETY GRANT  
£ 1500 FROM FOUR CEF AREAS  
£ 400 MONDAY CLUB RESERVES  
£ 6,500

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

|     |   |    |  |
|-----|---|----|--|
| Yes | ✓ | No |  |
|-----|---|----|--|

If yes, please provide details below

| Community<br>Engagement<br>Forum (CEF)<br>applied to | Amount of<br>funding applied<br>for |
|--|-------------------------------------|
| CENTRAL  | £1000                               |
| EASTERN  | £1000                               |
| SOUTHERN   | £500                                |
|  |                                     |
|  |                                     |

## 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.

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

## WESTERN AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

### Section one: About your organisation

#### Q1.1 Organisation name

Age UK Selby District

#### Q1.2 Organisation address

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

50 Micklegate Selby North Yorkshire YO8 4EQ

**Telephone number one**

01757 704115

**Email address (if applicable)**

jackie@ageukselby.co.uk

**Telephone number two**

07912074346

**Web address (if applicable)**

[www.ageuk.org.uk/selbydistrict/](http://www.ageuk.org.uk/selbydistrict/)

#### Q1.3 Main contact details

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

| Title                 | Forenames (in full) | Surname |
|-----------------------|---------------------|---------|
| Mrs                   | Jacqueline          | Mook    |
| Position or job title |                     |         |
| Chief Officer         |                     |         |

#### Q1.4 Organisation type

**What sector does your organisation fit into?**

|                              |   |
|------------------------------|---|
| Social enterprise            |   |
| Charity                      | ✓ |
| Voluntary or community group |   |

Other

Please describe

**When was your organisation set up?**

|     |    |       |    |      |      |
|-----|----|-------|----|------|------|
| Day | 18 | Month | 10 | Year | 1984 |
|-----|----|-------|----|------|------|

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q1.5 Reference or registration numbers

|                        |         |
|------------------------|---------|
| Charity number         | 1139928 |
| Company number         | 7428157 |
| Other (please specify) |         |

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

☐

### Q1.6 Is your organisation VAT registered?

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

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

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

#### Q2.1 What is the title of your application?

Securing The Future

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

Some 5 years ago this organisation opened a tearoom/resource centre to provide a sustainable income and a hub for local people. Our current lease on this building will expire on December 2017 and due to the poor footfall in that area we are now trying to relocate to a busier area within the town. The management of Age UK Selby District has now decided to take a brave step forward and we wish to purchase a property on the other side of the street to our office base, on Micklegate. The benefits are to Provide a central hub for older people, group activities and a deliverable, laundry service to people aged 50 plus who live in and around the District of Selby.

These premises would also provide an office base for our two Welfare Rights Advisors. The purchase price of the property is £190,000 and needs a £10,000 renovation to make it fit for purpose. We have £100,000 match funding and therefore need to raise the other £100,000. The shop premises has a flat which we are able to rent-out with immediate effect and this along with the income raised through the tearoom and the laundry service, would create sustainable funding to support the extensive services that we provide across the District of Selby.

Our services are:

- Three social centres, two at Drax Power Station and one at our current tearoom
- Two mini buses out each day of the week providing rural shopping trips to Selby
  - A weekly trip to places of interest
  - A District-Wide home-visiting Advice & Information Service
    - A District-Wide Home Support Service
    - District-Wide Telephone Befriending Service
- District-Wide Community Navigation Service, working in partnership with DIAL and funded by Selby District Council & NYCC
  - District-Wide Home From Hospital Service
  - District-Wide transport home from hospital
  - Connecting you, supporting people with technology
- Keep your pet- service using volunteers to look after pets whilst older people are in hospital
  - Wheelchair advice
  - An extensive office based Advice & Information

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

January/February 2017

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

| Which objective?                        | How will you achieve this?  |
|---|---|
| Objective 1:<br><br>Health & Well-being | <p>Age UK Selby District's primary objective is to maintain older people's Health &amp; Well-being and protect end of life deterioration. Our extensive range of services within the District are to promote and support:</p> <ul style="list-style-type: none"> <li>• Independent living and healthier lifestyles</li> <li>• Financial, housing and benefit advice</li> <li>• Target those who are lonely &amp; Isolated</li> <li>• People to remain safe &amp; well</li> <li>• People to feel part of the community and socially included</li> <li>• Falls prevention &amp; Healthy eating</li> <li>• Access to transport</li> <li>• Warmer homes and Housing Issues</li> </ul> <p>All these services are designed to alleviate and avert crisis situations, which may lead to hospital admissions and undue pressure on social/health related services.</p> <p>We are in a prime position of reaching older people who may be deemed vulnerable, lonely or isolated. Our home visiting services, advice &amp; Information is dedicated to reduce financial deprivation and social exclusion. We are working alongside community groups and individuals, to open up opportunities for people to become community assets in their own right.</p> |



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

|   |   |
|---|---|
| <p><b>Objective 2:</b><br/>Promoting the Economy &amp; Transport Services</p> | <p>Age UK Selby has a proven track record of providing services that are a boost to our local economy as follows:</p> <ul style="list-style-type: none"> <li>• Home visiting welfare benefit advice/information</li> <li>• Processing and monitoring benefit claims</li> <li>• High success rates with Attendance Allowance</li> <li>• Provision of District-Wide transport services</li> <li>• Transporting patients home from hospital</li> </ul> <p>Our income maximisation programme not only reduces financial deprivation, it promotes a better quality of life and improves health &amp; well-being. The additional income that is brought in through the above is spent locally and within the District.</p> <p>Our two mini buses are used daily, to bring older people into the town from the outlying villages, to shop in the local supermarkets We also bring older people home who have been discharged from hospital and escort people to Hospital/GP appointments.</p> <p>Lastly, our presence within our charity shop and tearoom is providing a foot-hole for the general public. These venues are the central core for all our work, information and service provision. We are sourcing food and drink beverages from our local supermarkets, therefore, we are contributing to the prosperity within our local community.</p> |
|---|---|

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

|  |
|--|
| <p><b>We will be providing a hub to local people, in a busier area, which will be a noted presence for those seeking our support, advice and Information. We will also be able to continue in business and create a sustainable income that will support the many services that we provide within the District.</b></p> <p><b>We have identified the need for both the tearoom and the laundry service. The tearoom has held</b></p> |
|--|

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

a variety of social events, that has given so many people of all age groups, much enjoyment. Last year we won the trip advisor certificate of excellence and we have been rated a 5 for food hygiene with Selby District Council. The new tearoom will have internet access and we will host through our connecting you project computer lessons for people 50 plus. We have identified many older people who would like to learn how to contact families who have moved away, or simply order shopping on line, or find out what is happening locally.

The need for a laundry service has been highlighted via our home support services. There are many older people who are either frail or have a disability, who can't undertake the task of washing, ironing and drying clothes. Transport and general frailness is often an issue for older people therefore being able to collect and deliver washing to people is a service that older people require to enable them to live independently.

The organisation is very fortunate in having 30 members of staff and approx. 60 volunteers, who are all dedicated in providing services to meet the needs of older people living in our local community.

### Q2.6 How much funding are you requesting?

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

| Cost Element                           | Cost (£)        |
|--|-----------------|
| The purchase price of the building is- | £190,000        |
| Estimated legal and renovation costs   | £10,000         |
| Requested amount                       | £5,000          |
|  |                 |
| <b>Total Cost</b>                      | <b>£200,000</b> |

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

|     |   |    |  |
|-----|---|----|--|
| Yes | ✓ | No |  |
|-----|---|----|--|

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

I am going to ask £5,000 from each CEF and if all agreed to pay this sum then 25% of the total £100,000 being sought from other bodies would then be available. If we were successful this would demonstrate to other potential funders the confidence that our local District has in the organisation and in-particular this scheme.

We are using £100,000 of our reserves and I intend to apply to various trusts in the hope that I can reduce the other £100,000 needed for this project. If this fails a loan will be needed to secure the remainder. Please note that our cash reserves are total £315, 525 of which: (restricted £31,050 one off legacy) (Designated £120,000) (Unrestricted £164,475)

| Project Brief  |                       |
|--|-----------------------|
| <p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p> |                       |
| Project Name   | Securing the Future   |
| Project Manager  | Mrs Jacqueline Mook   |
| Document Author (if different from Project Manager)  |                       |
| Organisation Name  | Age UK Selby District |

### Benefit

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

The basic aim is to invest some of our unrestricted reserves into a resource which will generate income that will be used to support the services which are currently provided for the residents of Selby District. The additional income will also enable the extension of services where there is evidence of demand. With an ageing population general demand will only increase over the next few years.

The current services that we provide are:

- Three social centres, two at Drax Power Station and one at our current tearoom
- Two mini buses out each day of the week providing rural shopping trips to Selby
- A weekly trip to places of interest
- A District-Wide home-visiting Advice & Information Service
- A District-Wide Home Support Service
- District-Wide Telephone Befriending Service
- District-Wide Community Navigation Service, working in partnership with DIAL and funded by Selby District Council & NYCC
- District-Wide Home From Hospital Service
- District-Wide transport home from hospital
- Connecting you, supporting people with technology
- Keep your pet- service using volunteers to look after pets whilst older people are in hospital
- Wheelchair advice
- An extensive office based Advice & Information

The unique ambience of our current tea room in Ousegate has proved a major talking point among the older members of our customers and this would be "transferred" to the new premises in Micklegate.



## Details of the Project

*Please list the details of your project*

Some 5 years ago this organisation opened a tearoom/resource centre to provide a sustainable income and a hub for local people. Our current lease on this building will expire on December 2017 and due to the poor footfall in that area we are now trying to relocate to a busier area within the town.

The management of Age UK Selby District has now decided to take a brave step forward and we wish to purchase a property on the other side of the street to our office base, on Micklegate. The benefits are to Provide a central hub for older people, group activities and a deliverable, laundry service to people aged 50 plus who live in and around the District of Selby. These premises would also provide an office base for our two Welfare Rights Advisers.

The purchase price of the property is £190,000 and needs a £10,000 renovation to make it fit for purpose. We have £100,000 match funding and therefore need to raise the other £100,000. The shop premises has a flat which we are able to rent-out with immediate effect and this along with the income raised through the tearoom and the laundry service, would create sustainable funding to support the extensive services that we provide across the District of Selby.

## Project Objectives

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

### Health and Wellbeing

Age UK Selby District's primary objective is to maintain older people's Health & Well-being and protect end of life deterioration. Our extensive range of services within the District are to promote and support:

- Independent living and healthier lifestyles
- Financial, housing and benefit advice
- Target those who are lonely & Isolated
- People to remain safe & well
- People to feel part of the community and socially included
- Falls prevention & Healthy eating
- Access to transport
- Warmer homes and Housing Issues

All these services are designed to alleviate and avert crisis situations, which may lead to hospital admissions and undue pressure on social/health related services.

We are in a prime position of reaching older people who may be deemed vulnerable, lonely or isolated. Our home visiting services, advice & Information is dedicated to reduce financial deprivation and social exclusion. We are working alongside community groups and individuals, to open up opportunities for people to become community assets in their own right.



### Promoting the Economy (Central CEF only)

Age UK Selby has a proven track record of providing services that are a boost to our local economy as follows:

- Home visiting welfare benefit advice/information
- Processing and monitoring benefit claims
- High success rates with Attendance Allowance
- Provision of District-Wide transport services
- Transporting patients home from hospital

Our income maximisation programme not only reduces financial deprivation, it promotes a better quality of life and improves health & well-being.

The additional income that is brought in through the above is spent locally and within the District.

Our two mini buses are used daily, to bring older people into the town from the outlying villages, to shop in the local supermarkets. We also bring older people home who have been discharged from hospital and escort people to Hospital/GP appointments.

Lastly, our presence within our charity shop and tearoom is providing a foot-hole for the general public. These venues are the central core for all our work, information and service provision. We are sourcing food and drink beverages from our local supermarkets, therefore, we are contributing to the prosperity within our local community.

### **Benefits**

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

We will be providing a hub to local people, in a busier area, which will be a noted presence for those seeking our support, advice and Information. We will also be able to continue in business and create a sustainable income that will support the many services that we provide within the District.

As the total money being invested is £200,000 and the organisation expects an annual return of 5% then it is anticipated that an extra £10,000 per year will be available to allow an expansion of our services. The prime focus of all our services is to support the elderly residents in the whole of the Selby District with a particular emphasis on reducing loneliness and isolation through the day centres, door to door shopping services and our Home Support Social Enterprise service. This additional income will arise, and could be bettered, through increased business and the saving of rent on our present premises. So the contribution being sought from each CEF towards the purchase of the building in Micklegate should be seen as an investment to generate future extra free income to spend on extended services benefitting those elderly residents in the District requiring support to reduce their loneliness and isolation.

We have identified the need for both the tearoom and the laundry service. The tearoom has held a variety of social events, that has given so many people of all age groups, much enjoyment. Last year we won the Trip Advisor certificate of excellence and we have been rated a 5 for food hygiene with Selby District Council. The new tearoom will have internet access and we will host through our connecting you project computer lessons for people 50 plus. We have identified many older people who would like to learn how to contact families who have moved away, or simply order shopping online, or find out what is happening locally.



The need for a laundry service has been highlighted via our home support services. There are many older people who are either frail or have a disability, who can't undertake the task of washing, ironing and drying clothes. Transport and general frailness is often an issue for older people therefore being able to collect and deliver washing to people is a service that older people require to enable them to live independently.

The organisation is very fortunate in having 30 members of staff and approx. 60 volunteers, who are all dedicated in providing services to meet the needs of older people living in our local community.

### **Project Approach / Delivery Options**

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

As far as the purchase of the property is concerned we have the benefit of having a working solicitor on the Board of Trustees. Having already created a tearoom from scratch along with an experienced catering team the experience and skills can be easily transferred into creating another unique eating experience for the town of Selby.

### **Project Timescales (Milestones)**

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

Although it is hoped to be able to gain access to the building before the end of 2016 the final payment does not have to be made until March 2017. We are able to use £100,000 of our own resources but we need to find the other £100,000. We do have an arrangement with a Bank to provide as much of the remaining money not obtained from grant making bodies such as yourselves. The more money we obtain the less will be the interest charges over the life of the loan and the more can be spent on providing services. Hence we are looking at £5000 from each of the 5 CEF's to provide a total "investment" of £25,000.

The conversion of the current shop to the tearoom can commence once we have access and it is planned to use as much of the current "furnishings" in the new facility which will be transferred once the existing space has been brought up to the standard we desire for our customers, both old and new.

### **Project Resources (people and money)**

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

- **Costs** – Purchase price of building      £190,000  
                 Renovation costs/legal fees      £ 10,000  
                 Total costs                                      £200,000
  
- **People** – The use of the project manager to oversee the local tradesmen who will fit out the tea room/kitchen facilities and store room/toilet facilities.

## Funding

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

Funded by: -

|                    |          |
|--------------------|----------|
| Own reserves       | £100,000 |
| Loan ex bank       | £ 75 000 |
| CEF Grants (say!)  | £ 25,000 |
| Total project cost | £200,000 |

## Risks / Issues

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

Having already created a working tea room from scratch this experience should help to reduce the issues and risks though the conversion costs could be higher if the existing facilities do not prove as transferable as planned.

## Links and Dependencies

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

This scheme is freestanding as far as transferring the tea room facilities from the rented building to the owned property.



## Section one: About your organisation

### Q1.1 Organisation name

Children's Reading Festivals

### Q1.2 Organisation address

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

17 Leeds Road, Selby, YO8 4HU

#### Telephone number one

0785 2804999

#### Email address (if applicable)

[info@childrensreadingfestivals.com](mailto:info@childrensreadingfestivals.com)

#### Telephone number two

01757 211203

#### Web address (if applicable)

[www.childrensreadingfestivals.com](http://www.childrensreadingfestivals.com)

### Q1.3 Main contact details

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

| Title                 | Forenames (in full) | Surname  |
|-----------------------|---------------------|----------|
| Mrs                   | Christina           | Gabbitas |
| Position or job title |                     |          |
| Director              |                     |          |

### Q1.4 Organisation type

#### What sector does your organisation fit into?

|                              |                        |
|------------------------------|------------------------|
| Social enterprise            |                        |
| Charity                      |                        |
| Voluntary or community group | Community Organisation |

|       |                 |   |
|-------|-----------------|---|
| Other | Please describe | Community Incorporated Company Ltd by Guarantee |
|-------|-----------------|---|

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

**When was your organisation set up? This is a new company which is in the process of set up with Companies House**

|     |  |       |     |      |      |
|-----|--|-------|-----|------|------|
| Day |  | Month | Jan | Year | 2017 |
|-----|--|-------|-----|------|------|

### Q1.5 Reference or registration numbers

|                        |                                 |
|------------------------|---------------------------------|
| Charity number         |                                 |
| Company number         | In process with Companies House |
| Other (please specify) | In process                      |

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

☐

### Q1.6 Is your organisation VAT registered?

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

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

### Q2.5 Please outline how the application will benefit the specific CEF area and

## Section Three: Declaration

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

### Data Protection

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

We may share information with organisations and individuals with a legitimate interest in CEF applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Selby District Council and elected members for the purposes of informing them of the applicant's success. We



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

have a duty to protect public funds and for that reason we may also share information with other government departments, organisations providing matched funding or for the prevention and detection of crime.

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

### Freedom of Information Act

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

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

### Declaration

Name of the organisation

**Children's Reading Festivals**

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

| Title                    | Forenames (in full) | Surname  |
|--------------------------|---------------------|----------|
| Mrs                      | Christina           | Gabbitas |
| Position or job title    |                     |          |
| Director                 |                     |          |
| Position in organisation |                     |          |

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

|                                   |            |        |                    |
|-----------------------------------|------------|--------|--------------------|
| Director                          |            |        |                    |
| Home address (including postcode) |            |        |                    |
|                                   |            |        |                    |
| Date                              | 21/12/2016 | Signed | Christina Gabbitas |

### Q3.1 Your organisation's bank account

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

Please confirm that you meet this requirement

|     |   |    |  |
|-----|---|----|--|
| Yes | I<br>n<br>p<br>r<br>o<br>c<br>e<br>s<br>s | No |  |
|-----|---|----|--|

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

### Q3.2 Your organisation's accounts

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

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

Account year ending



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

NOTE: This is a new company that will be up and running in January 2017

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

|                                       |    |
|---------------------------------------|----|
| Total income for the year             | £0 |
| Total expenditure for the year        | £0 |
| Surplus or deficit at the year end    | £0 |
| Total savings or reserves at year end | £0 |

Has your organisation's accounts been independently audited?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

| Project Brief  |  |
|--|--|
| <p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p> |  |
| Project Name   | Selby District Children's Reading Festival |
| Project Manager  | Christina Gabbitas                         |
| Document Author (if different from Project Manager)  |  |
| Organisation Name  | Children's Reading Festivals               |



## Benefit

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

After spending a year researching literature festivals for children, my findings were quite shocking. There are over three hundred and fifty literature festivals in the UK with less than ten percent centred solely on children. The few that are organised are in affluent areas for the chosen few. I have been encouraging other festivals throughout the UK to think more about our primary aged children and to offer free festivals.

I want to give children from all backgrounds an equal opportunity of attending and experiencing a literature festival. We need to encourage our children in towns and areas that don't ordinarily get an opportunity. I decided to drop the word literature from the title, as I found that this was deterring families from attending thinking that they had to be highly educated to attend. I also took inspiration from the United Arab Emirates where I was invited to help encourage children with reading and writing.

My role is voluntary and I funded the initial Children's Reading Festival website. Selby District will have its own festival page with links to the town. This will help put us on the map more and shout about what we do as a community.

I hope that you will look upon this application with positivity and help me give all children an equal opportunity of having access to a book related festival.

## Details of the Project

*Please list the details of your project*

The event will run from the 23<sup>rd</sup> to the 25<sup>th</sup> of March 2017 at Selby Abbey. On the 25th March children from Western area CEF will be invited to experience a read-aloud interactive session with an author relative to their age group. This will be free to Selby District children and their families.

It is my intention that each child will be given a token for a free book. Each child will visit the respective author and have their book signed. This is a great way of getting the message across

to children parents and carers about the importance of language and literacy in a relaxed environment and also a great way of bringing communities together. We already have funding from UnLtd for operational costs which brings money into Selby Abbey and £2,500 from Councillor Mark Crane towards free books for children. It is my intention to try and supply as many children with free books as possible. I currently have enough for five hundred children. There are currently eleven schools in the Selby District Western CEF equating to 987 children. I am seeking help and sponsorship from other organisations to see if we can reach the target of giving all these children the opportunity of attending and receiving a free book.

## **Project Objectives**

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

## **Activities For Young People, Community and Safety**

Increasing positive activities for young children and their families is paramount in our communities. We can help encourage children to attend the event and attend interactive 'read aloud' sessions from the authors/artists.

This event will help to put Selby District on the map throughout the UK. The Children's Reading Festival website will boast a full page for Selby District promoting what it has to offer. It will enable us to show that we care as a town and community about our children's future which also has a positive impact on our future economy.

The 25<sup>th</sup> March will be 'Families and Community Day' helping to bring our communities together. Local artists will be invited to showcase and sell their works.

Promoting community and safety can have a huge positive impact on our community and is paramount in today's society. The festival will encourage children, and also families, to read and have an interest in books and literacy giving them a positive focus for learning about life. Encouraging children to read opens up a whole new opportunity and perspective on the world for them. Children who grow up with books are encouraged to learn to think of books as friends and allies in their pursuit of adventure and learning. We can show children how a book can expand their knowledge in a particular area and expand their horizons as well. This event may encourage children and families to visit our local library and discover its wonder and excitement, and can open up whole new worlds to last a lifetime. Reading aloud is important. In conversation we tend to use verbal shorthand not full sentences. However the language in books is very rich and in books there are complete sentences. In books, newspapers and magazines the language is more complicated, more sophisticated. A child who hears more sophisticated words has a broader vocabulary and a huge advantage over a child who hasn't heard those words.

## Benefits

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

The festival will have a positive impact on the community and will help to publicise the work of CEF. It would be a great opportunity and I would like each Chair of CEF to be publicised on the Children's Festival website as an ambassador [www.childrensreadingfestivals.com](http://www.childrensreadingfestivals.com) This will be publicised nationally. The site has been set up for over twelve months and personally funded by myself.

All books supplied by WESTERN CEF will boast a sticker to be placed inside the book with the logo.

Holding Selby District Children's Reading Festival will help to raise the profile of Selby throughout the UK. This will help give children from all backgrounds an equal opportunity of attending a literature event and help to bring communities together.

The Children's Reading Festival website will boast a full page for Selby District promoting the town and what it has to offer.

It will enable us to show that we care as a town and district community about our children's future and that also has a positive impact on our future economy. The festival will encourage children to read and have an interest in books and literacy, giving them a positive focus for learning about life. Children who grow up with books are encouraged to learn to think of books as friends and allies in their pursuit of adventure and learning.

We can show children how a book can expand their knowledge in a particular area and expand their horizons as well.

The 25<sup>th</sup> March will be 'Families and Community Day' helping to bring our communities together. Local artists will be invited to showcase and sell their works. Local business and the community will all benefit.

Local businesses will be able to advertise their services

Promoting wellbeing and safety in our community is paramount in today's society.

Encouraging children to read opens up a whole new opportunity and perspective on the world for them.

Increasing positive activities for young children and their families is paramount in our communities. We can help encourage children to attend the event and attend interactive read-aloud sessions with the authors/artists.

Language in books is very rich; in books, newspapers, and magazines the language is more complicated, more sophisticated. A child who hears more sophisticated words has a giant advantage over a child who hasn't heard those words.

A child who has been read to will want to learn to read himself/herself. She/he will want to do what she/he sees her parents doing, but if a child never sees anyone pick up a book, she/he isn't going to have that desire.

- Statistics from 2014 show that one in five children in England cannot read well by the age of 11.<sup>1</sup>
- Research conducted in 2012 found that 17% of 15 year-olds in England do not have a minimum level of proficiency in literacy.<sup>2</sup>



- Analysis conducted in 2013 found that in England 16 to 24 year-olds have lower levels of literacy than young people in 21 out of 24 countries in the OECD. Literacy levels are higher in Japan, Estonia, Czech Republic and the USA.<sup>3</sup>

Source Reading Agency

This is a free to attend event for the Selby District.

### **Project Approach / Delivery Options**

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

The project is being delivered by local and national authors who will have a positive, helpful, lasting impact on our children.

On the 25<sup>th</sup> March Western CEF area school children will receive an invitation to see and take part in a free author event. This will be for ALL children and not cherry picked for their ability. Each year group will have the opportunity to spend 45 minutes with a respective author for their age group.

In order to assess the uptake for the events and manage numbers, we will set up an Eventbrite registration system. There will be 2-3 possible timeslots on the day for each author.

This will all be carefully planned. I have twelve years experience of organising large and small events, from outset to finish.

In 2015 I picked up a Dame Beryl Bainbridge national award for encouraging children reading and writing. In May 2016 I won the Sue Ryder Yorkshire Women of Achievement in Education for my contribution to educating children with a number of initiatives including safeguarding. I have spoken on Sky News and various BBC Radio Programmes.

### **Project Timescales (Milestones)**

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

The event will run from the 23<sup>rd</sup> to the 25<sup>th</sup> of March at Selby Abbey. Children from WESTERN area CEF will be invited via their school to attend on the 25<sup>th</sup> March. The whole school will be invited allowing children from each year group to experience a read-aloud interactive session with an author relative to their age group. It is my intention that each child will be given a token for a free book for this 'Family and Communities Day'. Each child will visit the respective author to collect their book and have it signed. This is a great way of getting the message across to children and parents/carers about the importance of language and literacy in a relaxed environment and it is also a great way of bringing communities together.

## Project Resources (people and money)

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

- **Costs** – Operational costs are being met by UnLtd – Hire of Selby Abbey (£1,000) for three days. Equipment, hotel costs and travel costs (Artists).
- **People** – Artists cost £6,000 – Arts Council.
- **Books are an added item to make the maximum impact and won't affect the event going ahead - £3000 will buy approximately 600 books.**
- 

## Funding

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

We already have funding from:

UnLtd for operational costs £5,000

Selby District Councillor Mark Crane £2,500

Pending applications: Arts Council £6,000 for artists

Central CEF – Books £3000 (buys approx 600 books)

Eastern CEF – Books £3000

Western CEF – Books £3000

Southern CEF – Books £3000

Tadcaster and Villages CEF - Books £3000

## Risks / Issues

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

One of the risks could be poor attendance. However this will be minimised with the publicity through the festival website, press releases, leaflet drops, support from Selby Big Local and publicity in Selby Abbey.

A further risk could be transport. However schools will have some funding to provide travel.

## Links and Dependencies

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

This is a unique event for Selby District and is a stand-alone project with some funding already secured.

## Section one: About your organisation

### Q1.1 Organisation name

Hillam and Monk Fryston Community Sports Association

### Q1.2 Organisation address

|  |  |
|--|--|
| <b>What is your organisation's registered address, including postcode?</b>   |  |
| The Cricket Pavilion Stocking Lane, Hillam, Leeds, North Yorkshire, LS25 5HP |  |
| <b>Telephone number one</b>  | <b>Email address (if applicable)</b>   |
| 07734 037567   | <a href="mailto:info@hillamandmonkfryston.com">info@hillamandmonkfryston.com</a> |
| <b>Telephone number two</b>  | <b>Web address (if applicable)</b>   |
| 07740 068 069  | <a href="http://www.hillamandmonkfryston.com">www.hillamandmonkfryston.com</a>   |

### Q1.3 Main contact details

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

|                              |                            |                |
|------------------------------|----------------------------|----------------|
| <b>Title</b>                 | <b>Forenames (in full)</b> | <b>Surname</b> |
| Mrs                          | Emma                       | Lowe           |
| <b>Position or job title</b> |                            |                |
| Director/Company Secretary   |                            |                |

### Q1.4 Organisation type

What sector does your organisation fit into?

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

|       |                          |                 |  |
|-------|--------------------------|-----------------|--|
| Other | <input type="checkbox"/> | Please describe |  |
|-------|--------------------------|-----------------|--|

When was your organisation set up?

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



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q1.5 Reference or registration numbers

|                        |          |
|------------------------|----------|
| Charity number         |          |
| Company number         | 10158024 |
| Other (please specify) |          |



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

☐

### Q1.6 Is your organisation VAT registered?

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

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

| Project Brief   |  |   |
|---|--|---|
| <i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i> |  |   |
| Project Name  | Hillam & Monk Fryston: Healthy Hub and Spokes        |   |
| Project Manager   | Steve Sadler   |   |
| Document Author (if different from Project Manager)   | Steve Sadler   |   |
| Organisation Name   | Hillam and Monk Fryston Community Sports Association |   |

## Benefit

The Villages of Hillam and Monk Fryston have engaged this year in further local consultation. This has highlighted the need to

- provide multi-sports and community facilities in the villages,
- to promote activity for young people and amongst those residents who may otherwise be isolated or denied access to such services.

The target groups include children, young people, older age groups, and those restricted by health conditions. Fuller details are captured in the 'Monk Fryston and Hillam Village Consultation'.

## Details of the Project

The Project proposed to the Western CEF is to provide the initial feasibility study for our 'Healthy Hub & Spokes' concept.

Our interpretation of recent local consultation is that the needs would be met by a programme of sub-projects that join together in forming a coherent and connected picture of healthy activity, and target benefits to younger and disadvantaged groups that are affected by the isolating effects of rural living.

The main elements of the overall development programme include:

- A set of healthy community activities and sports that are accessible to younger and older people, and those people with restricted access to transport.
- Building upon existing football and cricket facilities to create a shared 'sports park', for use by multiple village sports and healthy activity clubs. This sub-project includes:
  - The build of an eco-friendly multi-sports 'barn', to provide indoor sports (including football, gym, bowls, badminton, and potentially other sports)
  - Outdoor sports pitches and training surfaces to address weather restrictions and enable all-year round outdoor sports activity.

- Upgrades to a current cricket pavilion to provide year-round amenities for a range of sports, games and community activities (requiring insulation, heating and facilities upgrades)
- Upgrading of services and utilities to the existing, adjoining football field, to provide drainage improvements, power and water supplies, and improved traffic access
- The concept of a virtual, social network for sports, games and other community activities, so that:
  - people in the area gain visibility of all activities
  - easy access is provided to all, to engage with organisers of clubs, activities and events, and to plan and book activities
  - the involvement of volunteers is facilitated, to support with transport and other forms of assistance
  - continual engagement and feedback is promoted, so that the 'Healthy Hub and Spokes' can adapt to evolving needs of the local communities
  - connections can be made to existing social network (websites, Facebook pages, email groups etc.) thereby leveraging what is already in place

Our consultation shows that we have a need for these facilities and services. We do however need to determine the optimum method of delivery, and the priorities and sequence of activities.

We seek CEF funding to execute a feasibility study, create a robust plan for the development programme and to map the various phases of the programme to the most suitable funding sources.

## **Project Objectives**

The CEF-supported project will deliver a feasibility study for the 'Healthy Hub & Spoke', including:

- a costed plan for the overall development programme
- further consultation and hence refinement of the phasing and priorities
- mapping of the various phases of the programme to the most suitable funding sources

The primary linkages to the CEF's Community development plan (CDP) relate to:

- a) Activities for Young People
- b) Sense of Community
- c) Local Services

We believe that our project would be an excellent vehicle to partner with the Western CEF. It addresses three of their key CDP Objectives and would create a wonderful opportunity for local residents and an inspiration to a wider audience.

There are also expected knock-on benefits to the reduction of anti-social behaviour.

## **Benefits**

Many people in our local area seek to engage in local sports and community activities, but this usually requires engagement with private sector providers (e.g. Indoor football – at a cost) and a multitude of transport arrangements (again at cost, but also with impact on the environment).

Meanwhile local facilities can be under-utilised, and younger or disadvantaged members of the community can be denied access to such activities by the natural restrictions of rural life and transport limitations.

Our concept of the 'Health Hub & Spokes' will create a set of local sports and activity facilities on the one hand, whilst leveraging the use of existing facilities and activity groups. We see this as a very cost-effective means of providing multi-sports and local engagement, and the community will benefit through easy and coordinated access to a range of healthy activities and sports.

Our ultimate target is a set of longer-term benefits to physical and mental health in the community. Consultation has highlighted that, for Monk Fryston GP Surgery alone, a significant number of residents are living with obesity (34) and hypertension (62). Our intention is to provide easy access to facilities and activities that promote good health.

### **Project Approach / Delivery Options**

We have described an ambitious programme that creates facilities, improves access and is coordinated via smart social networking.

One option for delivery could involve a self-help approach to the project feasibility phase. We have formed a very capable team within our Community Interest Company, with skillsets ranging across legal, education, project management, finance, smart technologies, health and care, chartered surveying and others.

However, key to delivery is the identification of relevant funding streams, and mapping these to the proposed sub-projects that would form the overall 'Hub & Spokes' programme. We therefore need the skills and knowledge of an expert project consultant to help create the framework for delivery. The CIC board members would then provide input to the project in terms of ongoing local consultation, access to local initiatives & facilities and programme governance.

Throughout the length of the project we would aim to work in partnership with the Western CEF Partnership Board, attending all Board meetings and Public Forums to share our progress, seek assistance as and when required and ensure excellent communication for our project across the Western CEF area.

### **Project Timescales (Milestones)**

The 'Healthy Hub & Spokes' feasibility project would start end January 2017 (subject to CEF go-ahead), with target completion of this phase by end May 2017.

This feasibility phase would in-turn lead into a set of implementation phases as indicated above.

### **Project Resources (people and money)**

Costs:

External Project Consultant, 8 days at £400/day = £3,200

Specialist advisors (subcontracted by the external Project Consultant e.g. advice on social networking tools and interfaces, architect), 4 days at £450/day = £1,800

Total external costs = £5,000

People:

Person-days to be volunteered by CIC board directors (Jan-May 2017) = 50 days

+ desired access to key CEF advisors during feasibility project period

## Funding

We would greatly appreciate CEF financial assistance in funding the external costs (£5,000 + VAT).

Any access to CEF members during the feasibility period, for advice and guidance would also be of great value.

The bulk of the person-day effort would then derive from the voluntary efforts of the CIC board members. The estimated value of this in-kind contribution exceeds £10,000.

## Risks / Issues

The main risks identified at this stage are:

The 'Healthy Hub & Spokes' concept pursues a set of coordinated benefits to our local community. We believe this to be an innovative programme, and therefore it may prove difficult at first to identify and map funding sources.

*[The mitigating action here is to employ an expert Project Consultant]*

The proposed multi-sports barn location will likely raise questions around site access.

*[CEF members can hopefully assist with advice or signpost to advisors]*

The overall scope of the 'Health Hub & Spokes' may not be deliverable within the desired timescales in relation to currently available funding schemes.

*[Mitigation here comes in terms of the phased approach, allowing us to cut our cloth to fit the available funding schemes]*

Other key issues that the project will resolve:

The overall programme will take several years, and local needs may evolve during this period.

*[We will continue to consult with local residents throughout the programme, and the phased approach will enable a degree of tailoring as needs evolve, for example in terms of the selection of prioritised sports & activities]*

## Links and Dependencies

This project does not depend upon the completion of any other projects, or upon any other funding sources during the feasibility phase.

We do rely upon the continued in-kind work contributions of the Sports Association CIC board members.



**Section one: About your organisation****Q1.1 Organisation name**

|                                     |
|-------------------------------------|
| <b>Sherburn in Elmet Teasel CIC</b> |
|-------------------------------------|

**Q1.2 Organisation address**

|  |                                      |
|--|--------------------------------------|
| <b>What is your organisation's registered address, including postcode?</b> |                                      |
| Cromwell Gardens<br>175A Moor Lane<br>Sherburn in Elmet<br>LS25 6DX        |                                      |
| <b>Telephone number one</b>  | <b>Email address (if applicable)</b> |
| 01977 681412   | dbuckle@hotmail.com                  |
| <b>Telephone number two</b>  | <b>Web address (if applicable)</b>   |
|  |                                      |

**Q1.3 Main contact details**

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

|                              |                            |                |
|------------------------------|----------------------------|----------------|
| <b>Title</b>                 | <b>Forenames (in full)</b> | <b>Surname</b> |
| Mr                           | David                      | Buckle         |
| <b>Position or job title</b> |                            |                |
|                              |                            |                |

**Q1.4 Organisation type**

**What sector does your organisation fit into?**

|                              |          |
|------------------------------|----------|
| Social enterprise            |          |
| Charity                      |          |
| Voluntary or community group | <b>X</b> |

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

**When was your organisation set up?**

|     |      |       |          |      |      |
|-----|------|-------|----------|------|------|
| Day | 20th | Month | December | Year | 2016 |
|-----|------|-------|----------|------|------|

**Q1.5 Reference or registration numbers**

|                        |         |
|------------------------|---------|
| Charity number         |         |
| Company number         | Waiting |
| Other (please specify) |         |

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

**Q1.6 Is your organisation VAT registered?**

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

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

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

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

**Q2.1 What is the title of your application?**

|                                |
|--------------------------------|
| <b>Craft and Food Festival</b> |
|--------------------------------|

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

The success of the Sherburn Cycle Saturday has given the residents, community groups, ultimately the community as a whole a thirst for another event to take place that will once again bring the community together.

There have been a number of ideas suggested but the general feeling was that whatever proposal was agreed there would need to be a measure of continuity in to the future. The Cawood Craft Fair has been a successful event over the years but unfortunately the 2016 event was the last time it will take place. The notion of having the three day event here in Sherburn in Elmet was put forward. To gauge the communities' feelings a meeting was held at the Eversley Park Centre. There was an overwhelming response when a diverse audience of almost forty people turn out and show a keen interest in the idea.

Sherburn in Elmet are looking to make this a major event in the events calendar not only for local residents but for the extended community of the Selby District as a whole. There is a realisation, however, of the difficulties in organising the first Craft and Food Festival. Initially, advertising the event so people know it is taking place and then want to return in the subsequent years.

The Festival will, as with Sherburn Cycle Saturday, incorporate the whole of the village including the Eversley Park Centre along with the Park. It is to be held at the August Bank Holiday and go on for three Days. The first Craft and Food Festival in Sherburn in Elmet will be held in August 2017. A host of activities are to be planned with all age groups catered for and as many interests as possible catered for.

Cooking mania has swept the Country with the many cookery programmes on TV. With this in mind a food kitchen is to be organised and one of the many celebrity chefs seen on television invited to attend. Additionally there will be numerous dishes of differing, diverse and worldwide foods on display and available for general consumption. Once again the youngsters will be considered with a number of fairground rides being on hand. A classic cars Show will also be on view with a number of musical acts on-going throughout the three days to keep the adults entertained. On display will be a total of 70 Craft stalls, 50 Food stalls and 20 Charity stalls.

Having successfully held the Sherburn Cycle Saturday event we feel there is the spirit, desire and motivation within the Sherburn in Elmet Community to make this event work. We also believe that the Selby District along with surrounding villages will also benefit from this occasion due to the expected influx people from outside the area coming to the event. Nevertheless, due to our previous experiences, we understand there is much to do to ensure we make the Craft and Food Festival equally successful as in the past. Therefore we have started early so we can organise our group accordingly and request the much needed help from potential partners such as the Western CEF.

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

**Funding is required as soon as possible to cover initial expenditure.**

We estimate the footfall to be between 20,000 to 30,000 over 3 days, attracting people from all around the Selby District area and beyond. Without financial help we would struggle to put this event on in the first year. Any profits made will be used to fund local community projects and we estimate this could reach 40k by the 2<sup>nd</sup> year. The event will be supported by Welcome to Yorkshire and they have indicated this could be the largest event over the bank holiday period. The event will take place all over the village, please see following run down of what we hopefully will be providing.

#### **Eversley Park**

70 Craft stalls (in marquee)  
50 Food stalls (in marquee)  
10 outside Catering stalls  
20 Charity stalls  
2 outdoor bars  
Live outdoor stage shows (4 hours each day)  
Childrens fun fair  
Birds of prey show  
Face painting  
Mini Farm  
Circus workshops  
Dog show

#### **Eversley Park Centre**

Demo food kitchen (4 shows per day ) with celebrity Chef  
Childrens cookery school  
Painting classes

#### **Old Girls School**

Vintage stalls  
Tea room

#### **Methodist Church**

Craft competitions

#### **Village Centre**

Vintage cars and bikes  
Street entertainers  
fairground Organ  
Outdoor food stalls (provided by local shops)

#### **All Saints Church**

Flower festival  
Towton Battle shows

**will your application meet? (250 word limit for each objective)**

| Which objective?  | How will you achieve this?   |
|---|--|
| <p><b>Objective 1:</b><br/>Trial new ideas that will benefit residents and improve the local area</p> | <p>The tour de Yorkshire racing through Sherburn in Elmet benefitted the community in different ways. Local businesses were buoyant due to the additional visitors to the area. The event was planned to be a family fun day and this turned out to be the case giving a real good feel factor experience to all. The Village benefitted in other ways due to the make-up of the steering group. The group met regularly leading up to the event. Different businesses were members and they talked to each other creating a togetherness rather than rivalry. Representatives from local Schools met people from different community groups and began to understand what roles each played within the community. It has sparked an interest of running future community events using this experience as a blue print for success.</p> <p>The Craft and Food festival is a new idea as regards to the number of days it will run. The Tour de Yorkshire was a one day event whereas the Craft and Food will be extended to last for three days. This concept is new to Sherburn in Elmet and will take meticulous planning involving a number of people.</p> |
| <p><b>Objective 2:</b><br/>Sense of Community</p>   | <p>To create a sense of community those involved in organising the event will be a diverse combination representative of differing groups both local and from surrounding areas. This is to ensure all needs are considered and catered for.</p> <p>This model worked extremely well when organising the Tour de Yorkshire which brought the community together giving a feeling of belonging, a feeling that residents matter to one another in the group. These spirits were met through community commitment and feel confident The Craft and Food Fair will replicate this togetherness.</p>   |

|   |  |
|---|--|
| <p>Objective 3:<br/>Activities for Young People</p> | <p>The Craft and Food Festival will provide a number of activities for all age groups. These will include a fun fair, live music on each day, a cookery workshop, birds of prey mini circus and classic cars exhibition to mention a few. These are a starting point and could no doubt be added to by the steering group to ensure all age groups are provided for.</p> <p>The consideration of all age groups is believed to be high on the list of priorities and an important factor for the success of the event.</p> |
|---|--|

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

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.

With this in mind Sherburn in Elmet, therefore, has an extended community which we feel it is important to embrace. The Craft and Food Festival will benefit this extended community by promoting the sense of Community and togetherness.

Additionally we feel the success of the festival will be of benefit to the Selby District as a whole due to the amount of visitors coming to the area. They will inform others that the area has so much to offer as regards to the surrounding countryside being well worth visiting.

Most importantly the whole community will benefit from the Craft and Food Festival taking place. Due to everyone being one way or another being represented on the steering group, means that everyone will be catered for as much as possible. This to include local businesses, sporting groups and other community associations. With the continuation of the event annually will give family and friends something to look forward to.

We will ensure that this project is promoted on all of our publicity to encourage more participation. 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 much funding are you requesting? £5000**

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

| <b>Cost Element</b>  | <b>Cost (£)</b> |
|--|-----------------|
| Marquee Hire for 3 days                                      | £10000          |
| Professional Entertainment for 3 days                        | £6000           |
| Insurance £1500 Security £1400 Park and ride bus £2000       | £4900           |
| <b>Signs banners £2000 adverts £2000 web site £2000</b>      | £6000           |
| <b>Programmes £2000 First aid £900 portable toilets £800</b> | £3700           |
| <b>Cookery School £1500 Celebrity Chefs 3 days £15000</b>    | £16500          |
| <b>Other costs up to £3000</b>                               | £3000           |
| <b>Total Cost</b>  | <b>50,100</b>   |

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

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

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

**Local and small Buisnesses**

**rents from stallholders**

**Admission Charges**