

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

Section one: About your organisation

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

Q1.1 Organisation name

Cliffe Village Institute (War Memorial)

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Main Street, Cliffe, Selby, North Yorks YO8 6NL	
Telephone number one	Email address (if applicable)
01757 630662	jim.clark63@btinternet.com
Telephone number two	Web address (if applicable)
07745179223	

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mr	James William	Clark
Position or job title		
Treasurer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	X
Voluntary or community group	

Other		Please describe	
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When was your organisation set up? Date Trust established

Day	26th	Month	April	Year	1923
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Q2.2 Please list the details of your application (500 words limit)

Cliffe Village Institute, located on the A63 which runs through the village of Cliffe, was built in 1924 as a memorial to those in the Parish who fought and lost their lives in the First World War. The building was destroyed by fire and subsequently replaced on the same site in 1928 by the current building. After the Second World War its status was extended and it now stands as a war memorial for both World Wars. It gained Registered Charity status and now serves as a village hall for use by individuals and local organisations such as Mothers & Toddlers, Brownies, Line Dancing, Aerobics and Women's Institute. The building also serves as a polling station for local and general elections.

The brick building consists of a large hall and small hall, separated by a wooden partition, and enjoys the benefits of toilets, kitchen facilities and storeroom. The kitchen and storeroom extension was built in 1985 and over the ensuing years running repairs have been carried out to the flat roof. After the latest repairs carried out in August 2017, the Management Committee has decided to fully renovate the lower level of the flat roof and appropriate quotes have been received from three contractors.

The work to be undertaken involves the removal of the old felt and boards, a full re-board and application of a roofing resin. There will be a 20 year product guarantee along with a 10 year workmanship guarantee. The total cost of the work, inclusive of VAT, is £4,680.

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

Within the current financial year ending 31st August 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?
Objective 1: Support our villages to provide a vibrant range of activities	<p>The purpose of the building is to promote activity in Cliffe and the surrounding villages by providing a facility for community use. Current activities include Mothers and Toddlers, Brownies, Women's Institute, Line Dancing, Aerobics, Meetings and Private Hire for parties, receptions and fund-raising events.</p> <p>The building also serves as a polling station for local and general elections.</p> <p>The facility is non-profit making with all income being reinvested in the upkeep of the building.</p>
Objective 2: Increase activities for young people.	It is extremely important that the Mothers and Toddler group and the Brownies, who have recently

	<p>formed as a group, have the use of a building in the local community which will provide them with a safe environment and facilities to enable them to develop and expand.</p> <p>The local Pre-School, which is located in an adjacent building, makes use of the hall's facilities when more room is required for certain activities.</p>
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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)

<p>The village hall in Cliffe has been providing a much needed facility to the local community for some considerable length of time. Over the years many local groups and organisations have made use of the village hall on a regular basis and indeed there is currently a great demand by the local community for the use of its facilities. Both young and old enjoy the benefits of the facilities provided.</p> <p>Being a non-profit making Registered Charity, the management committee of the village institute relies on income from the regular hire of the hall together with fundraising events to maintain the fabric and upkeep of the building. Daily running costs are met from this income but when a larger expense is incurred, invariably assistance is sought from outside funding.</p> <p>We are faced with the need to replace the lower level of the flat roof above the kitchen and storeroom extension, a necessity to ensure the ongoing availability of the hall to the local community.</p> <p>It is for the benefit of the local community that we are applying to Eastern CEF for grant assistance towards the cost of the roof repairs. Funding in the amount of £1000 has already been secured from the County Councillor Locality Budgets and if this further £1000 is approved by CEF, the shortfall in total cost of repairs (57%) will be met from Cliffe Village Institute funds.</p>
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Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Seeking a grant of £1000 towards roof repairs	
Replacement of lower level flat roof	3900.00

VAT	780.00
Total Cost	4680.00

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and has this been secured?

An application for funding of £1000 has been submitted to Councillor Mike Jordan under his Locality Budgets scheme and this has been awarded. Any residual shortfall will be met from Cliffe Village Institute funds.