

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	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

Poppy Appeal Selby Area – British Legion
--

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
31 Holmes Ave, Selby YO8 3GA	
Telephone number one	Email address (if applicable)
01757 705913	
Telephone number two	
07517370465	

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	Loring
Position or job title		
Poppy Appeal Organiser		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	Yes

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

Day		Month		Year	2007
-----	--	-------	--	------	------

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?

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
Selby Town Council for the consultant fee	£1,000

*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?

Waterfall of Poppies – Selby Abbey

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

The project is to hang a cargo net full of poppies from Selby Abbey. The poppies have been knitted by local people and ex-Selby people now living abroad. Over 52,700 poppies have been knitted and stitched onto the cargo netting by local residents.

The organiser purchased the cargo netting and paid for it personally to ensure the success of the project. The nets are 6m x 3m x 9 panels.

The intention is to contract steeplejacks, approved by Selby Abbey and the Diocese, to erect the netting which will be hung from the Clock Tower on the Abbey down the side of the Abbey to the RAF monument in the Abbey Grounds. (see enclosed photos)

The community involvement started in January 2016. Local newspapers and media channels are all involved and they will be visiting the Abbey upon completion. It is hoped it will be erected from 1 October until the end of November 2018.

The Centenary of the First World War commemorates all those that died in the war. This will be a fitting tribute to all those that lost their lives and their family and friends, including Selby residents.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

1 September 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:	N/A
Objective 2:	To encourage visitors and local residents to the town and improve the local economy. To give local residents pride in Selby and allow people to commemorate the Centenary First World War, staying in town over the period of Remembrance.

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)

Selby Abbey is the pride of the Town. Having the poppies over the Abbey and grounds will benefit Central CEF area by showcasing the beautiful Abbey and Selby Town and what it has to offer.

Local businesses, cafes and restaurants, bed and breakfast guest houses, hotels and shops, will have visitors in town from the 1 October coming along to see the poppy displays and It will also allow people to grieve for loved ones that lost their lives in the First World War.

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Contractor to install the netting on the Abbey (quotation attached)	£3,282
Ropes, wires and fixings approx. cost	£1,718
Consultant and Architect charges and site visits	£1,000
Total Cost	£6,000

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

Yes	<input type="checkbox"/>
-----	--------------------------

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

Selby Town Council provided £1,000 for the consultant/architect charges.



Incorporating:

STS Restoration Ltd
STS General Maintenance & FM Ltd
STS Lightning Protection Ltd
STS Conservation Ltd

“YOUR BUILDING -
OUR REPUTATION”

Mason Clark Associates
FAO: GEZ PEGRAM
Partnership House
Monks Cross Drive
York
North Yorkshire
YO32 9GZ

Our Ref: #06353/GM/NE

3rd July 2018

Dear Gez,

**Selby Abbey
Installation of Commemorative Art**

Thank you for your kind enquiry, please see below our costs to supply all labour, materials and insurance to carry out the following:

- Transferring bundled poppies to top of Abbey tower.
- Working from rope access, unfurling poppies and fixing at approx. 4'x6' centres with small diameter resin fixings into the mortar joints, working down to the ground.
- Careful removal of poppies at the end of the commemorative period.

Quotation £2,735.00 plus VAT

Wire rope, fixings and ancillary fittings to be supplied with the poppy art display.

We trust that this meets with your requirements and please do not hesitate to contact us if we can be of any further assistance.

Yours Sincerely

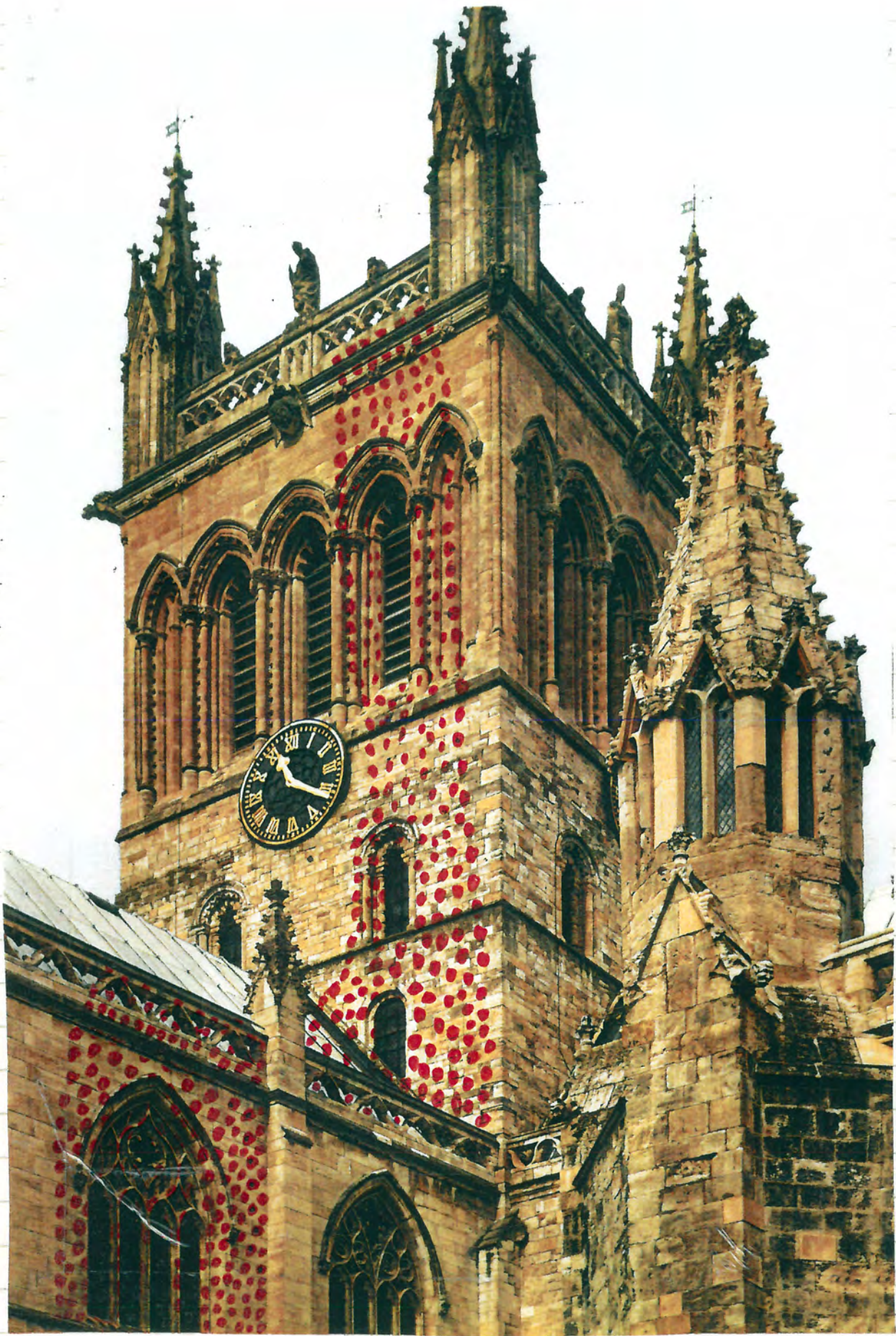
Neil Embleton
Contracts Manager



ACCEPTANCE OF THE QUOTATION OVERLEAF WILL CONSTITUTE AGREEMENT TO OUR
TERMS & CONDITIONS BELOW

Terms & Conditions

1. The undermentioned terms and conditions apply in respect of any quotation given, work carried out, contract entered into or sale effected by us and where such terms and conditions in any way conflict with those in any document of the customer, these terms and conditions shall take precedence and shall apply except to the extent (if any) to which such other terms and conditions are accepted by us in writing.
2. In particular and for the avoidance of doubt where any contract is made consequent on a quotation given by us it is an express term of that contract that these terms and conditions are incorporated therein and such contract shall be interpreted accordingly unless agreed in writing between both parties.
3. No contract shall be deemed to exist nor shall we be bound in any way to the customer until the order has been accepted by us in writing.
4. It is condition of the submission by us of any quotation that the subsequent acceptance of such quotation is deemed to imply that the acceptor has fully complied with all planning legal or other requirements to enable the work the subject of the quotation to be carried out and that the acceptor indemnifies us from and against all actions proceedings costs charges claims and demands arising out of any failure so to comply or of any other breach of this condition
5. Any quotation submitted by us is based on the cost of labour, materials and services obtained at the date of quotation.
6. **The validity of this quotation will be deemed open for a maximum of 90 days.** Once the validity period expires we reserve the right to adjust the quotation accordingly.
7. Any quotation submitted by us is on the basis that work will be carried out during standard working hours, from Monday to Friday. If it becomes necessary for work to be carried out during time falling outside normal working hours, or at weekends, additional charge will be made at the rates prevailing at the time as recommended.
8. Terms of payment. Unless detailed in writing i.e. formal signed subcontract agreement, **Payment terms for any quotation shall be 30 days from invoice.** Any disputes with the sum deemed payable should be communicated within 7 days. Should these terms be exceeded without written reason for withholding payment we reserve the right to charge interest at the current rate as being charged the counters of Barclays Bank PLC i.e. 5% above base rate and applied daily.
9. Unless otherwise outlined in subcontract documents, monthly progress invoices will be submitted by 28th day of each month. Such invoices will be for the value of work carried out and materials supplied up to & including the final day of the preceding month (less previous payments made on account). Payment terms applicable as item 8. Likewise, upon completion of works any balance shall be due in accordance with item 8.
10. In the event of failure to pay the sum payable in accordance with item 9. together with any VAT properly chargeable in respect of such payment, we will reserve the right to notify our intention to suspend performance within 5 working days until the sum payable is made in full.
11. Notwithstanding that credit may have been given by us for the payment of the price of any goods contracted to be supplied or sold we shall be entitled to retain possession thereof until payment.
12. Delivery dates or contract start/completion dates will be identified on purchase orders or in signed contracts & confirmed prior to commencement.
13. It is a condition of any quotation submitted, and of any contract entered into by us that we accept no responsibility for inherent defects within the work area nor do we accept any defects or damages out of our control which may be discovered or occur after commencement of any works to be undertaken by us.
14. Unless otherwise stated, the defects liability period for work carried out by us will be 3 months from practical completion.
15. In accordance with the Housing Grants, Construction and Regeneration Act (1990). Section 108, either party reserves the right to refer a dispute arising under the contract for adjudication.
16. In addition to any right of lien to which we may by law be entitled we shall (in the event of the customers insolvency) be entitled to a general lien on all goods of the customer in our possession (although such goods or some of them may have been paid for) for the unpaid price or cost of any other goods sold and delivered to the customer by us or of the price of any other work carried out by us for the customer under the same or any other contract.
17. In these conditions the singular shall include the plural and the masculine shall include the feminine and neuter and where in any contract there are two or more persons designated by the expression 'the customer' the contract shall be deemed to be entered into by such persons jointly and severally. The expression 'Customer' shall encompass not only individuals or partnerships but also limited companies and other corporations.
18. Part of the test fee is based upon site attendance, therefore should our engineer attend site and find that access is not available to carry out the work, we will send an invoice for 50% of the quoted fee plus VAT.



SELBY ABBEY



914.2845
(Y)