



Agenda

Community Engagement Forum Partnership Board (Tadcaster & Villages)

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

Date: Monday 21 March 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.

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.

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 15 February 2016 (pages 1 to 6 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. UPDATE ON FLOOD RESPONSE

To consider any updates regarding the Christmas flooding.

6. UPGRADE OF ROAD SIGNS WITHIN THE CONSERVATION AREA

To receive a verbal update from Councillor Metcalfe.

7. BRANDING AND PUBLICITY

To consider what, if any, changes the Partnership Board would like to make to the CEF branding and publicity.

8. 'PROJECT TADCASTER' UPDATE

To receive a verbal update on developments from Councillor Metcalfe.

9. PARTNERSHIP BOARD MEMBERSHIP

To ask Board members to consider options for filling the vacancies on the Partnership Board.

10. BUDGET UPDATE

To note the current CEF budget and spending to date (page 7 to 8 attached).

11. 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 9 to 10 attached).

12. COMMUNITY DEVELOPMENT PLAN 2016/19

To receive a presentation from the Third Sector Partner regarding the Community Development Plan for 2016/19.

13. NEXT PUBLIC FORUM

To confirm arrangements for the next Tadcaster & Villages Forum on Monday 13 June, including the agenda, speakers, budget and venue.

14. FUNDING APPLICATIONS

To consider funding applications received. Funding applications will be assessed against the Allocation of Funding Framework at pages 11 to 12.

- 14.1 Applicant: First Tadcaster Girl Guides
 Project: First Tadcaster Girl Guides
 Category: C
 Amount: £700.00
 Pages 13 to 25 attached.
- 14.2 Applicant: Tadcaster & Rural Community Interest Company
 Project: Business Forums
 Category: A
 Amount: £4,270.00
 Pages 26 to 36 attached.
- 14.3 Applicant: Tadcaster & Rural Community Interest Company
 Project: Business Forums
 Category: A
 Amount: £4,260.00
 Pages 37 to 46 attached.
- 14.4 Applicant: Tadcaster Carnival
 Project: Tadcaster Carnival
 Category: B
 Amount: £1,000
 Pages 47 to 59 attached.

15. ANY OTHER BUSINESS

To consider any other business not covered on the agenda.

16. NEXT MEETING

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

Dates of next meeting
Partnership Board – Monday 16 May 2016 The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ. <i>Deadline for funding applications: Monday 25 April at 5pm.</i>

Gillian Marshall
Solicitor to the Council

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



Minutes

Tadcaster & Villages Community Engagement Forum - Partnership Board

Venue:	The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ.
Date:	Monday 15 February 2016
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Don Mackay (Chair), Chris Metcalfe and Richard Sweeting. <u>Co-opted members</u> Steve Cobb, Trevor Phillips and Bea Rowntree.
Apologies:	Amanda Crossley, Councillor Keith Ellis, Councillor Richard Musgrave and Avis Thomas.
Officers present:	David Gluck (Tadcaster & Rural Community Interest Company), and Daniel Maguire (Democratic Services Officer, Selby District Council).
Others present:	Glenn Armstrong (Tadcaster Triathlon).

11. DISCLOSURES OF INTEREST

There were no disclosures of interest.

12. MINUTES

The Partnership Board considered the minutes of the last meeting held on 16 November 2015.

RESOLVED:

To confirm the minutes as a correct record of the Partnership Board held on 16 November 2015.

13. UPDATE ON PREVIOUS ACTIONS / DECISIONS

Minute 4(i) – it was confirmed that various village halls and community centres were available throughout the CEF area and that the Boys Sunday School in Tadcaster would also be a suitable venue for future Forums. The Board agreed to consider the Sunday School as a venue for the next Forum.

RESOLVED:

To ask the Democratic Services Officer to obtain a price for the hire of the Boy's Sunday School as a venue for the Forum on 13 June 2016.

Minute 4(ii) – it was noted that the Forum on 8 February 2016 had focussed exclusively on the Christmas floods, and as a result the representatives from the Church Fenton Airfield had not been invited. The Board asked that this be carried forward to the Forum on 13 June 2016, and asked David Gluck (Tadcaster & Rural CIC) to invite representatives.

RESOLVED:

To ask David Gluck to invite representatives from the Church Fenton Airfield to attend the Forum on 13 June 2016 to provide and update on developments at the airfield.

Minute 5 – further to the discussion on Christmas Lights in Tadcaster, the Board asked that David Gluck prepare a proposal for a CEF project relating to Christmas Lights.

RESOLVED:

To ask David Gluck to prepare a proposal for a CEF project relating to the Tadcaster Christmas Lights.

Minute 8.1(ii) – it was confirmed that funding applications were being passed to David Gluck to provide advice to applicants about their application and to suggest additional/alternative sources of funding.

Minute 9.2 – it was reported that the funding application to the Arts Council for the Creative Residencies project had been unsuccessful.

14. MEETING DATES FOR MUNICIPAL YEAR 2016/17

A draft calendar of meeting dates for the Tadcaster & Villages CEF had been circulated with the agenda pack. The Board noted the proposed dates which included three Forums and six Partnership Board meetings.

RESOLVED:

To note the provisional dates for Tadcaster & Villages CEF Partnership Board and Forum meetings 2016/17.

15. FLOOD RESPONSE AND RECENT FORUM

It was reported that the Forum on 8 February 2016 had been very well attended and that notes from the Forum would be circulated.

The Board noted that the flooding had highlighted a need for a more formal network for Tadcaster businesses, similar to the Chambers of Trade that operated in other towns such as Wetherby. David Gluck confirmed that he had given consideration to how the new Community Development Plan could incorporate this. The Board asked David Gluck to prepare a proposal to consider how the CEF might assist with the development of a formal business networking group for the area.

RESOLVED:

To ask David Gluck to incorporate flood-related issues and business networking initiatives into the new Community Development Plan and to prepare a proposal to consider how the CEF might be able to assist with the development of a formal business networking group in the Tadcaster and Villages area.

16. BUDGET UPDATE

The latest financial statement had been circulated with the agenda. It was confirmed that the carried-forward balance had been checked with the finance department at Selby District Council and was confirmed to be correct.

RESOLVED:

To note the report.

17. UPDATE FROM THIRD SECTOR PARTNER

David Gluck presented the report which included the Tadcaster and Rural Community Interest Company's (CIC) work programme. The following specific updates were noted:

17.1 Visit Tadcaster website

It was noted that the website had been running for a year, but that the CIC was unable to maintain the website to the extent required within the existing budget. The Board requested that a costed proposal be brought to a future Partnership Board meeting.

RESOLVED:

To ask David Gluck to provide a costed proposal for the maintenance of the Visit Tadcaster website for consideration at a future Partnership Board.

17.2 Business Forums

It was reported that a £500 grant from the York Local Enterprise Partnership (LEP) had allowed for the establishment of monthly Enterprise Cafes. The next events would be on 29 February 2016 focussing on the Tour de Yorkshire, and then on 1 March 2016 as a general networking opportunity.

RESOLVED:

To note the report.

18. 'TOUGH STUFF' UPDATE

Councillor Metcalfe updated the Board on recent developments. It was reported that the 'Tough Stuff' board had evolved and would now be called 'Project Tadcaster'. The first meeting had taken place at the end of January and it was noted there had been a tangible step-change in momentum. 'Project Tadcaster' would have a wider remit regarding the long-term development of the town and would be working closely with key partners including the Town Council and the CEF.

RESOLVED:

To note the report.

19. FUNDING APPLICATIONS

19.1 Tadcaster Triathlon Team – Race Arch project

Glenn Armstrong (Tadcaster Triathlon Team) presented the application to the Board. The application had been published with the agenda and was for £1,000 to purchase a race arch which would be used at a range of sporting events in the Tadcaster and Villages area, including the 'Tadcaster 10' road race. It was noted that the application met the requirements of the funding framework, including the requirement to help deliver at least two of the Community Development Plan objectives, specifically 'Improving the Leisure Offer' and 'Improving the Local Economy'.

The Board was supportive of the application, but asked that David Gluck liaise with the Tadcaster Triathlon Team to ensure that there would be appropriate recognition of the CEF funding on the Race Arch.

RESOLVED:

To approve a grant of £1,000 to Tadcaster Triathlon Team for the Race Arch project, subject to there being appropriate recognition of the CEF funding on the Race Arch.

19.2 Tadcaster and Rural Community Interest Company (CIC) – Core Funding 2015/16

David Gluck (Tadcaster and Rural CIC) presented the application to the Board. The application had been published with the agenda and was for £4,929 to cover the operating costs of the Tadcaster and Rural CIC. It was noted that the application met the requirements of the funding framework, including the requirement to help deliver at least two of the Community Development Plan objectives, specifically 'Improving the Local Economy', 'Improving our Leisure and Culture offer', 'Developing Relationships and Mutual Benefits with Tadcaster Grammar School' and 'Supporting Local Business Growth'.

It was noted that the application was for the current financial year, which had nearly ended. David Gluck confirmed that the Tadcaster and Rural CIC had been able to cover its core running costs to date due to the management fee charge made on some projects it had delivered during 2015/16.

The Board was supportive of the application, but requested that the grant was conditional on the current and previous year's accounts being circulated at the next Partnership Board (it was noted that the accounts for the current financial year would not be available until after the end of the financial year).

RESOLVED:

To approve a grant of £4,929 to the Tadcaster and Rural Community Interest Company to cover the core funding for the 2015/16 financial year, subject to the accounts for the current and previous financial years being presented to the Partnership Board.

20. ANY OTHER BUSINESS

20.1 Events archive project

The Board considered a suggestion from Councillor Metcalfe that the CEF might consider supporting the creation of a Tadcaster 'archive of events'. This would be a legacy project to record the 'real-life' stories of the Tadcaster and Villages area, and would include contemporary interviews and photographs. The Board agreed to ask David Gluck to prepare a proposal which would include the procurement of an external supplier to professionally source and record contemporary accounts of events and life within the Tadcaster and Villages area.

RESOLVED:

To ask David Gluck to prepare a proposal for an 'events archive' project to be considered at a future Partnership Board.

20.2 Tadcaster Gateways project

Councillor Metcalfe proposed that the CEF support a Tadcaster Town Council project to improve the entrances to Tadcaster, which would include the gateways

on Wetherby Road, Leeds Road, A162, York Road, Oxton Lane and the hanging baskets at the Bus Station. It was proposed that the CEF grant £2,000 towards the project. The total project cost was expected to be £8,919 plus VAT; the remaining funding would come from Tadcaster Town Council and Councillor Metcalfe's community fund.

RESOLVED:

To recommend a grant of £2,000 to the Tadcaster Town Council for the Gateways project as outlined by Councillor Metcalfe.

21. NEXT MEETING

It was confirmed that the next meetings would be:

- Monday 21 March 2016, 7pm – Partnership Board
- Monday 16 May 2016, 7pm – Partnership Board
- Monday 13 June, 6.30pm – Forum.

Meeting closed: 8.55pm

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
		£ 62,838.91

Expenditure:

Paid:	Ref Number:	Awarded to:	Details:	Paid	Commitment	Total	Date Agreed:
29/07/2015	N/A	Tadcaster Social Club	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
	T1504	Tadcaster Triathlon Team	Race Arch		£ 1,000.00	£ 1,000.00	15/02/2016
	T1506	Tadcaster & Rural CIC	Core Costs 2015/16		£ 4,929.00	£ 4,929.00	15/02/2016
	None	Tadcaster Town Council	Gateways project		£ 2,000.00	£ 2,000.00	15/02/2016
				£ 9,450.60	£ 8,289.00	£ 17,739.60	

£ 45,099.31 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
		£ 10,000.00

Expenditure:

Date:	Ref Number:	Paid to:	Details:	Paid	Commitment	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
14/01/2016		Riley Smith Hall	Hall Hire - Floods	£ 100.00		£ 100.00
14/01/2016		Distinctive Catering	Refreshments - Floods	£ 60.00		£ 60.00
15/02/2016		Distinctive Catering	Refreshments - Forum	£ 100.00		£ 100.00
01/01/2016		David Gluck - Ruralis	Support to CEF	£ 655.00		£ 655.00
15/02/2016		Riley Smith Hall	Hall Hire - Forum	£ 100.00		£ 100.00
		Stephen Mellen	Sound System for Forum		£ 80.00	£ 80.00
		Just Travel	Bus Hire for Forum		£ 120.00	£ 120.00
				£ 1,395.00	£ 200.00	£ 1,595.00

£ 8,405.00 Budget Available

Total Fund Available:

£ 53,504.31

TADCASTER & RURAL CIC: FORWARD WORK PROGRAMME 2015/16 – 07/03/16 update

CORE ACTIVITIES				
Activity	Actions	Contractor/Grant	Delivery	Update
1. COMPANY SET UP & RUNNING	Review of internal practices and procedures ongoing with Locality. Facebook set up – Tadcaster rural Website set up – www.tadcasterandrural.co.uk	CEF core funding for 2015/16.	Executive Officer Volunteers	Current operational team: Directors, Executive Officer. Work experience year 11s – Claire Bell. Website to be re-done New volunteers needed – Tadcaster Today; Office Manager.
2. COMMUNITY ENGAGEMENT FORUM	Contribute towards the organisation of 3 CEFs pa	CEF contract	Executive Officer	DONM 13/6/16
3. PARTNERSHIP BOARD	Attend and contribute to 6 PBs pa	CEF contract	Executive Officer	DONM 21/3/16
4. COMMUNITY DEVELOPMENT SUPPORT	Deliver support to community and business groups to deliver projects delivering the CDP.	CEF contract	Executive Officer	In progress.
5. CEF PROJECT DELIVERY	a. Visit Tadcaster website www.visit-tadcaster.com	CEF contract pending	Executive Officer Sub contractor	Maintenance and SEO ongoing
	b. Tadcaster Today / Tad News	CEF: grant £3632. Contract from TTC pending	Executive Officer Sub contractors	Approved. 1 st edition Mar16.
	c. Annual Review 15/16	CEF	Executive Officer	Required for May meeting
	d. CDP Review	CEF	DG, AT, AC, CM	Underway.
	e. Video production	CEF	7Video	1 st video draft complete 2 nd due May 2016
	f. Business Forum/Enterprise Cafes	LEP - £500 grant CEF award pending	Executive Officer	3 Enterprise Cafes run this year (2016). New proposal for CEF approval.
	g. Community Art project	CEF Arts Council	RANY?	DG developing project proposal with Rural Arts.
	h. Illuminations 2016	TTC/Sponsorship	Bri-Lite	DG developing new scheme for 2016

PROJECTS UNDERWAY				
Activity	Action	Contractor/grant	Delivery	Update
6. APPLETON ROEBUCK NDP	Provide professional support to ARAS Parish Council.	ARAS Parish Council: £13360 contract	Executive Officer Sub contractors	Managing contract and budget. Currently with SDC.
7. BRIGHT SPARKS!	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 th January 2016 Marketing Materials produced Office and equipment procured.
8. MANOR FARM	Develop Manor Farm into a community hub	NYCC, COMA	PBA Bamboo Pirate	£4500 committed from NYCC/ COMA fund to undertake initial scoping. £500 from T&RCIC reserves.
9. COMMUNITY ECONOMIC DEVELOPMENT	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
Projects completed				
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				
Christmas 2015 – undertaken with core funding from TTC				
Central carpark scheme				
Pipeline				
Sportive/Tad Ten/Tour de Yorkshire – discussions commenced with Cyclesense, WLCT, T3, SDC				
Town App?				



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



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.

First Tadcaster Girl Guides

Q1.2 Organisation address

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

Girl Guide Headquarters
Leeds Road
Tadcaster
North Yorkshire
LS24 9HB - please do not send mail to this address as we have no letterbox

Telephone number one

01937 832599

Email address (if applicable)

tadcasterguides@hotmail.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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
Mrs	Pauline	Ducat
Position or job title Guide Leader		

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	

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	07	Month	November	Year	1921
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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	306016
Company number	



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

First Tadcaster Girl Guides

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.

We are taking a group of 12 girl guides and 4 adult leaders from Tadcaster Girl Guides on an adventure to Adelboden in Switzerland to visit 'Our Chalet' the first of 4 world guiding centres which opened in 1932.

We are part of a larger group of 24 Girl Guides and 8 adult leaders from Towton District – which includes Church Fenton, Sherburn in Elmet and South Milford.

While at 'Our Chalet' we will be looking at the history of the Scout and Guide movement, the girls and leaders will be given a chance to try new activities.

Continue on next page



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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	29	Month	July	Year	2016
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Finish date

Day	07	Month	August	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.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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: we need more opportunities for social and cultural activities for teenagers	The visit to 'Our Chalet' will increase the awareness of the history of the organisation they belong to.
Objective 2: We need to encourage people and equip them to start new activities and help lead existing activities	These girls are the leaders of the future for the guiding movement to continue to flourish and grow in our community we need to be given these chances.
Objective 3: Increase opportunities for young people to engage in constructive, creative leisure activities.	This is about the girls choosing activities and being involved in the planning, preparation and implementation of the adventure.
Objective 4: Support and provide the development of well being	Enjoyable activities produce a feeling of well being for both the girls and leaders who participate.

Q2.4 Continued.

The Guiding Ethos;

Guiding enables girls and young women to fulfil their potential and take an active and responsible role in society through its distinctive, stimulating and enjoyable programme of activities, which are delivered by trained volunteer leaders.

We provide girls with a space where they can be themselves, have fun, build friendships and gain valuable life skills and make a positive difference, we build their confidence and give them a chance to discover their full potential. We are inclusive for all girls and young women, whatever their background and/or circumstances.

Our trip to Switzerland will not only give the girls a chance to look at the history of guiding, but will give them a chance to try new adventures through activities on offer or simply by being with a group of different people away from home.

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

The beneficiaries are the girls and leaders who take part in the adventure, but this will also impact on the rest of the unit by us sharing our experiences and learning new skills that we can pass on.

The guides have had an active role in the planning of the trip, they have chosen the activities, the uniforms etc

They have worked hard with fundraising, bag packing, bake sales, coffee mornings etc

When we return the girls will hold an open evening for parents to show what we have been up to and what we have learnt.



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:

We ran a previous trip in 2010 to mark the centenary of girl guiding. This was so successful it is still spoken about today. Friendships made have been kept.

The cost and the time commitment from the leaders limits the frequency of this trip but there is no doubt that for anyone involved in Guiding it is a 'Mountain top Moment' and something to be cherished.

These are the kind of activities we need to participate in to keep volunteering alive and growing in Tadcaster, these girls are the leaders of the future and we need to nurture them.



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?
Capital			
Revenue	£700.00	£700.00	29/07/16-07/08/16
Total	£700.00	£700.00	29/07/16-07/08/16

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

Yes	<input checked="" type="checkbox"/>	No	<input 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?

Fundraising – we have been actively fundraising for the last year, through bag packing, bake sales and coffee mornings.

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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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

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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.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

I am applying to the CEF to fund the total cost of 1 adult leaders place.

Accommodation and travel - £479.00

Insurance £15.90

Tourist Tax £17.50

Uniform- Hoodie £18.00, T Shirt £7.00, UK Badge £0.60, Neckerchief £7.00

Our Chalet tour £5.00

Activities ;

Swiss evening £25

Sleep in Straw £20

Toboggan Run £30

Pool Party £10

High Ropes Park £65

We have 8 leaders attending the event $700 \times 8 = £5600$

Jeka cover accommodation and travel for 2leaders @ £479= £958

All leaders are using 10 days of there holiday allowance from work.



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	davidgluck@ruralis.co.uk
Telephone number two	Web address (if applicable)
07905 766831	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
Mr	David Jacob	Gluck
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	
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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	11	Month	12	Year	2013
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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.

Visit Tadcaster

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.

In 2015, we resurrected the Tadcaster Business Forum as a means of businesses coming together informally; and in 2016 began a series of Enterprise Cafes with Business Support York and North Yorkshire. We now want to take this work further:

Development of two networking groups for the wider business community

The first networking group would be for all businesses including services/trades in the area - the Enterprise Cafe. This would be a monthly meeting of 20 - 25 business owners/managers lasting around 2 hours. Interactive discussion on a range of topics important to help businesses develop and achieve their objectives. Topics would be determined by the delegates in attendance. A pilot meeting has been held with 15 delegates in attendance who were enthusiastic and welcomed the idea of a supportive group in the area. Topics already highlighted as important are social media, succession planning, how to write good PR, effective marketing.

The second group would be a business forum. Research has shown that traders in the area would prefer meetings of a more social nature i.e. early evenings in a local venue where drinks and light refreshments could be served. The general feeling was these could be held quarterly with continued discussions via social media in between. The forum would be used for traders to discuss how they can take advantage of opportunities, planning for events and being pro-active to drive trade towards Tadcaster and the surrounding area.

The requirement of a database of all businesses in the area would be essential to keep everyone update of all events happening and monitor the involvement of those businesses. Once set up and initially populated it would just need to be maintained as new businesses come on board.

Marketing these events to ensure as much coverage as possible is vital and therefore a budget for this element is imperative. Social Media alone would be insufficient so a strategy going forward needs to be developed to ensure as many businesses as possible are advised of all networking events as they are planned. This in turn gives all businesses the opportunity to put their ideas forward for the development of the town.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Organisation of the two groups would be via Business Support York & North Yorkshire (BSYNY) under the direction of Tadcaster and Rural Community Interest Company.

BSYNY would market, arrange and facilitate the meetings.

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	2016
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Finish date

Day	31	Month	3	Year	2017
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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.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Which objective?	How will you achieve this?
Objective 1: Improving the economy, retail and tourism	By enabling traders and the wider business community to work together and get involved in peer-2-peer selling, marketing, networking and reaching new markets.
Objective 2: Improving our leisure and culture offer	New ideas for events that can support the business community will emerge from networking and will be supported by local businesses.
Objective 4: Supporting local business growth	Enabling businesses to find new and creative ways of addressing issues and preparing for future events and opportunities.

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

All businesses across the CEF area will potentially benefit by involvement in the activities and they will be open for all to become involved in.

Visitors to the town will benefit from a more vibrant community with more events and better activities prepared and delivered.

The wider District will also benefit from a more economically driven Tadcaster to compete with our neighbours and give a positive image of what is happening in Selby.

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

Question 2.6:

The town and surrounding villages are host to approximately 750 SMEs and a handful of large and multi national businesses.

There has been no operational chamber of commerce for many years now.

We have consulted widely with businesses in the community and have tailored our approach to their suggestions and needs. This will provide them with a range of opportunities for support and self help/development.



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?

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- 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			
Revenue	4270	4270	2016/17
Total	4270	4270	2016/17

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, please provide details below

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

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- 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.

Cost have been developed with BSYNY and local businesses:

Venue hire for Enterprise Cafe:	12 x £60 = £720
Venue hire for Business Forum:	4 events = foc (local business)
Facilitators time for the Enterprise Cafes: inc. marketing/invites/arranging & attending events	12 x £150 = £1,800
Facilitators time for Forum:	4 x £75 = £ 300
Marketing budget:	16 events = £350
Initial cost of database & population	4 days = £500
Project management	4 days x £150 = £600



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	davidgluck@ruralis.co.uk
Telephone number two	Web address (if applicable)
07905 766831	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
Mr	David Jacob	Gluck
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	
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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	11	Month	12	Year	2013
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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.

Visit Tadcaster

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.

In 2015, The CIC set up a Visit-Tadcaster. Com website to provide visitors with information about the town and surrounding villages. The site is now set up and running but is in need of ongoing maintenance and work to ensure it has a higher visibility in Google (Search Engine Optimisation or SEO).

Our project is to provide one year of support to the CIC to both upgrade the website but also to train staff at the CIC to maintain it going forward so that there is not an ongoing cost to the CEF. At the end of 2016/17, the CIC will take on the responsibility of running and maintaining the site, including hosting costs.

1. Refresh website
2. Information gathering
3. Ongoing hosting
4. Ongoing maintenance
5. Training staff

Continue on next page

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	2016
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Finish date

Day	31	Month	3	Year	2017
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TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.4 Which key objectives in the Tadcaster and Villages 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	A shop window for businesses in the town centre who will benefit from new trade from visitors.
Objective 2: Improving our leisure and culture offer	More visitors coming to events and activities resulting in greater sustainability of these events eg Carnival.
Objective 4: Supporting local business growth	Businesses will be able to advertise on the website to improve their own visibility and get their products to market – especially valuable for start-ups.

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:



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- 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.

The project will directly benefit:

1. All businesses operating in the area through increased opportunities for advertising and revenue generation.
2. All community groups in the area through potentially increased membership and people using services.
3. All residents in the area by providing upto date information on activities, events etc.

The CIC officers, volunteers, work experience and directors will all have an opportunity to be trained in how to maintain a wordpress website.

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

Question 2.6:

1. We have informed the business community of visit Tadcaster and all have welcomed it as a good opportunity to bring more people to the town and villages.
2. There are no other websites that exist to attract visitors to our communities. Tadcaster now has a number of local sites and facebook pages but these are very much about local news, not designed to reach out to visitors.
3. Regional "visit Yorkshire" websites occasionally have mention made of Tadcaster but our offer is very much lost within a broader spectrum of places to see and things to do in our region.
4. The need for such a facility, complementary to Tadcaster Today, was highlighted in the CDP.

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?
Capital			
Revenue	4260	4260	2016/17
Total	4260	4260	2016/17

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- 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.

Costs are based on 28 days for the year charged at £150/day + £60 for web hosting for the year.

Delivery of this project during 2016/17 will mean that the website can be fully maintainable going forward without further CEF sponsorship.

The delivery of the project through the year will comprise:

1. Website upgrading
2. Website maintenance
3. Website hosting
4. News and information gathering and inputting
5. SEO development

Delivery will be by Tadcaster and Rural CIC with sub contracting to:

1. Website upgrading – Newman Wray
2. Website hosting – 34sp
3. SEO development – Newman Wray / 7even Video.



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 Carnival

Q1.2 Organisation address

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

57 Garnet Lane, Tadcaster, LS24 9LD

Telephone number one

07711 659759

Email address (if applicable)

kposkitt@hotmail.com

Telephone number two

01937 831590

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
Mrs	Kirsty	Perkins
Position or job title		
<i>Secretary Tadcaster Carnival Committee</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	
Charity	
Voluntary or community group	x

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	1	Month	Jan	Year	2012
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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	

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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 Carnival

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 Carnival is a annual celebration in the town, which allows all the businesses, schools, groups and residents to come together to celebrate all that we have in the town.

On a ordinary year (without road bridge problems) The day begins at midday with a parade through the town, the parade is made up of local groups, charities and businesses some of whom apply for licenses to collect funds en route.

The event is then officially opened by a member of the local council and we provide a afternoon timetable of entertainment made up of local dance troupes, singers, bands and entertainers. We have a selection of stalls from a wide range of businesses and charities and we support local caterers by using their food units on the grounds. A lot of local businesses open on Carnival day which allows them to take advantage of the extra footfall in the town. In previous years we have also housed a exhibition from John Smiths on the history of brewing in the town, this has always proved incredibly popular.

The Carnival is a huge event in the Tadcaster Social calendar and over the course of the day has a footfall of around 5000. In previous years we have donated any remaining funds to local groups and business such as the Tadcaster Treat.

Continue on next page

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

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day	1	Month	jan	Year	2016
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Finish date

Day	12	Month	sep	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: To increase footfall in the town for local Businesses	By advertising the event using local media, we see a huge increase in visitors to the town on Carnival day.
Objective 2: To provide a platform for local groups and charities to advertise	Stalls, arena activities and a professional stage and PA all allow local groups to showase their work
Objective 3: To provide a affordable, safe and entertaining day out for all ages	We work with reliable affordable suppliers to provide a sage but entertaining day
Objective 4:	

Q2.4 Continued.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

We run a very successful Facebook page for the Carnival, which currently stands at around 1800 “likes” we see our post reach increase closer to the carnival to around 8000 people, meaning our reach for information on the town spreads far and wide. People give feedback on the facebook page and offer services, we also invite people to join our committee via the facebook page.

The Carnival committee is made up of local residents and business holders, the group has changed and evolved over the years, and people sometimes only join for 1 year, this keeps our ideas fresh and allows people to be involved in the organising as they see fit.

On the day of the event, we use local residents for marshalling duties or on the entrance gates, we also have local people help with stage duties, counting money and patrolling the grounds to help anyone in need.



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:

We know that there is a need for the Carnival in the town, mainly by the huge amount of positive feedback we get and application for stalls, to perform and also join in the parade.

Last year we were fortunate enough to have Tracsis on board as one of our sponsors, they are a traffic and data company and were able to install equipment on the grounds last year to monitor the amount of people who were attending the carnival.

The data is picked up from smartphone owners attending the event, so whilst not 100% accurate in that children and some residents don't tend to carry smartphones it gave us an insight as to the numbers attending.

Last year's data was as follows

4,533 Visitors

Average duration of stay 2 hours 8 minutes.

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?
Capital	10,880	1000	One day
Revenue			
Total			

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

Yes	<input checked="" type="checkbox"/>	No	<input 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?

Here is a breakdown of our requirements to run the day safely and professionally. Next to the item is who we currently have paying for it.

We have applications in with other businesses for funding, and usually get a donation from Heineken of around £3000, we are hoping for the same this year. The Magnets Sports and Social Club donates £1000, we have pitch fees for stall which generate an income of around £2000

Stage & Lighting & PA	£4795.00 inclusive VAT
Entertainment	£2100 (2 paid bands evening)
Fireworks	£2000 inclusive of VAT and travel charges
Portaloos	£300 inclusive Vat
Paramedics	£735 inclusive Vat Commer House, Tadcaster
Marquee	£950

*A lot of our funding comes from local businesses by way of programme advertising or donations. However, due to recent events in the town, the Carnival Committee would like to find sponsorship from elsewhere this year so not to put strain on an already struggling high street.

We would like to Carnival to be able to support the high street and flood support group this year so if possible find funds from other avenues for this year only, until our town begins to pick up again.

Our town needs this event more than ever this year, and gives a fantastic opportunity to increase footfall whilst supporting those in need.

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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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

Our Carnival shopping list is a fairly simple one, we don't have a huge amount of requirements to make the day run smoothly and safely. Our costings are based on previous years and trusted suppliers.

All members of staff are voluntary and no one is paid for their time or for any equipment. All monies raised goes towards the carnival and any surplus is given to local charities and groups. We have an accountant who keeps track of our bank account and all accounts are available.

If we were to receive a grant from the CEF board this year, it would go towards our major cost of the staging and PA. This is an integral part of the day and is essential to making the day a success.