



Meeting: **TADCASTER CEF PARTNERSHIP BOARD**
Date: **MONDAY, 9 SEPTEMBER 2019**
Time: **7.00 PM**
Venue: **MEETING ROOM - THE ARK**
To: **Councillor R Sweeting (Chair), Councillor K Ellis,
Councillor D Mackay, Councillor R Musgrave, Councillor
A Lee, Zoe Devine, Steve Cobb, Kirsty Perkins, Liz Dixon,
Trevor Phillips and Avis Thomas**

Supplementary Agenda

1. Funding Application: Appleton Roebuck Tennis Club, 'Project to Revitalise Court 3', £1,000 (Pages 1 - 14)

A late application has been received from Appleton Roebuck Tennis Club for £1,000, for funding to revitalise Court 3. The Chair has agreed that the application can be circulated and considered at the Board meeting on 9 September 2019.

Janet Waggott

Janet Waggott, Chief Executive

Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046 or vforeman@selby.gov.uk.

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Agenda Item 6



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.

An application cannot be submitted retrospectively if the work, project or event has started or already taken place.

Funding approved for grants and projects will only be paid to an organisation and not directly to an individual. An individual applying for funding will have to submit invoices for their approved grant or project which will then be paid by the CEF Partnership Board.

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.

Additionally, retrospective funding for work or projects already underway or completed, or events that have already taken place cannot be provided, and should not be applied for; CEF funding should not be used to underwrite funding gaps in projects or events that have already started or taken place.

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 coordinate 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).

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	yes
Western CEF	

Section one: About your organisation

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

Q1.1 Organisation name

Appleton Roebuck Tennis Club

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Rear of Shoulder of Mutton, Appleton Roebuck, York, YO23 7DP	
Please forward any correspondence to main contact at address shown.	
Telephone number one	Email address (if applicable)
7590365794	richard.barwick@icloud.com
Telephone number two	Web address (if applicable)
01904 705527	www.artc.org.uk

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
Mr	Richard	Barwick
Position or job title		
Committee Member		

Q1.4 Organisation type

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	30	Month	June	Year	1979
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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.

Q1.6 Is your organisation VAT registered?

Yes		No	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.

Q1.7 Please list all other bodies that you have, or plan to apply to for funding

Name of Body / Organisation	Funding Awarded/Requested*
North Yorkshire Reward Fund	£2000 indicative

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

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?

Project to revitalise court 3

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

Eight years ago we had 3 new sand filled astroturf courts fitted which have been a great success with all who play on them. Although we have the courts cleaned twice a year by a professional court maintenance company after a period of time the sand can get clogged with dirt and contamination which then stops the court from draining during wet weather plus making the court slippery and therefore a potential health hazard.

During the periods of bad weather this summer it became apparent that one of our courts was failing to drain and therefore in need of major overhaul. The rejuvenation process as it is called involves removing all of the sand infill, cleaning the astroturf and then refilling with new fresh sand.

We asked 3 companies to quote for the work and our committee selected the one from our existing maintenance company - Replay Maintenance. Not only was it the cheapest quote at £4,194 but we knew and trusted the company.

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

October 2019

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?
<p>Objective 1: Leisure, Culture & Education</p>	<p>We are a well run community organisation run by volunteers. We have been in existence now for 40 years, have a formal constitution and are run by an elected committee. With very low membership fees the aim of the club is to provide a facility for all ages to learn and enjoy the benefits of playing tennis.</p> <p>We are an open club with the majority of our members coming from our local community. We run coaching courses and have 8 teams playing matches in the local York & District league as well as numerous social sessions and club competitions.</p> <p>We have always taken an active role in all ages of our local community. We encourage the very young attending the local primary school to experience organised outdoor sport at our after schools club. Junior coaching classes are available for all our junior members to learn and improve their game.</p> <p>Our adult members have plenty of opportunities to play tennis at both competitive and fun levels. Finally the older generation can obtain the benefits of healthy exercise and social interaction afforded by playing tennis.</p>
<p>Objective 2: Community Safety, Health and Well Being</p>	<p>With players of all ages regularly using our courts it is vital that they are maintained in top class condition to avoid any possible falls and injuries. Prior to it becoming a health and safety issue we have decided to act on the advice from our maintenance company and have the problem court rejuvenated. This process will return the court to an as new condition, extend the life of the court and remove any potential slip problems for our players both young and old.</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)

Being a rural community with no funded play or sports facilities in the immediate vicinity, the club provide all our local residents with an opportunity to play tennis and benefit from healthy outdoor exercise. The tremendous take up by the people in our community over the past 40 years shows the need for a club such as ours.

We support the development of children and young people, our juniors can attend weekly professional coaching sessions organised by age group in addition to their own supervised club night. We also offer coaching as an after school activity to all pupils attending the Primary School whether members or not.

Our 70 adult members can attend twice weekly open club sessions throughout the year. We have 8 teams playing competitive matches in the York & District tennis leagues. We have regular coaching courses for all level of ability using a Lawn Tennis Association coach.

The installation of astroturf courts 8 years ago has proved beneficial to our older members as they are much kinder on the joints and we have many members in their seventies and eighties playing regularly and getting the benefit of regular exercise.

We have used Replay Maintenance for the past 8 years to provide twice yearly cleaning of the courts, they are a successful company specialising in such activities and have undertaken many such projects.

Q2.6 How much funding are you requesting? £1000

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

Cost Element	Cost (£)
Replay Rejuvenation process of court 3	3495
vat	699
Total Cost	4194

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?

As recommended by the Lawn Tennis Association the club are putting aside sums to replace the courts at the end of their useful life into what is called a sinking fund. We are currently half way towards the full price of £55000.

We will provide the additional monies from this fund if you kindly agree to our grant request.

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CONSTITUTION OF

APPLETON ROEBUCK TENNIS CLUB

1. The name of the club shall be Appleton Roebuck Tennis Club
2. The aim of the club is to provide sporting facilities for all people, without discrimination.
3. The financial operation of the club shall be on the basis of a non-profit making organisation in that all the profits shall be re-invested back into the club.
4. The management of the club shall be carried out by a committee of not less than 5 and not more than 9 members and, in addition, a Chairman, Secretary and Treasurer.
5. All members of the committee and officials shall be elected annually at the Annual General Meeting.
6. The quorum for a committee meeting shall be 6 (including officials).
7. The quorum for the Annual General Meeting or for an Extra-Ordinary meeting shall be 10 members.
8. An Annual General Meeting shall be held in each calendar year with not more than 15 months between meetings. Compulsory items on the agenda for the Annual General Meeting shall be a report by the Secretary, and audited accounts presented by the Treasurer.
9. An Extra-Ordinary meeting can be requested by 10 members in writing. The request must be addressed to the Secretary and state the reason for calling the meeting. The Secretary shall arrange for the meeting to be held within 3 weeks of receipt of the request.
10. Hours of play, fees for non-members, rules for competitions and fitness of the court shall be determined by the committee.
11. The committee has the power to elect sub-committees and to co-opt any person who need not be a member.
12. In the event of dissolution of the club the net assets shall be applied to one or more of the following as agreed by the final committee:
 - a) the purposes of a sports governing body for use in community related sport
 - b) the purposes of another non-profit making club likewise involved in community amateur sports
 - c) the purposes of a charity
13. Whilst the club is a member of the LTA all club members agree to be bound by the rules and disciplinary code of the LTA, copies of which are displayed in the club house.

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