



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Fairburn Community Cafe

Q1.2 Organisation address

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

c/o Veronica Shearer 19 Lunnsfield Lane Fairburn WF11 9LE
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Telephone number one

01977 676119

Email address (if applicable)

ronishearer@gmail.com

Telephone number two

07754 757196

Web address (if applicable)

Q1.3 Main contact details

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

Title

Mrs

Forenames (in full)

Veronica

Surname

Shearer

Position or job title

Chair

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
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Charity	
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Voluntary or community group	x
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Other	
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Please describe

When was your organisation set up?

Day	8th	Month	December	Year	2016
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Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

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

☐ y

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> x
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

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



Benefit

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

To bring the community together in an informal format which currently does not exist. The Western CEF had a number of requests following its recent CPD community consultation.

CEF subsequently has made Community Cafes a project within its Community Development Plan

Details of the Project

Please list the details of your project

To commence the project with a Volunteer Committee for a day Café to be available for 3 hours one day per week in a central location within the Village of Fairburn and to encompass visiting neighbouring villages.

The cafe will offer visitors a drink and cake, in an informal atmosphere encouraging interaction between visitors with games, talks, visitors etc. as requested by the “customers”. This to be provided on a Donation basis.

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?

Bring people together within the village, the target audience will be all ages and the opening times based around being open initially for parents dropping children off at school through to lunch time. The village has a lack of services and therefore “meeting” places where residents can meet and catch up, the cafe will provide this venue.

This will link to the CEF – CDP. Through providing activities for people of all ages, improving local services and improving the sense of community.

Benefits

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

This is not a financial project but just to give the community the ability to come together, to gain the support of each other and any support organisations who can provide details and information of assistance – or interest.

This would be an opportunity to introduce assistance with Computers – Library – History – Local Groups of interest i.e.: Ramblers – Local Birdwatchers and visitors to the RSPB Centre, and find somewhere to hopefully have a Post Office.

Project Approach / Delivery Options

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

This project is to be run by Volunteers, once a week – this can be initially obtaining local information to impart to the community and to obtain a donation from each person in return for a nice cup of tea and cake. There can be a platform built for obtaining answers to questions people may have on how to expand their talents or how to integrate.

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.

This is to be a Trial for a 1 year period, once a week, with the vision of being able to expand and build to continue in the future.

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 –

Costs incurred are envisaged to be:

£30 Rental per week

£10 Purchases of essentials

Nil No charge for Volunteers

£250 One off cost initially to get advertising/promotion

Income

An initial donation of £1.50 will be suggested and an estimate of 15 – 20 people would be targeted as a weekly base attendance.

This would bring in an income of between £22.50 and £30 per week.

Additional fund raising e.g raffles would be carried out through the year.

The request is for an initial funding of the start up costs plus funding of the first 13 weeks costs = $13 \times £40 = £520.00$ plus £250.00 start up/promotional cost, **total £770.00.**

This would enable a fund to build up which would start to offset the weekly costs.

Thereafter the request would be for £250 in each of the following 13 week quarters **total £750** which represents a 50% contribution against costs to enable the project to complete the 1 year initial trial if numbers in attendance do not reach required cost equalisation.

Total request for funding of £1520

- **People** – There is no cost for people – this is to be run by Volunteers.

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.

This project is yet to be opened up to the community therefore we have no money or quotes to provide. It would be helpful to receive funds initially for a 13 week period to encourage this.

The project is to run at this stage for one year and taking into account the seasons and holiday periods it is envisaged the numbers attending can increase or decrease at any of those times.

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.

There is a risk of lack of support. A minimal charge in the initial stages can be increased when the community and visitors is expanded.

Volunteers can work together to hopefully eradicate any such risk by arranging community events allowing the community and visitors to become involved – or indeed give added support of any kind. Fundraisers will be a main increase in funds.

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?

A number of volunteers have already come forward (listed below) and others have expressed interest in becoming involved once dates times etc have been finalised.

The church hall has given its support in both providing the hall and also will promote the event.

The parish Council is keen to support the project and has included preliminary details in its recent newsletter.

Volunteers.

- Veronica Shearer
- Judith Shaw
- Gail Swaby
- Jacqui Collier
- Sue Jarvis
- Elaine Todd
- Sue Berry
- Plus others who can be called on to help on occasions when necessary