



*Your Community*  
Selby District

## Agenda

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

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Venue: Fairburn Sports and Community Centre  
Great North Road, Fairburn. WF11 9LA

Date: Tuesday 27 June 2017

Time: 6.30pm

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

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#### 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 April 2017 (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 13 attached).

5.1        Applicant:    Elmet Art Society  
              Project:     Encourage new members  
              Category:    Project            Amount:        £1,500.00

**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

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Venue:	Hillam and Monk Fryston Community Centre.
Date:	Tuesday 11 April 2017
Time:	6.30pm
Present:	Roy Wilson (Chair), Jenny Mitchell, David Nicklin, Jenny Prescott and Rita Stephenson
Apologies:	None
Officers present:	Chris Hailey-Norris (Selby District AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council)
Public:	0

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#### 13. DISCLOSURES OF INTEREST

There were no disclosures of interest.

#### 14. MINUTES

The Sub Committee considered the minutes of the meeting held on 17 January 2017.

**RESOLVED:**

**To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 17 January 2017.**

#### 15. FUNDING FRAMEWORK

The funding framework had been circulated with the agenda, and was noted.

## 16. FUNDING APPLICATIONS RECEIVED

### 16.1 – Home-Start Goole and District

The application was for £1,000 towards the cost of providing Home-Start volunteers in the Western CEF area. Although the volunteers are unpaid they receive expenses to cover travel costs. The application confirmed that Home-Start volunteers provide practical and emotional support to families that had at least one child aged 8-years or under.

The Sub-Committee considered the application against the funding framework for small grants. Although supportive of the organisation, the Sub-Committee agreed that there was insufficient evidence that the application met the requirements of the funding framework, specifically in relation to:

- How the project would benefit the CEF area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

#### **RESOLVED:**

**To refuse the application.**

#### *Reasons for decision:*

*The application did not demonstrate sufficient benefits for the residents of the Western CEF area, this being a requirement of the funding framework.*

### 16.2 – Positive Youth CIC

The application was for a grant of £760 to provide a number of cycle ‘drop-in sessions’ for young people aged between 10 and 19 during the school summer holidays. The sessions would be provided in partnership with North Yorkshire County Council (NYCC), and would include bike maintenance, arts and crafts, and sports. Sessions would be held weekly on alternate Tuesdays and Thursday, and would be held in Sherburn. These would run between 27 July and 29 August 2017. The application confirmed that the total cost of the project would be £3,510 and that the remaining funding had been secured through a grant from the Ed De Nunzio Charitable Trust.

The Sub-Committee considered the application against the funding framework for small grants and confirmed that the application:

- met at least two of the objectives in the Community Development Plan (specifically activities for young people, community safety, sense of community and transport);
- demonstrated benefits for the residents of the CEF area;
- demonstrated extensive and detailed benefits for one or more defined groups.

**RESOLVED:**

**To approve the application for £760.**

**Reasons for decision:**

*The application met the requirements of the funding framework.*

The meeting closed at 6.44pm

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## **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).



## Section one: About your organisation

### Q1.1 Organisation name

Elmet Art Society
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### Q1.2 Organisation address

<b>What is your organisation's registered address, including postcode?</b>	
76 Pinfold Garth, Sherburn in Elmet, North Yorkshire, LS25 6LE	
<b>Telephone number one</b>	<b>Email address (if applicable)</b>
01977 681545	o.simmonds@yahoo.co.uk
<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>
Ms	Olive Ena Sheila	Simmonds
<b>Position or job title</b>		
Treasurer Elmet Art Society		

### Q1.4 Organisation type /Art Society

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

Other	Please describe
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**When was your organisation set up?**

Day	?	Month	November	Year	2008
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**Q1.5 Reference or registration numbers**

Charity number	N/A
Company number	N/A
Other (please specify)	N/A

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

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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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.*

## **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?**

To Encourage new members of all abilities

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

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

No Specific date

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

<b>Which objective?</b>	<b>How will you achieve this?</b>
<p>Objective 1:</p> <p>To provide regular workshops and demonstrations for all beginners and improving members</p>	<p>This will be achieved by arranging regular 2hour periods of art instruction, which will be scheduled in the annual program beginning January 2018. The annual program will also include 2 hour demonstrations by visiting professional artists.</p>
<p>Objective 2:</p> <p>To highlight the annual exhibition of members work which is held to encourage new members to join the society.</p>	<p>This would be achieved by purchase of signage to advertise the art society and the dates and location of the annual exhibition.</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)**

**The Elmet art Society was formed in November 2008 in response to local residents wanting to be able to attend art meetings within Sherburn in Elmet Village. The group was started with a loan of £350 to cover the initial meeting room rent, which has since been repaid.**

**Since the inauguration of the society, the village population has steadily grown and continues to do so due to the increase in housing developments around the village. The local community benefits from the society which provides a regular weekly meeting in the Eversley park Community Centre and especially for those who are unable, or unwilling to travel outside the village.**

**As the majority of new members are beginners, the society is undergoing a change from a standard art group to a more instructional facility. The society is open to people of all abilities from Sherburn in Elmet and the surrounding communities. The society is also open to people with disabilities , three of our current members are in this category.**

**We offer help and encouragement to the members by supplying instructional workshops and demonstrations on a regular basis.**

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

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

<b>Cost Element</b>	<b>Cost (£)</b>
Art materials-watercolour, oil, pastels and acrylic paints, brushes and paper	£800
Art equipment	£150
Advertising boards	£250
Demonstrator fees	£500
<b>Total Cost</b>	<b>£1700</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"/>
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If yes, where will you get the other funding from and has this been secured?

The Art Society will be putting £200 from current funds towards the total cost.