



# Agenda

## Southern CEF Funding Sub-Committee

---

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

Date: Thursday, 13 December 2018

Time: 6.00 pm

To: District and County Councillors  
Councillor C Pearson and Councillor D Peart

Co-opted members  
Fiona Conor, Dave Perry and Steve Carr

---

- 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. FUNDING FRAMEWORK (Pages 1 - 4)**

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

**4. FUNDING APPLICATIONS RECEIVED**

To consider funding applications received.

**4.1 HENSALL WEDNESDAY CLUB, 'SMALL GRANT', £1,000.00 (Pages 5 - 12)**

**4.2 TO NOTE: URGENT FUNDING APPLICATION - CARLTON RAINBOWS AND BROWNIES GIRLGUIDING, 'KINGSWOOD TRIP', £600 (Pages 13 - 20)**

To note the urgent funding application received from Carlton Rainbows and Brownies Girlguiding for their Kingswood trip (£600).

This grant was approved by the Partnership Board by email under the urgent application procedures, and then agreed by the Head of Community, Partnerships and Customers in October 2018.

*Janet Waggott*

Janet Waggott  
Chief Executive

For enquires relating to this agenda, please contact Dawn Drury on 01757 272065  
ddrury@selby.gov.uk.



## **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).

## 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	<input type="checkbox"/>
Eastern CEF	<input type="checkbox"/>
Southern CEF	<input checked="" type="checkbox"/>
Tadcaster & Villages CEF	<input type="checkbox"/>
Western CEF	<input type="checkbox"/>

## 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

HENSALL WEDNESDAY CLUB
------------------------

#### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
SECRETARY ADDRESS. HIGHFIELD HOUSE FINNIE ST. HENSALL DN14 0QY	
Telephone number one	Email address (if applicable)
01977 661865	h.newitt@btinternet.com
Telephone number two	Web address (if applicable)
01977 661094	

#### 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	HELEN MARGARET	NEWITT.
Position or job title		
SECRETARY.		

#### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	✓



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
-------	--	-----------------	--

When was your organisation set up?

Day	06	Month	SEPTEMBER	Year	2006
-----	----	-------	-----------	------	------

**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					
-----	--	----	--	--	--	--	--

*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?

Small Grant.

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

We are a group of people who rent the Methodist Rooms at Herball to meet once a fortnight. We seek to provide friendship and stimulation to our members who do not have access to transport.

We aim to have interesting meetings inviting people to speak on a wide variety of subjects.

local history, medical + social matters, life experiences, computer education etc.

We go bowling sometimes and have yoga sessions occasionally.

COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM

We like to take our members further afield sometimes, and this provides a great deal of pleasure to people who cannot get away from the village by themselves, giving them a much needed change of scenery.

Previously people who have cars have provided the transport, which keeps costs to a minimum, but unfortunately we are getting older and it is becoming more difficult to do this. A subscription is paid to try and cover costs, but it is hard to increase fees by too much as we are all pensioners and some of limited means.

We are a group of about 30 people and cannot expand membership because we do not have the buses to take any more people. We would appreciate any support you could give us to hire a coach occasionally and subsidise speaker fees.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

No

**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: To guard against loneliness and isolation.</p>	<p>We will bring people together on a regular basis, who struggle to access services and activities because of lack of transport and difficulties with mobility.</p>
<p>Objective 2: Transport</p>	<p>We are seeking funding to help us to pay for buses for trips out and fund uses of cars i.e petrol money to collect people and take them out. There is no public transport for people to use.</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)

The benefit for our area would be that we could provide elderly people who have difficulties with walking, breathing difficulties, not having a vehicle etc to enjoy going out and meeting friends. Some people have been friends for years and are now unable to see each other because of lack of transport in the area. We give our members a social life, learning about other people experiences, helping them with technology, providing assistance to access services eg telephones and energy deals, doctors facilities and most of all friendship.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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 (£)
Coach x2	900
Speakers	300
<b>Total Cost</b>	<b>1200</b>

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

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

If yes, where will you get the other funding from and has this been secured?

We fund it ourselves

## 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	

# 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

Carlton Rainbows and Brownies Girlguiding

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
60 Broadacres Carlton DN14 9NF	
Telephone number one	Email address (if applicable)
01405861131	1stcamblesforthbrownies@gmail.com
Telephone number two	Web address (if applicable)
07956638347	

### 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	Samantha	Law
Position or job title		
Rainbow & Brownie Leader		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input checked="" type="checkbox"/>
Voluntary or community group	<input type="checkbox"/>



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
-------	--	-----------------	--

**When was your organisation set up?**

Day		Month		Year	
-----	--	-------	--	------	--

**Q1.5 Reference or registration numbers**

Charity number	306016
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	✓
-----	--	----	---

*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*

\*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?

Kingswood trip

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

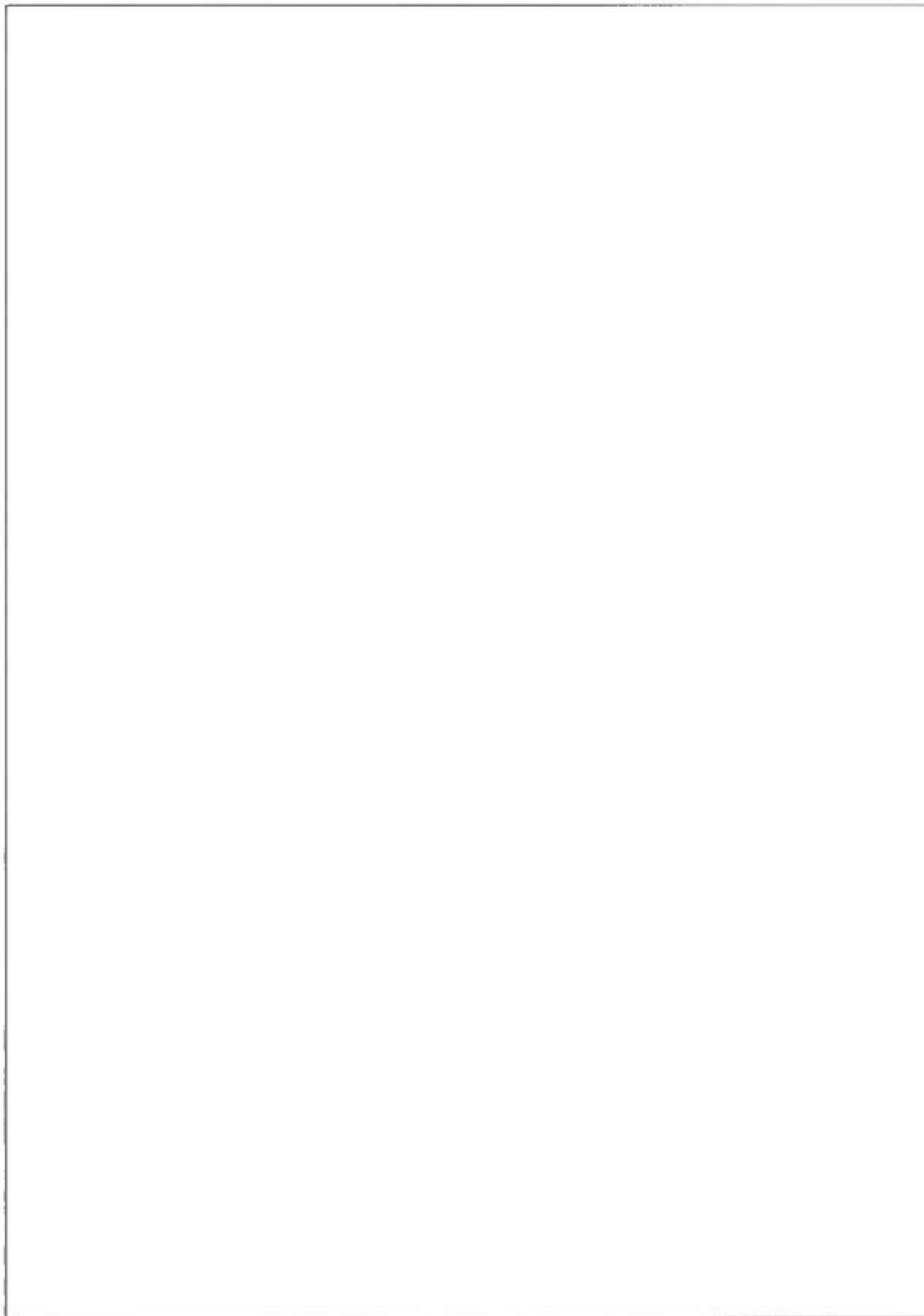
I would like to ask for some funding to help take both the local Brownies and Rainbows on a residential outdoor pursuit's activity weekend. The trip takes places on the weekend of 27th and 28th October 2018 and is for one night only as Girl Guiding regulations only permit the young Rainbows 24 hours away from their parents.

The cost of the trip for each girl is £85. I would like to be able to offer a discount to the parents should I be able to obtain funding.

Currently 15 out of 20 girls have taken up the offer of the trip. If I can lower the cost it might enable the remaining few to come.

Any funding obtained would be split between all of the girls taking part in the trip and offered as a discount to the parent/guardians. I would like to ask for £600 however I would be grateful for any amount of funding that might be available.

**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

27 October 2018

**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>Youth Provision</p>	<p>We are offering all of the girls the opportunity to take part in a wonderful residential opportunity.</p>
<p>Objective 2:</p> <p>Loneliness and Isolation</p>	<p>If we can obtain funding we will be able to pass cost savings on to parents and hope to enable all of the girls to participate so that they can continue to develop their friendships and networks and not be isolated through a potential difficulty in paying for the full amount</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)**

There are five interlinking principles within Girlguiding known as the Five Essentials. We always try to base our weekly meetings and activities around these principles which are:

- Working together in small groups
- Encouraging self-government and decision making
- A balanced and varied programme which is girl-led
- Caring for the individual
- Sharing a commitment to a common standard.

The activities undertaken at Kingswood Outdoor Pursuits Centre fit with this ethos well and will allow the girls to learn about teamwork, share experiences, take responsibility and develop personal relationships and leadership skills. This equips them with the skills to make a positive contribution to the group they are working with and to society as a whole. The girls will be able to build confidence and be creative.

The Kingswood trip will also help us to provide a balance and varied programme as it provides a different environment and different experiences for the girls compared to the normal weekly meetings that they attend.

## 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 (£)
Part funding for the trip	600.00
<b>Total Cost</b>	<b>600.00</b>

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

Yes	✓	No	
-----	---	----	--

If yes, where will you get the other funding from and has this been secured?

The total cost of the residential trip will be greater than the £600 we are requesting. The remainder will be paid by the parents/guardians of the Rainbows and Brownies. Any funding obtained will be split equally between all attendees and the price of the trip discounted accordingly.