

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.

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	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	√

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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

Burton Salmon Village Hall Management Committee

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Village Hall, Main Street Burton Salmon LS25 5JS	
Telephone number one	Email address (if applicable)
07900 861851	jeff.greene03@gmail.com
Telephone number two	Web address (if applicable)
10977 675417	

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	Jeffrey Michael	Greene
Position or job title		
Chairman		

Q1.4 Organisation type

What sector does your organisation fit into?

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

Other	<input type="checkbox"/>	Please describe	
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When was your organisation set up?

Day		Month	September	Year	2018
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Q1.5 Reference or registration numbers

Charity number	1169416
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.

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Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	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 for your project, including other CEFs

Name of Body / Organisation	Funding Awarded/Requested*
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*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.

Section two: Project Brief		
<i>The Project Brief must 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.</i>		
Project Name	Furniture Upgrade	
Project Manager	Jeff Greene	
Document Author (if different from Project Manager)		
Organisation Name	Burton Salmon Village Hall Management Committee	

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.

Comfortable chairs and sufficient usable tables. Existing furniture is very old (40+ years), dilapidated and no longer fit for purpose. Our village hall is now in regular use by all age groups and furniture feed back is very negative. Every time we hold a function in the hall, tables have to be fetched from elsewhere.

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Details of the Project

Please list the details of your project

Complete replacement of existing furniture and purchase of additional tables to fit with current requirements.

This will ensure we have sufficient furniture going forward.

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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?

Village Hall will become more usable, attractive and comfortable.

Benefits

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

Repeat bookings, being able to attract different types of bookings.
Confidence that hirers of the hall will be impressed with facilities.

Project Approach / Delivery Options

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

Purchase online once sufficient funds have been secured.

Project Timescales (Milestones)

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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.

One week from order to completion.

Phases: securing funds, ordering, relocation of existing furniture and delivery of new furniture

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**
 - 8 Foldable stackable tables £873.60 inc VAT
 - 48 Moulded stacking chairs £1281.60 inc VAT
 - Total Cost £2155.20 inc VAT
 - BSVH contribution £300
 - Funding request is for the remainder £1855.20
- **People**
 - No people costs

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.

CEF project fund

RISKS / ISSUES

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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.

None identified

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?

No

Section Three. Declaration