



## Agenda

### Community Engagement Forum Partnership Board (Tadcaster & Villages)

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Venue: The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

Date: Monday 15 February 2016

Time: 7pm

To: District and County Councillors  
Councillors Don Mackay (Chair), Mrs Liz Casling, Keith Ellis,  
Andrew Lee, Chris Metcalfe, Richard Musgrave and Richard  
Sweeting

Co-opted members  
Steve Cobb, Amanda Crossley, Bea Rowntree, Trevor Phillips  
and Avis Thomas.

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#### 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. MINUTES**

To confirm as a correct record the minutes of the Tadcaster & Villages Partnership Board held on 16 November 2015 (pages 1 to 7 attached).

### **4. UPDATE ON PREVIOUS ACTIONS / DECISIONS**

To consider any updates from actions and/or decisions made at the previous meeting that will not be covered by subsequent agenda items.

### **5. MEETING DATES FOR MUNICIPAL YEAR 2016/17**

To note the proposed dates for meetings during the municipal year 2016/17 (page 8 attached).

### **6. FLOOD RESPONSE AND FORUM**

To consider the CEF's response to the Christmas floods and the Forum held on 8 February 2016.

### **7. BUDGET UPDATE**

To note the current CEF budget and spending to date (page 9 attached).

### **8. UPDATE FROM THIRD SECTOR PARTNER**

To consider the report from the Tadcaster & Rural Community Interest Company on its work to date in relation to its contract with Selby District Council, including the Community Development Plan and any marketing/publicity matters (pages 10 to 12 attached).

### **9. 'TOUGH STUFF' UPDATE**

To note developments from the 'Tough Stuff' initiative (verbal reports).

### **10. FUNDING APPLICATIONS**

To consider funding applications received. Funding applications will be assessed against the Allocation of Funding Framework at pages 13 to 14.

- 10.1      Applicant:    Tadcaster Triathlon Team  
             Project:        Race Arch  
             Category:      B  
             Amount:        £1,000.00  
             Pages 15 to 24 attached.

10.2 Applicant: Tadcaster & Rural Community Interest Company  
Project: Tadcaster & Rural CIC Core Funding 2014/15  
Category: A  
Amount: £4,929.00  
Pages 25 to 37 attached.

## 11. ANY OTHER BUSINESS

To consider any other business not covered on the agenda.

## 12. NEXT MEETING

To confirm the date, time and location of the next Tadcaster & Villages CEF Partnership Board meeting and Forum.

<b>Dates of next meetings</b>
<b>Partnership Board</b> – Monday 21 March 2016 The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ. <i>Deadline for funding applications: Friday 4 March at 5pm.</i>
<b>Partnership Board</b> – Monday 16 May 2016 The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ. <i>Deadline for funding applications: Monday 25 April at 5pm.</i>
<b>Forum</b> – Monday 13 June 2016 Venue to be confirmed.

**Jonathan Lund**  
**Deputy Chief Executive**

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services on 01757 292247 or email [dmaguire@selby.gov.uk](mailto:dmaguire@selby.gov.uk).



## Minutes

### Community Engagement Forum Partnership Board (Tadcaster & Villages)

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Venue:	The Ark, 33 Kirkgate, Tadcaster.
Date:	Monday 16 November 2015
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Don Mackay (Chair), Chris Metcalfe and Richard Sweeting.  <u>Co-opted members</u> Bea Rowntree, Councillor Avis Thomas.
Apologies:	Councillor Steve Cobb, Councillor Keith Ellis and Amanda Crossley.
Officers present:	David Gluck (Tadcaster & Rural Community Interest Company) and Daniel Maguire (Democratic Services Officer, Selby District Council).
Public:	0

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#### 1. DISCLOSURES OF INTEREST

Councillor Avis Thomas declared an interest as a Director of the Tadcaster & Rural Community Interest Company (CIC), in relation to a late report circulated under agenda item 10 (core funding application). She remained in the room, but took no part in the discussion and did not vote on the proposal.

## 2. MINUTES

The minutes of the meeting held on 14 September 2015 were agreed and signed by the Chair. In response to a question from the Board it was confirmed that the changes to the Selby District Council Constitution discussed at the previous Board meeting were approved by Council on 8 September 2015, and the Community Engagement Forums (CEFs) are now operating under the revised Constitution and governance structures.

### **RESOLVED:**

**To approve the minutes of the Partnership Board meeting held on 14 September 2015.**

## 3. BOARD MEMBERSHIP

The Board membership was confirmed as that which was circulated with the agenda pack, subject to an amendment that Councillors Avis Thomas and Trevor Philips were co-opted members representing all Parish Councils. It was noted that there were three vacancies for co-opted Board members.

Councillor Avis Thomas was proposed for the vacant post of Vice-Chair, and was elected unanimously.

### **RESOLVED:**

- (i) To confirm the co-opted membership of the Tadcaster & Villages CEF Partnership Board to be; Steve Cobb, Amanda Crossley, Trevor Philips, Bea Rowntree and Avis Thomas.**
- (ii) To confirm the election of Avis Thomas as Vice-Chair of the Tadcaster & Villages CEF Partnership Board.**

## 4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

It was reported that a Forum had been held on 19 September in Tadcaster and had been attended by approximately twenty people. Issues raised by the public included crime trends, abuse of the one-way system around Tadcaster bus station and car parking issues in the vicinity of Riverside School in Tadcaster.

A presentation was given by Graham Webb from the Tadcaster & Rural CIC about broadband and mobile telephone signal within the area.

The Board were advised that a speaker from the Church Fenton Airfield had been invited, but subsequently withdrew. The Board felt that this was still an interesting topic to be progressed for the next Forum, and noted that Councillor Ellis and the Chair of Ulleskelf Parish Council might be useful contacts to assist in making further contact with representatives of the Airfield.

The Board raised concerns about the cost of holding public Forums at the Riley Smith Hall, and asked for suggestions of alternative venues.

**RESOLVED:**

- (i) **To ask the CIC to include a feature on developments at the Church Fenton Airfield at the next public Forum, to include representatives from the Church Fenton Airfield.**
- (ii) **To ask the Democratic Services Officer to consider alternative venues for future public Forums.**

**5. UPDATE FROM TADCASTER & RURAL COMMUNITY INTEREST COMPANY**

David Gluck presented the report on the work of the Tadcaster & Rural Community Interest Company (CIC). It was confirmed that the community development support functions to the CEF would now be delivered by the CIC under contract to Selby District Council, following a tender process. These items were listed in section 1 of the report, under the heading 'Core Activities'. Information about additional projects being undertaken by the CIC, separate to the CEF, was provided in section 2.

The Board were advised that two new directors had been identified by the CIC and their applications were being processed. The Board asked specific questions about the following items:

**Tadcaster Christmas Lights**

It was reported that the project was now fully-funded following a commitment by Heineken and several local businesses to make up the shortfall. The Board welcomed the work so far, and suggested that planning for the 2016 Christmas Lights project should start as soon as possible. The Board suggested that consideration be given to the provision of LED tree lights at various locations.

**Town Centre Wi-Fi**

The Board were advised that this project was not proceeding due to the closure of the government scheme. This was despite sufficient pledges from retailers and businesses.

**Manor Farm**

Councillor Metcalfe updated the Board on the current situation at Manor Farm, and confirmed that the land is likely to be declared surplus by North Yorkshire County Council. There could be an opportunity for the land to be transferred through a Community Asset Transfer, and the CIC had expressed an interest in becoming involved with any such transfer.

**Gateways**

There was no further progress to report on this project. It was noted that the CIC would bring a report and request for funding to the January Partnership Board meeting.

**RESOLVED:**

**To note the report.**

**6. MARKETING AND PUBLICITY**

There were no specific updates.

**7. BUDGET UPDATE**

A report was circulated setting out the current position in relation to CEF finances. It was noted that the carry-forward from previous years was much higher than the Board had anticipated, and it was suggested that Selby District Council (SDC) officers should be asked to investigate and confirm the balance.

**RESOLVED:**

**To ask the Democratic Services Officer to liaise with SDC finance officers to confirm the position regarding the carry-forward figures.**

**8. FUNDING APPLICATIONS RECEIVED**

**8.1 – Procedure for receiving funding applications**

It was confirmed that applications for funding were received by Selby District Council (SDC) officers, who ensured that the application form was completed correctly and the application contained all the necessary evidence required. It was explained that the applications were then circulated to all Board members at least five working days before the meeting to allow all Board members the opportunity to consider applications fully before a decision was made.

Concerns were raised about a specific application due to be considered, which appeared to have also been submitted to several other CEFs in the district. Councillor Metcalfe advised that at a previous meeting of the CEF Chairs group, held before the recent constitutional changes, it had been agreed that applications to multiple CEFs would not be considered. The Board were advised that current understanding was that all applications should be considered in full by each CEF board, but that an application that had been submitted to multiple CEFs could be a reason for rejecting an application. It was agreed that it should be looked into whether an automatic requirement to not consider such applications could contradict the requirements of the revised constitution and governance arrangements.

The Board further noted that, prior to the recent governance changes, funding applications were received by the third sector partner at which stage the applicant could be contacted for additional information, or advised of alternative sources of funding. The Board requested that advice be sought from SDC

officers as to whether this would be possible under the new governance arrangements.

**RESOLVED:**

- (i) **To reject future funding applications that are made to multiple Community Engagement Forums, without requiring these to be considered by the Partnership Board; and**
- (ii) **To ask the Democratic Services Officer to make enquiries about the possibility of funding applications being administered by the CIC as part of the contract with Selby District Council.**

### **8.2 – Trio Supported Holidays**

The application was for £1,000 to cover the start-up costs of the Trio Supported Holidays Community Interest Company, a not-for-profit company set up to provide services that benefit the community and in particular supported holidays for people with disabilities. The company is registered in the Central CEF area, and the application has also been submitted to the other CEFs, requesting funding of £1,000 from each CEF.

**RESOLVED:**

**To REJECT the application, as the Board was concerned that the application was one of five made to all CEFs in the district, and that there appeared to be no specific benefit to the Tadcaster & Villages area.**

### **8.3 – Tadcaster & Rural Community Interest Company**

It was explained that the Tadcaster & Rural Community Interest Company (CIC) was a not-for-profit company, based within the CEF area. The application was for £3,362 as a contribution towards the design, production and distribution costs of the 'Tadcaster Today' magazine. Additional funding had been secured from Tadcaster Town Council (£2008), and further income of £240 would be generated through advertising revenue. The application was for the design, production and distribution of 4 editions of a full-colour, 20 page magazine which would be distributed to 5,600 households within the CEF area. Of the 20 pages, 8.5 pages would be reserved for Tadcaster Town Council as a separately produced document which would be integrated into the magazine. The project will help to deliver Objective 1 (improving the leisure and culture offer) and Objective 2 (improving the retail economy, including retail and tourism) in the Community Development Plan.

During discussion of the application, the Board expressed its view that the magazine should include a minimum amount of content that publicises the work of the CEF, and that the CEF should have a representative on the editorial board.



**RESOLVED:**

To **APPROVE** the application for £3,362 subject to a commitment from the CIC that the Tadcaster Today publication would contain at least three pages in each issue specifically for promoting the work of the CEF and that Councillor Metcalfe attend the editorial board on behalf of the CEF.

**9. ANY OTHER BUSINESS**

**9.1 – Tadcaster & Rural Community Interest Company (CIC) – Request for Core Funding 2015/16**

A late report (T/15/1) had been circulated prior to the meeting, which related to an application from the CIC for £4,929 to cover the running costs of the CIC for the financial year 2015/16. As the application had not been submitted on a CEF application form, a covering report had been prepared by Democratic Services in consultation with the legal department at Selby District Council.

Following discussion it was proposed that a decision on the application be deferred until the next meeting of the Board, in January 2016, to allow for a meeting between Councillor Metcalfe, the CIC and Democratic Services to explore further the Board's concerns.

**RESOLVED:**

To **DEFER** a decision on the application to the next meeting of the Partnership Board, to allow for a further meeting between Councillor Metcalfe, the CIC and Democratic Services to explore further the Board's concerns.

**9.2 – Creative Residencies Project**

Councillor Metcalfe outlined a new project led by North Yorkshire County Council, which will use Arts Council funding to promote a greater sense of community within Tadcaster through the use of the written word and visual arts. The project would fit with the 'Bright Sparks' initiative and would recruit local creative people and businesses. The project would also help deliver objectives 2 (the local economy – retail, employment and leisure), 3 (leisure and culture), 5 (education and life-long learning) and 6 (health and well-being) of the Community Development Plan. The project requires demonstrable community support in order to help secure Arts Council funding. Councillor Metcalfe asked the Board to consider supporting, in principle, the project.

**RESOLVED:**

- (i) To support, in principle, the Creative Residencies Project as it links to the 'Bright Sparks' initiative and will contribute towards objectives 2, 3, 5 and 6 of the Community Development Plan; and

- (ii) **To ask the Democratic Services Officer to write to Tom Jenkinson (NYCC) to convey the Board's support.**

## **10. NEXT MEETING**

It was confirmed that the next Partnership Board meeting would be on Monday 18 January, starting at 7pm at The Ark, Tadcaster. The next public Forum would be on Monday 8 February, starting at 6.30pm at the Riley Smith Hall, Tadcaster.

Meeting closed: 9.09pm

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**Proposed dates for 2016/17 Municipal year**

The Democratic Services team has drafted a calendar of meeting dates for the municipal year 2016/17. The calendar of dates will be submitted to Council for approval. The draft calendar includes dates for Tadcaster & Villages CEF meetings and is provided for information and to assist with forward planning. We have scheduled meetings on the same basis as 2015/16, i.e. six Partnership Board meetings and three Forums, all on Monday evenings.

Monday 16 May – Partnership Board

Monday 13 June – Forum

Monday 11 July – Partnership Board

Monday 12 September – Partnership Board

Monday 14 November – Partnership Board

Monday 28 November – Forum

Monday 16 January – Partnership Board

Monday 27 February – Forum

Monday 13 March – Partnership Board

## AGENDA ITEM 7

### Grants:

#### Income:

Date:	Details:	£
01/04/2015	Balance B/F from previous years	£ 52,838.91
01/11/2015	Annual Grant from SDC	£ 10,000.00
		<b>£ 62,838.91</b>

#### Expenditure:

Date:	Ref:	Awarded to:	Details:	Paid	Committed	Total	Date Agreed:
29/07/2015	N/A	Ulleskelf Parish Council	Tadcaster Acoustic Festival	£ 500.00		£ 500.00	22/06/2015
29/07/2015	N/A	Ulleskelf Parish Council	Ulleskelf Defibrillator Project	£ 500.00		£ 500.00	22/06/2015
29/07/2015	N/A	Tadcaster & Rural CIC	Tadcaster Today Issue 6	£ 1,435.00		£ 1,435.00	
13/11/2015	N/A	7Video	Tadcaster Video	£ 2,883.60		£ 2,883.60	12/09/2015
	N/A	Tadcaster & Rural CIC	Visit Tadcaster - Year 2		£ 360.00	£ 360.00	
	N/A	Tadcaster Historical Society	Archaeological Dig	£ 500.00		£ 500.00	26/03/2015
	T1502	Tadcaster & Rural CIC	Tadcaster Today 2016	£ 3,632.00		£ 3,632.00	16/11/2015
				<b>£ 9,450.60</b>	<b>£ 360.00</b>	<b>£ 9,810.60</b>	

**£ 53,028.31** Grant Available

### Project Running Costs:

#### Income:

Date:	Details:	£
01/04/2015	Balance B/F from previous years	£ -
01/11/2015	Annual Grant from SDC	£ 10,000.00
		<b>£ 10,000.00</b>

#### Expenditure:

Date:	Ref:	Paid to:	Details:	Paid	Committed	Total
24/11/2014		Distinctive Catering	Refreshments - Forum	£ 60.00		£ 60.00
01/06/2015		Distinctive Catering	Refreshments - Forum	£ 60.00		£ 60.00
01/06/2015		Riley Smith Hall	Hall Hire - Forum	£ 100.00		£ 100.00
19/10/2015		Distinctive Catering	Refreshments - Forum	£ 60.00		£ 60.00
19/10/2015		Riley Smith Hall	Hall Hire - Forum	£ 100.00		£ 100.00
01/01/2016		David Gluck - Ruralis	Support to CEF	£ 655.00		£ 655.00
14/01/2016		Riley Smith Hall	Hall Hire - Floods	£ 100.00		£ 100.00
14/01/2016		Distinctive Catering	Refreshments - Floods	£ 60.00		£ 60.00
						£ -
						£ -
				<b>£ 1,195.00</b>	<b>£ -</b>	<b>£ 1,195.00</b>

**£ 8,805.00** Budget Available

**Total Fund Available:**

**£ 61,833.31**

## TADCASTER & RURAL CIC: FORWARD WORK PROGRAMME 2015/16 – 04/02/16 update

<b>CORE ACTIVITIES</b>				
Activity	Actions	Contractor/Grant	Delivery	Update
<b>1. COMPANY SET UP &amp; RUNNING</b>	Review of internal practices and procedures ongoing with Locality.  Facebook set up – Tadcaster rural  Website set up – <a href="http://www.tadcasterandrural.co.uk">www.tadcasterandrural.co.uk</a>	CEF: grant for yr2 requested. Pending decision (February 2016)	Executive Officer Volunteers	Current operational team: Directors, Executive Officer. Work experience year 11s – Claire Bell.  Website needs refreshing. New volunteer – no progress.
<b>2. COMMUNITY ENGAGEMENT FORUM</b>	Contribute towards the organisation of 3 CEFs pa	CEF	Executive Officer	DONM 8/2/16
<b>3. PARTNERSHIP BOARD</b>	Attend and contribute to 6 PBs pa	CEF	Executive Officer	DONM 15/2/16
<b>4. COMMUNITY DEVELOPMENT SUPPORT</b>	Deliver support to community and business groups to deliver projects delivering the CDP.	CEF: draft contract received.	Executive Officer	In progress.
<b>5. CEF PROJECT DELIVERY</b>	a. Visit Tadcaster website <a href="http://www.visit-tadcaster.com">www.visit-tadcaster.com</a>	CEF	Executive Officer Volunteer Sub contractor	Maintenance and SEO with Se7en. Video production with Se7en
	b. Tadcaster Today / Tad News	CEF: grant £3632. Contract from TTC to be finalised.	Executive Officer Volunteer Sub contractors	Approved. 1 <sup>st</sup> edition scheduled for Feb16.
	c. Annual Review	CEF	Executive Officer	Complete 2015
	d. CDP Review	CEF	DG, AT, AC, CM	Underway: due February 2016
	e. Streetscene – work with SDC & NYCC	CEF	Executive Officer	Ongoing
	f. Business Forum	CEF/LEP - £500 grant	Executive	Heidi Green assisting – breakfast for traders/after work for everyone

<b>PROJECTS UNDERWAY</b>				
<b>Activity</b>	<b>Action</b>	<b>Contractor/grant</b>	<b>Delivery</b>	<b>Update</b>
<b>6. APPLETON ROEBUCK NDP</b>	Provide professional support to ARAS Parish Council.	ARAS Parish Council: £13360 contract	Executive Officer Sub contractors	Managing contract and budget. Currently with SDC.
<b>7. BRIGHT SPARKS!</b>	Work with stakeholders and businesses to develop a project to encourage young people into entrepreneurship.	£16,000 budget for 15/16	Executive Officer Graham Webb Sub contractors	Launch 26 <sup>th</sup> January 2016 Marketing Materials produced Office and equipment procured.
<b>8. MANOR FARM</b>	Develop Manor Farm into a community hub	NYCC, COMA, users	Sub contractors tbc	£4000 committed from NYCC COMA fund to undertake initial scoping
<b>9. COMMUNITY ECONOMIC DEVELOPMENT</b>	DG/AP working with Locality to develop a district wide local food and drink plan.	Alex Porozova leading. £5000 grant from Co-op	Wide partnership led by Alex Porozova.	Draft report submitted December 15 Very positive feedback from funders Final report to CLG by March 2016
<b>10. GATEWAYS</b>	DG undertaking study	CEF: contract required	DG + PDMA	Draft report due January 16.
<b>Projects completed</b>				
Local food and drink research – funded by Erasmus Mundus. Project completed October 2014.				
Tadcaster car park study 1 – completed November 2014. Contract to SDC.				
Sherburn toilets study – project completed September 2014. Contract to SDC.				
Christmas 2014 – undertaken with core funding from TTC.				
Central carpark research 2				
Neighbourhood planning seminar in Selby				
Our Place operational plan				
Tadcaster Carnival 2015				
Tadcaster Arts Festival 2015				
Tadcaster Today – 2015/16 – 1st 6 issues and review				
Christmas 2015 – undertaken with core funding from TTC				
Central Carpark management scheme. Contract to SDC				
<b>Pipeline</b>				
Sportive/Tad Ten/Tour de Yorkshire – discussions commenced with Cyclesense, WLCT, T3, SDC				
Town App?				
Towton Battlefield project(s)				
Christmas Illuminations 2016				



## **TADCASTER LAUNCHES NEW YOUTH ENTERPRISE SCHEME AS THE TOWN STARTS TO BUILD FOR THE FUTURE**

There is an ideal opportunity for anyone between the ages of 16 & 30 who has the next "bright idea" for starting down the route of self-employment and are looking for support & advice as well as workspace in Tadcaster.

The Bright Sparks programme – launched by Tadcaster and Rural Community Interest Company – is looking for young people with energy, determination and a #cando attitude to start off on an exciting journey. What the Bright Sparks programme can then offer *for free* is the office and desk to work from, printing/copying facilities, meeting room, access to a business mentor, access to a business adviser, workshops on a variety of subjects and access to business networking opportunities.

The support offered will get you off on the right foot, give you a better chance of sustainability and importantly ensure it is the right thing for you. It will also make you more investable should that be required.

Bright Sparks will be launched at the Tadcaster Grammar School's "Raising Aspirations" careers evening on Tuesday 26 January at 6 p.m. Come along and meet the team who will be delighted to tell you more.

If you cannot make that time then email [davidgluck@ruralis.co.uk](mailto:davidgluck@ruralis.co.uk) and arrange a meeting to learn more. Tadcaster is well and truly open for business, despite recent events – and we are ready to invest in the next set of young entrepreneurs and enterprises who will help see our community thrive and succeed over the coming years.

Heidi Green, from Business Support York and North Yorkshire who are supporting Bright Sparks with business advise said "Just the sort of shot in the arm the town needs right now – and a great example of communities doing it for themselves!"

David Gluck, Chief Executive of Tadcaster and Rural added "This project has been a year in the making and we are delighted to see it launched now at such an important point in Tadcaster's history – a time when we really do need to start rebuilding for the future from the bottom up."

Contact: David Gluck – 01937 831 686 / 07905 766831 / [davidgluck@ruralis.co.uk](mailto:davidgluck@ruralis.co.uk)



### Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Boards 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.

#### **How much is available in the Community Fund?**

- The Fund is divided into two halves, the first of which will be used at the discretion of the Partnership Board to help resolve local issues and/ or enhance local services. The second will be used to further the objectives of the areas community development plans by allocating grants to specific projects and schemes who apply to the Community Fund.

#### **What is the maximum award?**

There is no limit on applications for projects however the maximum approval of a grant is £1000

#### **What is the minimum award?**

There is no minimum limit on applications for projects however the minimum approval of a grant is £300

#### **Who can apply for funding?**

Any of the following bodies can apply for project or grant funding from their Community Engagement Forum:

- Charities
- Community or voluntary groups
- Social enterprises

You will not be eligible to apply for grant funding however you can apply for project funding if your organisation is any of the following:

- A Parish Council that raises its own precepts
- A school
- A commercial organisation generating a profit
- Another statutory service or public services

#### **How often can organisations apply?**

If an organisation has been given a grant they cannot apply for funding 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.





If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meetings.

**Is match funding required?**

Match funding is not required in order to secure a grant from a CEF however as our maximum grant allocation is £1000 you may need to seek funding from elsewhere if your application will cost more than that amount.

When making the recommendation members of the Partnership Board will evaluate the merit of each application by the information and detail provided it provides and in accordance with the allocation framework below:

<p><b>Category A (Project Funding):</b> No limit on amount applied for however only a project can be funded.</p>	<ul style="list-style-type: none"> <li>• How the project meets at least 2 of the objectives in the CDP for their CEF area</li> <li>• How the project benefits the CEF area including residents of the area.</li> </ul>
<p><b>Category B (Grant Funding):</b> For applications to be awarded over £750 and up to £1000 they will be expected to show the following:</p>	<ul style="list-style-type: none"> <li>• How the application meets at least 2 of the objectives in the CDP for their CEF area</li> <li>• Extensive and detailed benefits for one or more defined groups in their CEF area.</li> <li>• Clear evidence for a high level of need and extensive community consultation e.g research conducted or a small pilot.</li> <li>• The continued involvement of the community or a defined group.</li> </ul>
<p><b>Category C (Grant Funding):</b> For applications to be awarded £300 and up to £750 they will be expected to show the following:</p>	<ul style="list-style-type: none"> <li>• How the application meets one or more objectives in the CDP for that CEF area.</li> <li>• Can demonstrate benefits to one or more defined groups within their CEF area.</li> <li>• Can demonstrate evidence of need.</li> </ul>



# TADCASTER AND VILLAGES 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.

<b>TADCASTER TRIATHLON TEAM</b>
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#### Q1.2 Organisation address

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

Rowan House, Headwell Lane, Saxton, Tadcaster, North Yorkshire, LS24 9PX	
Telephone number one	Email address (if applicable)
[REDACTED]	[REDACTED]
Telephone number two	Web address (if applicable)
[REDACTED]	www.tadcastertriathlonteam.co.uk
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
<b>Mr</b>	<b>Glenn</b>	<b>Armstrong</b>
Position or job title		
<i>Chairman / Race Director</i>		



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## 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	
Charity	
Voluntary or community group	YES

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

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	01	Month	May	Year	2014
-----	----	-------	-----	------	------

## 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	
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.

# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## 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.

Race Arch

### 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.

Tadcaster Triathlon Team are looking at bringing back a classic 10 mile road race to Tadcaster. The event was first run in 1983, organised by the local Tadcaster Harriers and continued through to 2002. With a big increase in popularity of running events in recent years and timed as a great warm up for the Yorkshire Marathon – the Tadcaster 10 is coming back.

The aim is to make the event a real high quality event and one of the ways we can do this is with a fantastic race arch that crosses the start/finish line to give participants the impression of a really special event. With space for up to 4 sponsors to advertise on the arch – this could be a real help to organisers trying to attract sponsorship.

However the Tadcaster 10 event will only be held once a year, so we feel that if we get such a useful asset as the Race Arch– it would be best to share it between other race organisers in the Tadcaster area so others can benefit from it too.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### 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	01	Month	March	Year	2016
-----	----	-------	-------	------	------

Finish date

Day	31	Month	December	Year	2020
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### Q2.4 Which key objectives in the Tadcaster Community Development Plan will your project meet? (no more than 500 words)

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 Tadcaster and villages Development Plan.

Which objective?	How will you achieve this?
Objective 1: Improving the Leisure and Culture offer	The RaceArch could be used in a number of local events. The Tadcaster 10 will be the biggest road race event in the area offering residents of Tadcaster and surrounding villages the opportunity to take part in a professional well run event right on their doorstep. With the addition of the Junior Event – children of all ages will be able to be involved too.
Objective 2: Improving the local economy, including retail and tourism	Reducing the overheads of putting on an event may encourage more local clubs and organisers to put on further events. The Tadcaster 10, with an entry limit of 1000 runners and being a flat course – will attract a large number of people from outside of the area – so this will be a real boost for local businesses. With the



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	course going right through the centre of the town and out to some of the surrounding villages it will really help to raise the profile of the Tadcaster area and potentially attract people back to the town after the event.
Objective 3:	
Objective 4:	

### 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
- letting them run part of the project.

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### **Beneficiaries of the event are:**

**Local runners – anyone in the area who has ever ran before – whether its someone looking for a new challenge, someone looking for a warm up race before the Yorkshire Marathon or a competitive runner looking to set a new personal best.**

**Local cyclists/triathletes – the Race Arch could be used for a range of potential events such as the Cycle Sportive, Triathlons etc**

**Local Sports Clubs – an increase in the number of local sporting events may lead to an increase in membership of local clubs.**

**Other Local Race Organisers – the money is being used to purchase a Race Arch which will be at the start / finish line. It will make any event feel that bit more professional and raise the profile of the event. With space to advertise up to 4 sponsors at any one time – this will be a real selling point when trying to attract sponsors for an event. Reducing the potential overheads of an event – may well make events more cost effective and result in more events being added throughout the year.**

**High Street Business – benefit from increased footfall and activity in the town**

### **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.

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Question 2.6:

The RaceArch is primarily being purchased for the re-launch of the Tadcaster 10 mile road race. This event ran for almost 20 years from the mid 1980's. The event had a very large following and a lot of people would love to see it come back. To compete with other big events – we want to give runners the same race experience – so we need to have chip timing, a fully marked and accurate course, a proper start/finish line and all of this has a cost. To get some funding will really get this project off the ground and ensure that it can continue to grow in the future. Not only that we would like to see the money used on something that other local race organisers could benefit from- which is why we feel the Race Arch is a perfect item to put the funding towards.

### 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.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>	1,000	1,000	2016
<b>Revenue</b>	0	0	
<b>Total</b>	1,000	1,000	2016

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

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

There will be other costs involved in putting on an event, but there will usually be an entry fee into the race – so this will pay for the majority of the running costs of putting on the event – such as the cost to hire the chip timing equipment, the cost of any road closures, refreshments etc.

### Q3.2 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

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### 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.

There is just a single expense in regards the costs.

1x 6m Race Arch Banner in Red/White – Cost: £775 + VAT

Or

1x 8m Race Arch Banner in Red/White – Cost: £925 + VAT

Plus additional costs for adding space for Sponsorship Banners on the Arch

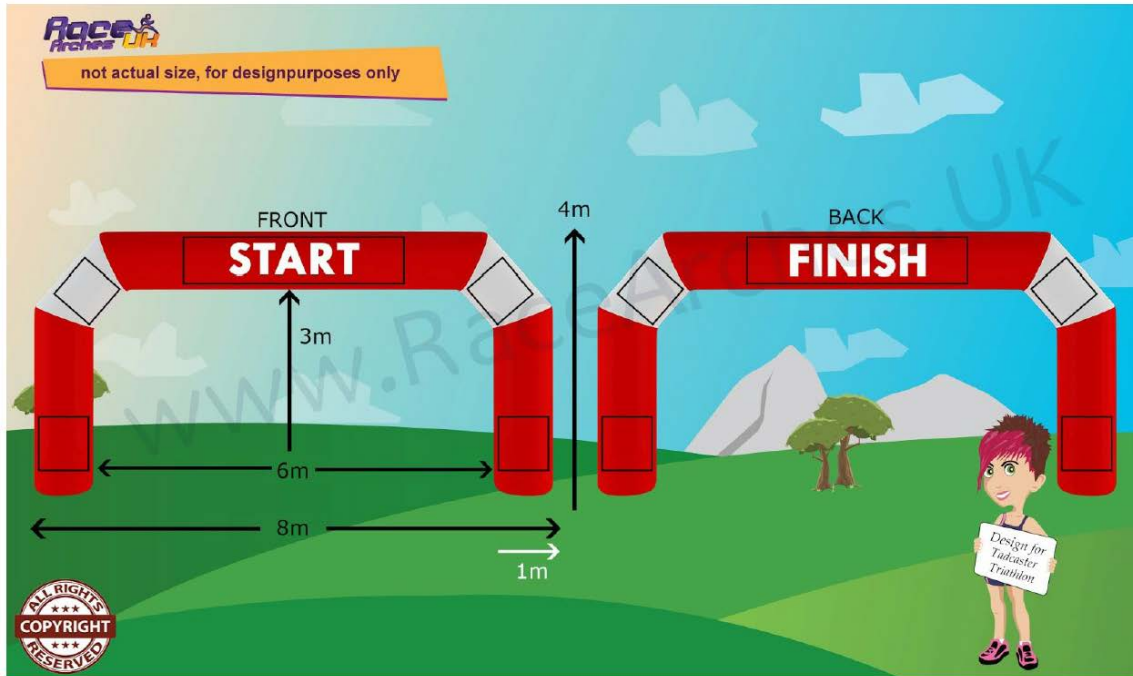
4 x £14.50 = £58 + VAT

Total Costs = £833 + VAT (£1000 inc. VAT)

# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Supporting Information

### Design 1



6m PVC coated nylon constant air arch £775 + vat



# TADCASTER AND VILLAGES 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.

Tadcaster and rural community interest company

#### Q1.2 Organisation address

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

Tadcaster business centre, 4-6 bridge street, tadcaster LS24 9AL

Telephone number one	Email address (if applicable)
01937 831686	<a href="mailto:davidgluck@ruralis.co.uk">davidgluck@ruralis.co.uk</a>
Telephone number two	Web address (if applicable)
[REDACTED]	Tadcasterandrural.co.uk
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.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Name of contact

Title	Forenames (in full)	Surname
<b>Mr</b>	<b>David Jacob</b>	<b>Gluck</b>
Position or job title		
<i>Executive Officer</i>		

## 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	x
Charity	
Voluntary or community group	

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

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	11	Month	12	Year	<b>2013</b>
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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.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Charity number	
Company number	8811294
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.

## 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.

Tadcaster and Rural CIC Core Funding

### 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.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Tadcaster and Rural was set up by the CEF in 2013 in order to create a vehicle for project delivery for the area, including raising additional funds not accessible to the CEF. The CIC was supported in the financial year 2014/15 by the CEF.

The CIC's mission is to support the economic, social and environmental well being of Tadcaster and surrounding villages.

The CIC now delivers a wide range of projects and activities supporting the work of the CEF and its CDP. These include:

- 1 Project delivery grant funded by the CEF – for example, Tadcaster Today.
- 2 Project delivery not grant funded by the CEF – for example the Christmas Illuminations in 2015 and the Bright Sparks project.
- 3 Community development support through the annual SDC contract.
- 4 Community development support not funded by the CEF or SDC, for example our work hosting young work experience people.

Continue on next page

### Q2.2 What does your project involve? (500 words) continued.

We are applying for ongoing core funding for the current financial year 2015/16. This will enable the CIC to cover its essential core costs and deliver projects at the most economical rate possible.

The core funding covers the costs set out below which were originally submitted for consideration by the Board at their March 2015 meeting but which was delayed in order to allow for the resolution of new support arrangements for CEFs to be introduced. These new arrangements were introduced from October 2015. A subsequent application to the November 2015 meeting was deemed ineligible for consideration as SDC asked for the application to be made using this application form, too late for the project to be considered at that meeting

Office equipment and supplies
Printing, stationery
Insurance
Rent, heat, light, power
Company website, marketing
End year accounts
BT



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### 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	4	Year	2015
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Finish date

Day	31	Month	3	Year	2016
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### Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

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 Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Improving the economy, retail and tourism	Through ongoing development of the Visit Tadcaster website we manage.  Through growing new young entrepreneurs through our Bright Sparks project.
Objective 2: Improving our leisure and culture offer	Through project delivery, for example the 1 <sup>st</sup> Tadcaster Arts Festival run in 2015 and encouraging new events and supporting existing ones, for example project managing Carnival 2015.
Objective 3: Developing relationships and mutual benefits with TGS	By developing our work experience programme offering it to yr 11s and yr 12s and by supporting TGS led projects.





# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Objective 4: Supporting local business growth

Through establishing and managing a Business Forum and regular meetings.

## Q2.4 Continued.

## 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



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- letting them run part of the project.

The CIC is managed by a board of directors, drawn from across our communities:

Church Fenton  
Bolton Percy  
Ulleskelf  
Tadcaster  
Towton

Our Board manage the strategic direction of the business and project work is then delivered by a range of organisations, through contracts On a day to day basis the CIC is managed by David Gluck.

Our beneficiaries are all those who live and work in the Tadcaster and Villages area.

We communicate with our beneficiaries through social media – twitter and facebook – and are in the process of setting up a new company website to enable direct access to our ongoing workstreams.

We also report our work to the bi monthly partnership board meetings.

We regularly attend Town Council meetings to update on our work.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.5 Continued.

## 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.

# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Question 2.6:

The need for the company is demonstrated by the fact there are no other organisations in the town or villages that are capable of delivering projects as we do, on a non profit basis, to all sectors.

The need for a delivery vehicle emerged from research for the CDP 2012-2015 and David Gluck was asked by the CEF to investigate and then instigate the most appropriate mechanism for supporting the work of the CEF in 2013, leading to the CIC's creation.

The CIC has been successful in delivering many projects since establishment, including:

1. Carpark studies
2. Carpark management
3. Christmas Illuminations
4. Carnival
5. Art Festival
6. Food and Drink research (Community Economic Development)
7. Our Place study
8. Bright Sparks youth entrepreneurship project
9. Support to the Community Engagement Forum
10. Neighbourhood Planning in Selby
11. Appleton Roebuck Neighbourhood Plan
12. Work experience programme
13. Tadcaster Today
14. Visit Tadcaster.com

# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## 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?
<b>Capital</b>			
<b>Revenue</b>	4929.00	4929.00	1.4.15-31.3.16
<b>Total</b>	4929.00	4929.00	

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

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

Yes		No	x
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**If yes, please provide details below**

Community Engagement Forum (CEF) applied to	Amount of funding applied for



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## 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.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Costs based on actual costs from 2014/15 and known costs for the year to date.