



Agenda

Central Community Engagement Forum Funding Sub-Committee

Venue: Meeting Room 2 - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Tuesday, 22 January 2019

Time: 5.45 pm

To: District and County Councillors
Councillors P Welch (Chair), J Chilvers

Co-opted members
Melanie Davis and Michael Dyson and Tony Wray

1. **APOLOGIES FOR ABSENCE**
2. **DISCLOSURES OF INTEREST**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests. Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest,

the member may stay in the meeting, speak and vote on that item of business.

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

3. MINUTES (Pages 1 - 4)

To confirm as a correct record the minutes of the Central CEF Funding Sub-Committee held on 3 October 2018.

4. FUNDING FRAMEWORK (Pages 5 - 8)

To note the Funding Framework against which funding applications will be considered.

5. FUNDING APPLICATIONS RECEIVED

To consider funding applications received.

- 5.1 CHILDREN'S READING AND LITERATURE FESTIVALS, 'SELBY DISTRICT CHILDREN'S LITERATURE FESTIVAL', £5,000 (Pages 9 - 22)**
- 5.2 PARENT POWER PROJECT, 'EMPOWERING PARENTS TO SUPPORT THEMSELVES'. £970 (Pages 23 - 28)**
- 5.3 YORKSHIRE ENERGY DOCTOR, 'CENTRAL CEF COMMUNITY ENERGY AMBASSADORS', £2,670 (Pages 29 - 42)**

Janet Waggott

Janet Waggott
Chief Executive

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

Agenda Item 3



Minutes

Central Community Engagement Forum Funding Sub-Committee

Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Wednesday, 3 October 2018
Time:	6.00 pm
Present:	<u>District and County Councillors</u> Councillors J Chilvers and P Welch (Chair) <u>Co-opted Members</u> Michael Dyson and Anthony Wray
Officers present:	Victoria Foreman, Democratic Services Officer, Kate Mills, Development Officer
Others present:	Bryony Boyle, Selby Big Local, representatives from Selby Youth Council
Public:	0

1 ELECTION OF CHAIR

The Funding Sub-Committee were informed by the Democratic Services Officer that they needed to elect a Chair for the remainder of the 2018-19 municipal year.

It was proposed and seconded that Councillor Paul Welch be appointed as Chair of the Funding Sub-Committee for the remainder of the 2018-19

municipal year.

RESOLVED:

To appoint Councillor Paul Welch as Chair of the Central CEF Funding Sub-Committee for the remainder of 2018-19 municipal.

2 APOLOGIES FOR ABSENCE

There were no apologies for absence.

3 DISCLOSURES OF INTEREST

There were no disclosures of interest.

4 FUNDING FRAMEWORK

The Funding Sub-Committee noted the Funding Framework.

5 FUNDING APPLICATIONS RECEIVED

The Funding Sub-Committee considered the following applications.

At this point the Chair indicated that the Sub-Committee would consider agenda item 4.3 – Groundwork on behalf of the Student Council - Selby, 'The Friendship Café – Selby Youth Council' first.

5.1 GROUNDWORK ON BEHALF OF THE STUDENT COUNCIL - SELBY, 'THE FRIENDSHIP CAFE - SELBY YOUTH COUNCIL' £336

The application was for £336 for the Friendship Cafe.

The Sub-Committee heard a short presentation from the applicants, and asked the representatives from the Student Council a number of questions on issues such as food hygiene, how they would measure success and the different roles the young people from the Student Council would be undertaking in relation to the project.

The Sub-Committee considered the application against the funding framework and confirmed that it met the requirements. The Sub-Committee were very supportive of the Youth Council's idea and also offered to provide further support and training in areas such as customer service.

RESOLVED:

To recommend to the Partnership Board that a grant of £336 be approved towards

delivery of the work as outlined in the application.

5.2 WIGAN LEISURE AND CULTURE TRUST (TRADING AS INSPIRING HEALTHY LIFESTYLES), 'SELBY PARK: PICNIC BRASS EVENTS PROGRAMME 2019 - CELEBRATING THE PARK IN THIS, THE 950TH ANNIVERSARY OF SELBY ABBEY', £3,000

The application was for £3,000 for the Selby Park Picnic Brass Events Programme 2019.

The Sub-Committee heard a short presentation from the Development Officer on behalf of the applicant, who explained the aims of the project.

Members of the Funding Sub-Committee expressed their support for the application, and asked a number of questions regarding park capacity, ticketing, stewarding, placement of fireworks and the size of the bandstand.

The Sub Committee considered the application against the funding framework and confirmed that it met the requirements.

RESOLVED:

To recommend to the Partnership Board that a grant of £3,000 be approved towards delivery of the work as outlined in the application.

5.3 SELBY BIG LOCAL, 'BIG ASPIRATIONS - THE EMPOWERMENT PROJECT', £4,000

The application was for £4,000 for the Big Aspirations Empowerment Project.

The Sub-Committee heard a short presentation from the applicant, and asked a number of questions in relation to the application regarding proposed attendance, the ages of the young people being targeted by the project and how success would be measured and reported on.

The Sub Committee were supportive of the application and considered it against the funding framework. It was confirmed that it met the requirements.

RESOLVED:

To recommend to the Partnership Board that a grant of £4,000 be approved

towards delivery of the work as outlined in the application.

5.4 TO NOTE: 'WATERFALL OF POPPIES', POPPY APPEAL SELBY AREA - BRITISH LEGION, £5,000

The application was for £5,000 for the Waterfall of Poppies at Selby Abbey.

The Sub-Committee noted that the application had been considered and agreed by the Board in September 2018 by email under urgency provisions, and subsequently approved by the Head of Community, Partnerships and Customers.

RESOLVED:

To recommend to the Partnership Board that the grant of £5,000 to Poppy Appeal Selby Area, as outlined in the application, be noted.

The meeting closed at 6.25 pm.

Agenda Item 4



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).

Agenda Item 5.1

COMMUNITY ENGAGEMENT FORUM

APPLICATION FORM

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	Central
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Y 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

Children's Reading/Literature Festivals

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
17 Leeds Road, Selby , YO8 4HU	
Telephone number one	Email address (if applicable)
0785 2804999	info@childrensliteraturefestivals.com
Telephone number two	Web address (if applicable)
	www.childrensliteraturefestivals.com www.selbycrf.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		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	Y

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	Selby District Children's Literature Festival
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When was your organisation set up?

Day	20	Month	January	Year	2017
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Q1.5 Reference or registration numbers

Charity number	In process of charitable status
Company number	10574821
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	N
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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.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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 Stronger Communities fund	£1,000 Awarded
Selby District Council – Cllr Mark Crane	£2,5000 pledged to be awarded
Awards For All Drax Arts Council	£10,000 Waiting Indicative (waiting for availability) Indicative £4,000
Wrapped Agency: Kate Eady – Ex Graphic Design teacher Selby College and York College and business owner, who employs individuals from the local area.	Gifting new website and design (worth £2,000) This will be ready in the next few weeks.

*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.

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?

Selby District Children's Literature Festival

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

Mission:

To give children from the Selby District an equal opportunity of attending a free literature festival, helping to bring communities together, realising the positive effect that reading can have, not just educationally but socially and emotionally too.

We need to help change the mindset of the community being involved with a literacy festival, making literature accessible for all.

The mission of Children's Reading /Literature Festivals is set to give children from all backgrounds an equal opportunity of attending a literature festival having access to books, reading and helping to bring communities together.

The first festival was held in Selby Abbey in March 2017, engaging 3,500 children and families. An impact report from the previous festival is attached.

The Planned Festival:

Launch: Week beginning January 28th

I have been invited by SDC to judge the Don't Be A Water Campaign blog. I suggested announcing this and would be good to display the work at the library. I will be launching the poetry competition for children to write about Selby Abbey and the winner will be announced at the families and communities day in Selby Abbey.

Tuesday 26th March – An Evening with the Artists - Selby Town Hall

We will invite parents, carers, teachers and anybody working with primary age children to experience a snippet of what the artists will perform with the children. Michael Bradley who is a musician and an ambassador for us will be the special guest who will talk about his life as an Undertone, to help bring more of the community out to hear about the festival. I met Michael whilst in the final of the Peoples Book Prize in 2017 with one of my books that addresses mathematical terminology with fun, and wants to help.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Wednesday 27th & Thursday 28th – Selby Abbey and Selby Library

All central schools will be invited to read-aloud interactive sessions with an author respective to their age range. It is hoped that each child will be given a book token to bring with them to the families and communities day to pick up their free book. This worked exceptionally well and surpassed all my expectations. If we don't make the funding we need then a specific age group will be chosen.

Saturday 30th March – Families and Communities Day 10.00am-4.00pm

All children within the 42 schools within the Selby District will be invited to this FREE families and communities day to attend all author sessions FREE.

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

February 2019

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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:</p> <p>Community Safety Youth Provision</p>	<p>All primary schools within the Central CEF area will be invited to free read-aloud interactive sessions, regardless of ability. We want to give children of all abilities an equal chance, not just children interested in English.</p> <p>Children will experience a read-aloud interactive session with an author/illustrator respective to their age range.</p> <p>Reading aloud sessions can have a huge positive impact on children.</p> <p>We will be utilising Selby Library and research shows that libraries have a positive impact on all areas of learning including, reading and writing skills and a child's self-esteem.</p> <p>Promoting access to the library will be a great way to encourage more children and families to visit.</p>
<p>Objective 2:</p> <p>Health and Wellbeing</p>	<p>Promoting wellbeing, health and safety within our community is paramount in today's society.</p> <p>Encouraging children to read opens up a whole new opportunity and perspective on the world for them.</p> <p>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 sessions with the authors/artists.</p> <p>Children and young people who are most engaged with literacy have better mental wellbeing than their peers who are least engaged.</p>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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)

This application sits well with some of the priorities within the Central CEF community development plan.

The literature/reading festival is all about bringing communities together to help educate children, young people and parents. The concept highlights the benefits that reading can have not just educationally but socially and emotionally too. We want to make such festivals more inclusive and not exclusive.

The 2017 Selby District Children's Reading Festival had a positive impact for the community:

Here are just two of the testimonials:

Naomi Smales – Selby Community Primary

Staff were so positive about the whole event and thought that the organisation was superb. They said how they arrived and went straight to the designated area, their reading event/story took place straight away and the authors were really great. Our year 5/6 children were amazed at the editing processes that take place and now feel not so hard done by when we ask them to edit their work.

Wendy Hockley, Barlby Bridge Primary

What a wonderful festival! All of the school were able to attend and experience meeting an author. This really made the children excited about reading and writing. The event was very well organised and all of the children were talking about it afterwards. Thank you!

Our current authors/artists offer a diverse and inclusive mix of sessions, highlighting different cultures.

International African Rapping Poet Donovan Christopher

Award Winning Asian Author, Salma Zaman and Bollywood Dance Teacher & Yorkshire Arts Award Winner

Author, Poet and Blue Peter Book Award Winner Andy Seed

Dame Beryl Bainbridge Award & Education Award, Author, Poet & Voice Artist, Christina Gabbittas

Children's Author, James Nicol

This will be a wonderfully inspiring event on Selby's calendar, which we would like to grow. A time to celebrate reading, books and a community coming together.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

£5,000 from the Central CEF

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

Cost Element	Cost (£)
Author Costs	6,300
Marketing/Publicity/Leaflets	2,300
Venue Hire, Selby Abbey & Town Hall	1,500
Events Insurance	400,00
Accommodation, Travel	2,500
Equipment	1,350
Books	5,000
Total Cost	19,350

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

Yes	Y	No	
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If yes, where will you get the other funding from and has this been secured?

If the full funding from my application isn't made, the event will still go ahead but will be scaled down. The amount of books and Number of Artists will be reduced.

I'm waiting for Awards For All decision.

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Project Brief



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.

Project Name	Selby District Children's Reading festival
Project Manager	Christina Gabbitas
Document Author (if different from Project Manager)	
Organisation Name	Children's Literature Festival

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 project is aimed to give young children and families a better opportunity of having access to reading and books with a dedicated annual literature festival.

This is set to help educate parents as well as the children.

Teachers can only achieve maximum impact with support from parents and families who also need educating on the benefits of reading.

There is a distinct lack of resource in this area, not just in Selby but many wards across England, with more emphasis being on gifted and talented children, and children who are interested in English. Our mission is to give children of all abilities an equal opportunity with the read aloud-interactive sessions.

Planned Festival:

January 28th – Launch of Poetry Competition – The Library and Selby Abbey

Children ages 7-14 to write about Selby Abbey. The winners will be announced at the Families & Communities Day on 30th March held at Selby Abbey. I wrote to Children's Author David Walliams who has donated signed books that I will use for this prize. David Walliams is unable to make the festival but wanted to show his support for such a worthy project.

This event will be targeted at all 42 Primary Schools within the district and secondary schools.

Tuesday 26th March – An Evening with the Artists Selby Town Hall Special Guest Musician Michael Bradley from The Undertones

27th & 28th – Schools Fest – All schools from Central Selby will be invited to receive interactive read aloud sessions with an author respective to their age group.

March 30th – Families and Communities Day – All invited to a free literature festival in Selby Abbey with read aloud-interactive sessions throughout the day and an opportunity to talk with authors and artists. More details are listed on the CEF Application form.

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?

The project will deliver a free literature festival that is all about educating and bringing communities together and sits well with the Central CEF community development plan. The concept highlights the benefits that reading can have, not just educationally but socially and emotionally too. We want to make the festival inclusive and not exclusive. All primary schools in the Central CEF area will be invited to read aloud-interactive sessions, performed by the authors regardless of ability. We want to give children of all abilities an equal chance, not just children who are interested in English. All the children will receive an interactive session with an author/illustrator respective to their age group. Reading aloud sessions can have a huge positive impact. We will be utilising and encouraging usage of Selby Library. Research shows that libraries have a positive impact on all areas of learning, including, reading and writing skills and help with a child's self esteem

Promoting wellbeing, health and safety within 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 events. Children and young people who are most engaged with literacy have better mental wellbeing than their peers who are least engaged. Research also highlights further benefits of reading, including how:

- 43 per cent of readers said reading helped them to sleep better;
- Two-thirds (64 per cent 'regular' and 61 per cent 'rare') of readers report strong empathy for others;
- 19 per cent of readers felt less lonely when reading.
- 57 per cent of readers report greater cultural awareness;
- 48 per cent reported increased levels of creativity; and
- 72 per cent are more likely to have greater community spirit.

Benefits

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

The project will deliver a positive message with measurable impact.

We need to help change the mindset of parents that being involved with a literacy festival is a positive measure and making the festival accessible for all without discriminating their financial position. An event that is accessible for all.

The benefits of including and inviting the whole community in this celebration makes people feel valued. If people feel valued it gives them a greater sense of being and wanting to achieve.

Project Approach / Delivery Options

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

Children's Literature Festivals will deliver the project. Launch 28th January 2019 at Selby Library and Selby Abbey with a poetry competition. Children will be invited to write about Selby Abbey and the winning poem will be announced at the Families and Communities Day on 30th March.

26th March – An Evening with the Artists – Selby Town Hall

27th & 28th Schools Fest – All 12 central Schools invited to attend.

30th March – Families and Communities Day – Selby Abbey

All the event will be marketed through schools, local journals, Selby Town Hall Whats on, Selby Times and all online media.

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 project will be launched with a funded website by a local company, this will be launched (15th December) with all sponsors and supporters for the project with more to be added as funding is sought. The website will be www.selbycrf.com
January will be the launch of the Poetry Competition where children are invited to write about Selby Abbey with David Walliams signed books as prizes.
There will be a continual promotion of the festival from January and beyond March at families and communities day. I will propose that the next date will be set shortly after the festival to keep up the momentum for the 2020 event.

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** –
 - Author Costs £6,300
 - Marketing/Publicity/Banners/Leaflets £2,300
 - Venue Hire, Selby Abbey & Town Hall
 - Accommodation Travel £2,500
 - Event Insurance £400.00
 - Equipment £1,350
 - Books £5,000
- **People** –
 - Authors: Donovan Christopher African Rap Poet,
 - Salma Zaman Asian Author, Teacher & Arts Award Winner
 - Andy Seed Ex-Teacher & Blue Peter Book Award Winner
 - Ursula Hurst – Professional Illustrator Artist & Ex Teacher (currently showcased V&A Illustration Awards)
 - Michael Bradley, Musician, Author & Celebrity
 - Christina Gabbitas Dame Beryl Bainbridge Award & Education Award

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.

Current funding

Pledged:

North Yorkshire Stringer Communities Programme £1,000
Selby District Council – Cllr Mark Crane £2,500
Wrapped Branding – Free dedicated Website Value £2,000

Awaiting Approval:

Awards For All £10,000

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.

The main risk is not having enough funding for what we want to achieve. Supplying free books are a luxury, so these maybe limited.

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?

Volunteers:

We have the support of Selby Soroptimists once again. The ladies group fully supported and volunteered helping to make the organisation of the festival a huge success.

The poetry competition is to invite children to write about Selby Abbey with its 950 celebration, this is a great way to help more parents and children form the community. An invitation to this will also be sent out to children up to age 14 Selby secondary schools.

The festival does not depend on other projects for its implementation or success.

Agenda Item 5.2

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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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	Yes
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Parent Power Project

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
26 Whitley Farm Close Whitley North Yorkshire DN14 0GL	
Telephone number one	Email address (if applicable)
	parentpower@hotmail.com
Telephone number two	Web address (if applicable)
	www.parentpowerproject.co.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
Mrs	Emma	Delsaint
Position or job title		
Co-ordinator		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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When was your organisation set up?

Day		Month	APRIL	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.

Q1.6 Is your organisation VAT registered?

Yes		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.

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

Name of Body / Organisation	Funding Awarded/Requested*
N/A	

*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.

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?

Empowering parents to support themselves

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

We are a volunteer lead project run by parents who provide support to parents and carers of children and young adults with additional needs in the Selby area. We have 173 members.

We have been supported to create our own organisation so that we can ensure parents have the information, advice, networks and access to events that bring some short breaks to enable their energy to be restored. Too often our parents are battling many issues including challenging poor access and ensuring the rights of their children are addressed. We believe that our collaborative work and support can ensure that parents have the guidance and sharing of experience to enable them to learn from each other.

We are seeking funding to ensure our network grows and expands in numbers. To do so we require financial support as many of our parents are on low income due to the level of care they need to provide, combined with the additional cost of adaptations, travel and access to appropriate services.

We have previously organised inclusive activity days/sessions such as a family trip to Stockeld Park in Wetherby. Trips such as this are extremely beneficial to these families as choices can be limited for activities that include all disabled children and their siblings and can be too expensive for the whole family to access. Having other parents and carers alongside at an event means that they can support each other.

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

N/A

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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:</p> <p>Providing local services to support families with additional needs</p>	<p>Weekly support sessions held at Brayton Community Centre Creche Family events Facebook information via Social media</p>
<p>Objective 2:</p> <p>Ensuring families get the knowledge and support to access services available</p>	<p>Sharing information on Facebook Quarterly talks from key agencies who can offer support Signposting families through Parent Power Steering Group Meetings</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)

Our families are an equal distribution from across the four CEF areas. They are members of the Facebook network, access our family days and attend our weekly support group. We ensure families get access to support, the right services, up to date information on entitlements. We provide local support that our parents have requested.

Most of our support is provided online and through telephone. Our activities for families are provided across the 4 different CEF areas including Selby Town Centre, Brayton, Eggborough, Drax, Osgodby to name a few. We hold our weekly group every Friday at Brayton Community Centre.

Our proposal will benefit families in need, bringing together a shared community that addresses the challenges of transport, access to services and the development of increased self-support.

Our weekly group meetings also benefit Beeable and the young adults to gain work experience and develop their social skills.

At the same time we will be happy to promote the work of the CEFs and share the details of events, funding opportunities and public forums.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting? £970 from Central CEF

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

Cost Element	Cost (£)
Costs	
Community Centre 50 weeks x £10 room hire	500
School holidays hiring hall for crèche (13 weeks) x £15ph x 2hrs	390
Staffing for crèche – 2 staff x 2hrs x £10ph x 13 wks	520
Contribution towards 4 family events reaching 50 parents/children per event	1500
Advertising and promoting the group (local eyes min term 6 months)	210
Total :	3,120
Contribution from the families we support	
Contribution for crèche £5 per child x 13 weeks x 10	650
Family events £10 x 20 families x 4	1,500
Funding sought from the CEFs (to be divided between the 4)	£970

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

Yes	X	No	
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If yes, where will you get the other funding from and has this been secured?

We believe it is important to ask for contributions from the families we support. Your financial contribution will ensure we can provide events at a low cost. At the same time we will be growing our own fundraising activities, from tombolas, bring and buys as examples.

Agenda Item 5.3

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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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	X
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Yorkshire Energy Doctor CIC

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
10 Danes Court Riccall YO19 6NP	
Telephone number one	Email address (if applicable)
01757 249100	kate@yorkshireenergydoctor.org.uk
Telephone number two	Web address (if applicable)
07738 818391	www.yorkshireenergydoctor.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
Dr	Kate	Urwin
Position or job title		
Director		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other	x	Please describe	Community Interest Company
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When was your organisation set up?

Day	09	Month	07	Year	2014
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Q1.5 Reference or registration numbers

Charity number	
Company number	9123530
Other (please specify)	

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

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*
WEA	£1,160 (funding agreed)
NYCC Stronger Communities	£1,000 (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.

**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?

See project brief

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

See project brief

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

See project brief

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

See project brief

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:	See project brief
Objective 2:	

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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)

See project brief

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
See project brief	
Total Cost	

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

Yes		No	
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If yes, where will you get the other funding from and has this been secured?

Project Brief



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.

Project Name	Central CEF Community Energy Ambassadors
Project Manager	Kate Urwin
Document Author (if different from Project Manager)	
Organisation Name	Yorkshire Energy Doctor CIC

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.

There is a real need to educate people around energy use in the home and to increase awareness of the schemes that are available to support vulnerable households. This will enable more informed actions to be taken to manage energy use, reduce costs and make homes warmer.

Surveys show that 60% of adults don't understand their energy bills (more than any other household bill) (uSwitch, 2016). Nearly two-thirds of people worry about energy prices and in 2017 consumers voted that energy prices should be the second biggest priority for the UK government, behind only social care for the elderly (Which? 2017).

Problems with energy bills lead to financial difficulties and debt, which causes stress and anxiety, and living in a cold home negatively impacts on physical health. From our previous work we have helped residents make average savings of £234 per year by switching their tariff and have successfully applied to get over £26,000 of energy and water debts written off (an average of £1,358 per household who has been in arrears). This is in addition to making referrals for insulation or boiler schemes, giving general energy saving advice and ensuring people are aware of other services and sources of support that are available in the district.

Through our project we will train residents, Councillors, community volunteers or frontline staff from organisations within the Central CEF area so that they are equipped to work as Community Energy Ambassadors.

This will firstly benefit the participants directly by helping them to reduce and better manage their own energy costs. It will also improve their confidence and knowledge in this specialist area and, whilst doing so, enhance transferable skills in communication, problem-solving and providing advice. We will enthuse attendees and motivate them to use their new knowledge and skills to help others in their community.

The project will, therefore, have a much wider benefit - our new Energy Ambassadors will be encouraged to cascade information and knowledge further afield to their own social networks, to friends, family members, neighbours or constituents in the Central CEF area. In this way, many more people within the CEF area will benefit from energy savings and warmer homes.

The Selby East and Selby West Wards have been specifically identified by Selby District Council as two of the five priority areas in the district for tackling fuel poverty. This means that any household with an income of less than £21,000 in these areas is deemed as being at risk of fuel poverty and is eligible for support to improve the energy efficiency of their home, irrespective of whether they receive any benefits. In areas around Abbots Road and Flaxley Road, 14.2% and 15.9% of people are in fuel poverty. Over the last year we have received 201 referrals for home energy visits in the Selby District, 66 of them have been in the Central CEF area (33%). There is, therefore, a real need to do more to support residents who are on a low income, facing unaffordable energy bills, who are in energy debt and who are living in cold homes. We already have around 10 people we know of who would be interested in attending this course and that is before advertising it more widely.

Details of the Project

Please list the details of your project

We would run two 5-week training courses (half a day each) to equip at least 15 local people with the skills and knowledge to act as Community Energy Ambassadors for the Central CEF area. As noted above, this will benefit the participants personally but they will also act as trusted voices within their own community as they will become fully equipped to cascade energy saving advice, as well as information on other sources of support available within their local area. This may be informally to friends, neighbours, or family members, or more formally to support the work of other community organisations. We have found throughout our work that word of mouth is a powerful tool to disseminate information

We will run two training courses in Selby, one at the library and the other is to be confirmed. Each course will consist of 5 sessions and will cover:

- Understanding fuel poverty
- How much different household appliances cost to run
- Smart meters, the pros and cons
- Understanding energy bills
- How to switch energy supplier
- Energy busting myths and facts
- Understanding heating systems and controls
- The schemes available to help people in fuel poverty and other low-income households
- Other sources of help and support to residents, particularly those who may be socially isolated

The modules will be interactive, using real life examples to demonstrate key topics, e.g. we will get participants to bring in their own energy bills and pictures of their own meters and heating controls, and we will bring energy monitors and electrical appliances to test energy use. We will create Ambassador packs for participants to build up as they progress on the course.

We developed the course content and materials thanks to a grant from the European Social Fund in 2017/18 and ran two courses through that project. We have also just run a third course in Tadcaster, funded by the Tadcaster and Villages CEF and have recently been awarded funding from Southern CEF to run courses in their area later this year. We have received very positive feedback from the participants, many have made cost savings themselves as well as cascading the knowledge gained further amongst their social networks.

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?

Our project will tackle cold homes and high energy costs by looking to overcome the difficulties of getting support to those who most need it. We know that there is much distrust around energy issues, stemming from companies cold calling about switching energy supplier or promoting 'free' boilers or insulation. Additionally, there is increasing promotion of the need to be more aware of potential scams. This backdrop can deter people from actually accessing reputable and independent advice

We will look to overcome these barriers by skilling up residents, staff or volunteers within the Central CEF area so they can firstly save themselves money at home but, secondly, so they can act as a trusted person to support and advise other people within their local community and to signpost them to other support services. Ultimately this will save far more people money and, by doing so, help local residents be better able to afford their heating costs and be warmer in their homes.

We will link into the Community Development Plan objective: *raise awareness and break down barriers around community health and well-being and encourage practical support activities*. Being cold at home can make people ill and exacerbate underlying medical conditions. Being in debt with your energy supplier or worrying about the cost of energy bills can have a significant negative impact on mental well-being. The course will help attendees in all of these areas with the ultimate aim of helping people to be able to heat their home at an affordable price.

The project also touches upon Loneliness and isolation and creates practical support activities. We are introducing an exciting new opportunity into the area where residents can attend a five-week course, learn new skills, meet new people, share experiences and feel part of a new initiative. We will then encourage people to share their new knowledge with other people in their own social networks.

Benefits

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

Participants:

- 1) Direct financial benefit – estimated average saving of £234 per person by taking actions such as changing energy supplier, having a water meter fitted, applying for a warm home grant, getting homes insulated. Some impacts are however much greater than this – on our recent Tadcaster course three participants changed their energy supplier during one session, saving over £1,400 between them.
- 2) Non-financial – development of confidence and skills in providing energy advice to others in the community. Provision of a new activity within a local area, thus potentially tackling loneliness and social isolation by encouraging people to get involved.

Wider community:

- 1) Direct financial benefit – from participants cascading information on energy saving and support schemes within local communities
- 2) Local Community Energy Ambassador will give a trusted point of contact for any energy-related queries, giving reassurance amongst vulnerable households
- 3) Improved health and well-being benefits, for example, helping to reduce energy costs or understand energy bills can alleviate stress and worry. Advising on ways to heat a home at a more affordable cost will negate the risks of people living in cold homes.
- 4) Increase in people accessing one-to-one specialist energy advice visits or other initiatives being run in the area.

Project Approach / Delivery Options

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

We will firstly promote the opportunity to key people within the community. For example, we will email all District Councillors, CEF Board Members and Town/Parish Clerks. We will provide a poster to be displayed on community noticeboards and promote in village newsletters, the Selby Times, Selby AVS and Selby Advice Network. We will also promote via local organisations such as Horton Housing's Community Cafes, coffee mornings, over 60s groups, churches and via some of our existing community contacts. Our key aim is to upskill staff and volunteers from organisations and groups so they can help people in their community to make savings. However, the courses will be available to anyone who lives, works or volunteers in the Central CEF area.

Our two courses will then be held at two different community venues in Selby and will be delivered by the Yorkshire Energy Doctor CIC (2 staff members). We will run 5 sessions per course, each of which will last 3.5 hours.

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.

2019

March/April: Design flyer and publicise project as widely as possible

Summer: Recruit participants for first course and set dates and times

Sept/Oct: Run first course

Aug/Sept Recruit participants for second course and set dates and times

Oct/Nov: Run second course

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 –**

Resource	Cost
Staff time to: <ul style="list-style-type: none"> - Promote training courses - Sign up participants - Compile course materials - Deliver 5 x 3.5hour sessions, plus travel time and some preparation (x 2 cohorts, 2 staff members) - Publicity via social media etc - Prepare Ambassador packs for each participant 	£3,750
Admin support for publicity, promotion	£150
Flyer design	£45
Printing costs for flyers and posters	£100
Stationery (course packs etc)	£40
Travel (14 trips to cover course delivery & promotional activities @ average 11 miles each @45p/mile)	£70
Room hire costs (10 sessions, 4.5 hours each @£15 per hour)	£675
TOTAL	£4,830

- **People –**

2 staff members will deliver the course together, one specialist in energy and one with expertise in training and community work.

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

One of the two courses will be run in partnership with WEA who have agreed to cover the costs of one course tutor and the room hire, costed at £1,160

We have also discussed the project with NYCC Stronger Communities Team and will be applying to them to match fund the WEA funding for one of the courses (£1,000 to be applied for)

We are applying to Central CEF for funding to cover the cost of the second course, including costs for 2 tutors and room hire, and some additional costs that are applicable to both courses such as the course packs, flyer design, staff costs for promotion and preparation, travel etc. = £2,670

Any follow-up work, e.g. referrals made by Energy Ambassadors for home visits or joint community advice events etc will be provided through other funded projects.

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?

We are currently running this training course in Tadcaster and later this year will be running it twice in the Southern CEF area.

Once trained, the Community Energy Ambassadors for the Central CEF will be able to link in with other funded projects we currently have going on. For example, if they come across a vulnerable resident needing a one-to-one home visit then we would be able to meet this need through separate funding. Also, if the Ambassador is involved in a local community group and wants to run an advice session for that group then we can also support this through a different project.

Our aim is to create a new network of local expertise that can address the issues and options relating to energy usage, supported through the Yorkshire Energy Dr CIC. An exciting opportunity to make a lasting impact on the lives of many people in our local community.