



# Agenda

## Western CEF Funding Sub-Committee

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Venue: Meeting Room, Fairburn Sports and Community Centre, North Road, Fairburn, Knottingley, WF11 9LA

Date: Tuesday, 19 March 2019

Time: 6.30 pm

To: Co-opted members  
Jenny Prescott (Chair), David Nicklin, Jenny Mitchell, Rita Stephenson and Stuart Wroe

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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 (Pages 1 - 4)

To confirm as a correct record the minutes of the previous Funding Sub-Committee held on 4 September 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 the funding application received.

**5.1 BROTHERTON AND BYRAM ALL STARS JUNIOR FOOTBALL CLUB,'BROTHERTON & BYRAM ALL STARS JUNIOR FOOTBALL CLUB NEW GOALS', £1,000 (Pages 9 - 16)**

*Janet Waggott*

Janet Waggott  
Chief Executive

For enquires relating to this agenda, please contact Dawn Drury on [ddrury@selby.gov.uk](mailto:ddrury@selby.gov.uk) 01757 292065.



# Minutes

## Western CEF Funding Sub-Committee

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Venue:	Meeting Room - Fairburn Sports and Community Centre
Date:	Tuesday, 4 September 2018
Time:	6.30 pm
Present:	<u>Co-opted Members</u> Jenny Prescott (Chair), Jenny Mitchell, David Nicklin, Rita Stephenson and Stuart Wroe
Officers present:	Dawn Drury, Democratic Services Officer
Others present:	Sarah Foster, David Foster and Jeff Greene, Burton Salmon Village Hall Trust (Applicants)
Public:	0

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### 6 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 7 DISCLOSURES OF INTEREST

Stuart Wroe declared a non-pecuniary interest in agenda item 6.1, Burton Salmon Village Hall Regeneration Project – Phase 1 Heating Renewal as he was Chairman of the Trustees of Burton Salmon Village Hall.

### 8 MINUTES

The Sub-Committee considered the minutes of the meeting held on 26 June 2018.

#### RESOLVED:

**To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 26 June 2018.**

## 9 APPOINTMENT OF CHAIR FOR 2018/19

It was proposed and seconded that Jenny Prescott be appointed as Chair of the Western CEF Funding Sub-Committee for the 2018/19 municipal year.

### RESOLVED:

**To appoint Jenny Prescott as Chair of the Western CEF Funding Sub-Committee for the 2018/19 municipal year.**

## 10 FUNDING FRAMEWORK

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

## 11 FUNDING APPLICATIONS RECEIVED

The Funding Sub-Committee considered the following funding application:

### 111 **BURTON SALMON VILLAGE HALL, 'BURTON SALMON VILLAGE HALL REGENERATION PROJECT - PHASE 1 HEATING RENEWAL', £4,445.34**

The application was for £4,445.34 to install four Digital Smart Storage Heaters and provide insulation in the main hall roof. The applicants were in attendance however as the application was for a project, the Sub-Committee asked the applicants to present their application to the Partnership Board which would be meeting at 7.00 pm.

The Sub-Committee noted that without a reliable heating source the Village Hall could not continue to operate in the winter months and therefore it was critical that heating was installed.

The Sub-Committee considered the application against the funding framework and confirmed that it met the requirements, specifically:

- That the application met at least two of the Community Development Plan (CDP) objectives (improving the quality of life for individuals across the Western CEF area and provide solutions for community issues).
- That the project would benefit the Community Engagement Forum (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.

Members of the Funding Sub-Committee were supportive of the application and agreed that the heating system required urgent upgrading.

**RESOLVED:**

**To recommend to the Partnership Board that a grant of £4,445.34 be approved towards delivery of the work outlined in the application, subject to consideration of the application by the Partnership Board.**

*Reasons for decision:*

*The application met the requirements of the funding framework and the Funding Sub-Committee was supportive of the application.*

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The meeting closed at 6.45 pm.

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# 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 51

## 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](mailto: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](mailto: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	
Western CEF	x

# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

X 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

Brotherton & Byram All stars JFC
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### Q1.2 Organisation address

What is your organisation's registered address, including postcode?
69 WEST ACRES BYRAM PARK BROTHERTON KNOTTINGLEY WF11 9DU
Telephone number one
7901540459
Telephone number two
01977 674665

### 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
Miss	Janet	Edge
Position or job title		
Chairperson / Team Manager		

### 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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## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

**When was your organisation set up?**

Day		Month	September	Year	2015
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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		No <sup>x</sup>	
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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*
Brotherton and Byram All Stars Match Days at Home	Fundraising on Match days a refreshment tent and raffles

\*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?

Brotherton & Byram All Stars JFC new goals

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

The Brotherton and Byram All Stars JFC started in 2015.

It was started by a community of parent volunteers who wanted sporting football facility's in their local deprived area at an affordable cost but also to promote health and well-being for their children and for this to be executed in a safe controlled environment.

We currently have one team of 12 kids who have been with the club since it started. They have worked their way up from been u10s and are now in their current 3<sup>rd</sup> season u12s moving into their 4<sup>th</sup> season 2019/2020 u13s.

The Club welcomes all abilities and gender, and try to accommodate to children's different level of needs, by supporting their ADHD, behaviour, learning new skills, promoting confidence building, and also setting targets of achievement.

We train for 1 hour on a Tuesday evening and matches are held home or away every Saturday morning.

We run boot camps through the summer holidays, and attend galas and tournaments at other clubs.

We hoist friendlies by inviting other teams as this also promotes the area where we live, adults are able to network and communicate over a common standard, and children get to make new friends.

The club is run by 8 main adult volunteers who run the governing body of the club and then we have a number of parents, grandparents and family members who help and volunteer with the match days, refreshment tent, lines person etc. We also have help and support from other grass root teams and also referees.

We have help and support from residents who enjoy supporting their community. We are always promoting adult volunteers to take up different roles in the club, treasurer, secretary, welfare office, coaches, assistant coaches, and fundraising advocates.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We also look at promoting local business by supporting sponsorship and advertising the company's on our kits.

We are encouraging youth members to join and we can support with funding refereeing training and they can apply this into part time work by hiring their services to other grass roots teams in the area that will benefit.

We work alongside the West Ridings FA and Selby District league who help and support to keep the club affiliated and insured and to make sure we are sticking in the guide lines set for grass roots teams.

We are currently asking Western CEF for £1,000 to help contribute towards a new set of goals that are required for the team to move forward into the new season 2019/2020 U13s.

21x7 football goal x 2 with nets and aluminium frame with white plastic coating. Nets will be collapsible allowing storage.

The goals will allow the club and the team to continue and will help maintain a sports facility in the village for children, and is affordable and local to parents and guardians.

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

June 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?
Objective 1:  Providing a community Network and support, and to offer an ongoing community club for children in the surrounding area	Able to promote and offer a safe environment, and to be able to come in line with the FA guidelines and requirement that is required for the child's set age groups, so they are using the correct equipment that will meet their age and development needs.  To be able to work alongside other community groups in the area and help promote and good communications and team and standard.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

<p>Objective 2:</p> <p>Promoting health and well-being and reducing antisocial behaviour.</p>	<p>To promote and advertise the small community club to surrounding areas and the current community.</p>
<p>Offering new opportunities and learning experiences for children and adults who volunteer.</p>	<p>To help and support children and adults in their development needs whilst in the club.</p> <p>To maintain training and education, in development and processes that are needed to keep children and adults in a safe environment.</p> <p>To promote positive community and a good code of Conduct and to help promote confidence and health and well – being.</p> <p>Also promoting social activities and promoting team work.</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)**

We are a small volunteering community football club offering a sport activity that suit all ages and abilities.

Our community run club is situated in a deprived area that offers a low cost club facilities for children and adults to take part in.

The community run football club offers facilities that promotes exercise and well-being in children, but also promotes confidence building, learning new skills and reducing obesity antisocial behaviour.

Adults are also encouraged and supported in leaning new qualifications and been able to attend training with the FA and learn new skills.

## 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 (£)
Pair Goalie Nets 11v11 u13s	£1,200.00
<b>Total Cost</b>	£1,200.00

### 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?

Yes, the funding has been sourced by fundraising in the club by children and parents including Raffles, Refreshment tent on match days, and bag packs.

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