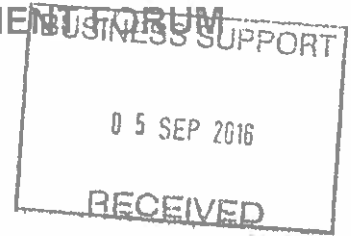




CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM



APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Selby Community Recycling and Arts Project CIC (SCRAP)

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

18a Ousegate
Selby
YO8 4NN

Telephone number one	Email address (if applicable)
01757 211214	tracey@openarmsselby.co.uk
Telephone number two	Web address (if applicable)
Fax number (if applicable)	

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
Mrs	Tracey	Munks



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Position or job title

Director

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	Y
Charity	
Voluntary or community group	

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	13	Month	January	Year	2016
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	9971159
Other (please specify)	



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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.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Selby Scrap Store

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

SCRAP is a new CIC operating in the Selby area. It has 3 main aims:

1. To provide a community Scrap Store service
2. To offer workshops promoting the use of recyclable materials for arts and crafts, DIY etc
3. To provide work experience in retail, customer care and administration within the Scrap Store for people with learning difficulties

Scrap Stores collect waste materials such as wood, plastics, fabric offcuts, paper, film and card from commerce and industry, and sort and offer them as craft materials for those organising creative activities resulting in social, community, children learning through play and therapeutic value activities. Wider environmental benefits for the local area include less landfill.

Playgroups, nurseries, schools, care homes, theatre groups and individuals in Selby District can all benefit from becoming members of the Scrap Store and access the variety of craft materials on offer and affordable prices.



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Over 90 different independent Scrap Stores operate in the UK and form part of a network who work together to exchange large amounts of materials between themselves to meet local demand and utilise excess materials. We have already had discussions with the Scrap Store network to become part of this collaboration so that we can share resources and a number of local businesses have already agreed to supply to us their recyclable waste products for distribution in our store.

Workshops will be provided by local trainers, many of which will be funded by local adult education provision along with additional funding we are seeking. Beneficiaries with Learning Disabilities will be involved as participants and their products will be sold in the Scrap Store to generate income. We are working closely with Open Arms Selby, a local service supporting people with learning disabilities and have significant interest from their clients to be involved. We intend that eventually beneficiaries themselves will lead on the delivery of some workshops.

We already have informal agreements with Selby College and the local Adult Education service to support the vocational aspects of our plans, moving beneficiaries into vocational learning that enhances their employment chances. There is again significant interest from clients at Open Arms Selby who wish to be involved in the work experience element and gaining qualifications for the skills that they develop.

SCRAP has secured a lease on a town centre property and all activities will be delivered from this location. Overall responsibility for the SCRAP Store is that of the 5 CIC Directors. We wish in time to employ a part-time Co-ordinator who will manage the day to day delivery of our project and in particular will support beneficiaries through their work experiences programmes and make all the relevant links into supported employment for our beneficiaries.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	1	Month	November	Year	2016
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Finish date

Day	31	Month	October	Year	2017
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)



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If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the Central Area Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: To reduce the amount of local recyclable waste sent to landfill (Tidy environment)	Storing and reselling recyclable waste to create arts and crafts and opportunities for play and therapeutic activity
Objective 2: Increase confidence and reduce social isolation among local people and especially those with learning disabilities (Health and Wellbeing)	Creating volunteer opportunities and developing skills and opportunities for people to share their learning with others and partake in therapeutic activities
Objective 3: Supporting the activities of arts and cultural groups and encourage recycling to create personal and community based hobbies (Promoting Economy)	Promoting the uses for recyclable materials, offering arts and crafts workshops to encourage hobby and therapeutic activity and resale of low cost recyclable materials
Objective 4:	

Q2.4 Continued.



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Our project supports people with learning disabilities to develop the skills, knowledge and experiences that lead to new employment opportunities.

Over 3 years the scrap store will bring about these key changes:

- provide a safe working/volunteering environment for 70 people with learning disabilities which enables them to increase their skills and confidence enabling them to take on the running and delivery of a local community service
- increase confidence and social interaction as a result of volunteering and work experience activities
- access new opportunities through a career pathway as a result of work experience and qualifications gained
- 40 people with learning disabilities receive qualifications to evidence their learning and enhance their CVs
- 28 people with learning disabilities are supported into employment or further volunteering activity
- 300 individuals and 120 voluntary and community groups within the local area access affordable and good quality products for leisure, educational and therapeutic purposes.
- 30 Manufacturers and local businesses encouraged to reduce their waste by 10% through donation of recyclable waste to the store

Membership fees, products made and sold in our store and sale of resources will contribute to the project ultimately becoming sustainable

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project



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- letting them run part of the project.

In Selby we have a wide and diverse range of adults with disabilities. Our project aims to provide them with not only skills and knowledge to give them a better chance of gaining employment but also to help with essential training and confidence building through supported opportunities which are not available to them at the moment.

The scrap store will provide a safe working environment to help enable us to achieve this goal, whilst at the same time offering a source of resources to any individual or group within the local area to access low cost and good quality products.

Volunteering is open to everyone and we promote volunteering opportunities through local networks and publicity.

Our beneficiaries are people with learning difficulties. We work with local groups who support this group of people and we offer work experience opportunities within the Scrap Store that are relevant to the needs of each individual. Work experience includes helping to stock and maintain the store, sharing their skills with member so the the community to encourage them to use recyclable materials for arts and crafts and DIY etc and customer care and service roles.

This is a locally managed service led by a volunteer board and the resource provides volunteer opportunities for local people with learning disabilities to deliver the services for the benefit of the community and themselves.

We are currently seeking to provide the basic health and safety training to the beneficiary group as well as the practical skills for demonstrating how the Scrap Store resources can be used so that the service is well used and people with learning disabilities are at the heart of delivering this valuable community resource.

Taking up a place on a board is not an option for many of our beneficiaries due to the nature of individual learning disability but many are interested in taking part in a user group that will inform the board of local need and feed in ideas. This user group will also review the plans of the board and identify before they are put into action.

Beneficiary involvement is vital to our project as beneficiaries will be the backbone of our service and will be actively involved in delivering the project on a day to day basis. We will involve and engage with beneficiaries at all stages, it is very much an idea that was borne out of discussions with them and it is right that they continue to have their views and ideas heard and acted upon as the project develops.



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Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.



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Question 2.6:

In Selby district we have a wide and diverse range of adults with disabilities. Our project aims to provide them with not only skills and knowledge to give them a better chance of gaining employment but also to help with essential training and confidence building through supported opportunities which are not available to them at the moment. The scrap store will provide a safe working environment to help enable us to achieve this goal. As workers in a Health and Social Care setting we were keen to see just how deep rooted this problem was and carried out a consultation. On the back of this consultation we came up with the idea of establishing a Scrap Store that could offer a valuable service to the wider community and wider societal issues around environment but was underpinned by people with learning difficulties having opportunity to deliver and run the service whilst developing work experience and CV enhancing qualifications. As part of our consultation we talked to individuals with learning difficulties, their parents and their carers, case managers at North Yorkshire County Council and supported employment services staff. The consultation showed overwhelming support for the project and a real need for creating a pathway for clients to enter work or volunteering which is both meaningful and gainful. What clients and their carers and family members told us is that a supportive environment is needed to overcome the personal and emotional barriers felt by clients where they can build experience, skills and confidence and confidence and enhance their CVs. We spoke to Selby College and the local Adult Education service and both agreed they could support the vocational aspects of our plans. We visited and spoke to other Scrap Stores in the UK to gain an understanding of how people with learning disabilities are engaged in delivery of these facilities elsewhere. Our project will be the first Scrap Store to not only involve the beneficiary group in planning and running the project but also work to offer them wider inclusion in the labour market. A 2012 Report by the Department of Health recognised that nationally only 7% of people with a learning disability were in paid employment despite 65% stating that they would like a job. Our own experiences and understanding of the issues in the Selby area indicates that this reflects the opinion of local people with learning disabilities. In North Yorkshire this year there were in excess of 35,000 people known to be claiming ESA or Incapacity Benefit or registered disabled who are out of work. Many of these will be individuals with learning disabilities yet despite the national issue there is no local evidence demonstrating the particular needs and aspirations of learning disabilities in particular. Our own research with 100 local people identified that all of those of working age would like a job but none do. There is a real issue with long-term unemployment among the learning disability community here.



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Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	2315	363	Nov 16-Mar 17
Revenue	51488	548	Nov 16-Oct 17
Total	53803	911	Nov 16-Oct 17

Are the total costs more than the amount you would like from us?

Yes	Y	No	
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If yes, where will you get the other funding from and have you secured it yet?

Start Up Grant from North Yorkshire County Council £7000 Secured

Governance Training and Consultancy Grant from North Yorkshire County Council £2000 Secured

Reaching Communities (Big Lottery) Application £40,248 Pending decision

Other Community Engagement Forums (total) £3644 Pending decisions

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	Y	No	
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Eastern	£911
Southern	£911
Tadcaster	£911
Western	£911



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Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.



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The amount we are requesting from this fund is £911. The amount represents one fifth of the total costs. We have applied to the other four Engagement Forums to make an equal contribution. Funding is required as start-up costs for the first year of the project after which we believe it will generate sufficient income to cover the cost of replacements and revenue identified below.

Other costs shown in Q3.1 but not identified here relate to other applications to support service delivery such as staffing, overheads and running of workshops. Further information can be provided if required.

This request is broken down as:

<u>Revenue Costs</u>	<u>Total</u>	<u>This Request</u>	
Van hire	550	110	5 Collections of Materials per year
Insurance	500	100	Quote
Promotion/ Advertising	1000	200	Quote
Cards	25	5	Quote
HOLDERS	15	3	Quote
Ink supplies	150	30	Quote
 <u>Capital Costs</u>			
Band saw	180	36	Lowest Cost based on need
Identity card machine	500	100	Lowest Cost based on need
Sliding Mitre saw	200	40	Lowest Cost based on need
Jigsaw	140	28	Lowest Cost based on need
Drill	150	30	Lowest Cost based on need
Circular saw	110	22	Lowest Cost based on need
Work bench	55	11	Lowest Cost based on need
Sewing machines	300	60	Lowest Cost based on need
Photocopier	225	45	Quote
Dust Extraction Unit	455	91	Quote



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A large, empty rectangular box with a thin black border, intended for the applicant to provide information or answers.