



# CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## APPLICATION FORM

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

### Section one: About your organisation

#### Q1.1 Organisation name

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

Abbots Staith Heritage Trust Community Interest Company

#### Q1.2 Organisation address

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

79 Micklegate, Selby, YO8 4ED

Telephone number one	Email address (if applicable)
01757 708450	abbotsstaith@yahoo.co.uk
Telephone number two	Web address (if applicable)
07503 9422932	www.abbotsstaith.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



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Title	Forenames (in full)	Surname
<b>Mrs</b>	<b>Eva</b>	<b>Lambert</b>
Position or job title		
Project co-ordinator		

### 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	06	Month	April	Year	<b>2014</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.

Charity number	
Company number	9183492



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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.

Our community saving the Abbot's Staith

### 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.

The group is actively creating and raising awareness of the historic Abbot's Staith on Micklegate the sole surviving monastic building other than Selby Abbey in our bid to purchase and regenerate it. In the last year the group have licensed the small shop that abuts the warehouse as a base and information site and concentrated on raising awareness and engaging the community. In year two the trust wish to create new events to continue the awareness and capture more people to get involved plus gather the necessary reports and plans to approach large funders to purchase the buildings. The groups seek 6 months running costs, license and part time salary to continue their aims. The group have: shown 2000 people around the Staith buildings, spoken to 900 children, given 26 presentations to other community projects to bring them on board, created a short film and making a documentary, visited similar projects in the area, attended and held actives, open days, stalls, published 5 books, open a Fair trade shop and held historical events to engage our community and built strong relationships with funders, Historic England, North Yorkshire, Selby



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District and Town Councils, our MP and MEP, Selby Abbey and the Bishop of Selby. and architects, historians and other official bodies. Held focus groups/listening to our community and stakeholders to plan for its future, identifying the Staith as a multi-use restoration project to plug gaps in the amenity presented to the people of Selby such as a large venue for events, Cinema/theatre, Museum/exhibition space, micro office/meeting rooms, eateries, retail, Micro brewery etc. Looking further ahead into the future be part of a wider cultural quarter of regeneration of the waterfront area of the Town.

This broad base of engagement demonstrates that the group are seeking wide input to ensure the community leads in the delivery, the group ensure this by ensuring that:

Local champions drive the projects, There is wide support from our community and local press, Early support from funders, Clear aims in what we want to do which has fired public imagination and support, Professional business like approach to all our activities giving confidence to funders and supporters, Engaged with key funders early to get them excited about the project and persuaded them to visit the site/project, Hand selected and gained valuable patrons, Plan for a financially sustainable project and as such business orientated with a multi use of office space, work units as well as a community and heritage function. Actively market for tenants encouraging community group that the Abbot's Staith will become their home, Have a clear desire for 'Green' solutions in heating and power, Lastly we try to ensure nobody wants us to fail.

As well as engagement and raising awareness the group is undertaking with interest and academic groups further historical and archaeological research and building assessment to inform plans to acquire, stabilise, restore and return the Abbot's Staith to future use.

Continue on next page **Q2.2 What does your project involve? (500 words)**  
**continued.**



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### 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	06	Month	April	Year	<b>2016</b>
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Finish date

Day	5	Month	April	Year	<b>2017</b>
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### Q2.4 Which key objectives in the Central 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 <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Tidy environment	This time last year the shop that abuts the Staith (gateway to the Abbot's Staith) was closed up, scruffy, dirty and dark. It is now a project base, information site with a vibrant fair trade gift shop raising much needed funds and soon to open museum gallery on the first floor. Keeping the project going will ensure the shop presence and Abbot's Staith regeneration will save two buildings for further decay and keep them in use and free from antisocial issues.
Objective 2: Promoting the economy	In keeping a once closed shop in use, in creating paid work for local tradesmen, and 26 volunteers opportunities that can lead to further education and employment. In addition future job creation and the stimulus for substantial regeneration lead by the community ensuring its uses are what local people



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	<p>want.</p> <p>By listening to local people the group have been able to identify a number of options for the proposed uses of a restored building. This has helped shape the outcomes to provide facilities and services both required by and not currently available in the town.</p> <p>Three volunteers have used the project as work experience and are now in full time employment. Two unemployed young people have now gone onto College for further studies in History and archaeology.</p>
<p>Objective 3: Health and well being</p>	<p>Many of our volunteers volunteer to keep themselves active and/or to lead an element of the many faceted areas of the project. Skills within the group are varied but include people who used to run businesses or manage large groups of people and more than suited to manage an area of the project such as historic research, planning or activities. It is documented that active people, who are engaged and part of something positive live longer, stay healthier and are more active. The Abbot's Staith regeneration project is made up of positive people all fighting to save a medieval building at risk of further deterioration and an opportunity as local people to work with the wider community to lead on its development and uses.</p>
<p>Objective 4: Resolve local issues</p>	<p>The area has a high percentage of retired and unemployed people within it who the group positively engages with to seek their involvement in activities that will be to the mutual benefit of both the individual and the project. The group target these groups providing interesting and rewarding opportunities to participate in activities that will support the restoration of the building and allow individuals to contribute in their own way to making Selby a better place to live.</p>



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



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The Abbot's Staith Heritage Trust is made up of local people who care considerable about the importance of the medieval buildings and the connections to the Abbey and our community. With only one part time employee and 26 volunteers leading the direction of the project, the trust of local people actively seek as many stakeholders as possible enthusiastically seeking to connect to wider groups for each activity the group do.

The group sees the whole community as the beneficiaries of a restored multi-use amenity that is lead by a community to ensure it delivers what they want and will use. We are already working with many groups such as Museum group, History group, Civic society, Family History, Selby Globe, Selebians, Monk Fryston History Group, North Duffield Historical society etc.

The group has and continues to seek wide participation from schools (already spoken to over 900 school children with plans for every school in the area), other groups and interest groups (26 presentations so far) and people from the community (2000 people have visited the Staith so far). Each person is told about the Staith and asked for their thoughts on the potential uses and how best we can all help our community. Focus groups and all actives collect data that is fed back to the group to ensure local people are involved at every stage of the regeneration project and the mailing list in less than a year now tops 1500 people.

Many of the volunteers are either retired or unemployed members of the community who all have a vested interest in the outcome.

The number of trustees, committee members and volunteers continue to increase as more interest groups are reached with the awareness campaign and are coming from the local community.

Individuals are able to participate at whatever level they are able including enduring rolls such as historical research, funding and project planning or in the design and delivery of individual projects that involve specific activities ie establishing a museum gallery / museum, creating a workshop to support one off and long term requirements as well as awareness days, stalls, focus groups, historical open days etc.





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### 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.

## Question 2.6:

**Official data** - *Recent plans all point up the significance and quality of the central conservation area and the need to bring a restored Abbot's Staith into beneficial use; and the Selby Town Centre Conservation Area appraisal (April 2007) indicates that the Abbey and Abbot's Staith are the only extant representatives of the medieval period (12th-16th century).*

*"Selby has a key role to play as the economic, cultural and social hub for a large rural hinterland and is well placed to benefit from growth associated with the Leeds City Region and York" (Selby District Core Strategy Local Plan, October 2013)*

*"Heritage assets on the Heritage at Risk Register that require a sustainable future – particularly the District's moated site, Huddleston Hall and the buildings at Abbot's Staith(e)" (Selby District Core Strategy Local Plan, October 2013 – Policy SP18, Protecting and Enhancing the Environment).*

The Abbot's Staith Heritage Trust has consulted widely all sections of the community to arrive at a list of potential uses for the restored building. Community and interest groups have identified a number of amenities not presently provided in the Town such as a large venue for events (weddings, functions and elections), an exhibition and museum space, an art and cultural space, in their own right these amenities may not be viable but as part of a multi-use facility they could support each other to thrive. Similarly the Globe Cinema is at the point of requiring larger premises to operate from; this project could provide that facility.

As well as the research with the local community beneficiaries the group have been active in visiting similar projects elsewhere in the Yorkshire area this has been informative to discover the challenges presented to similar projects and how they were overcome.

The group are actively engaged with the funding community to better understand what their requirements are to enable their support of the group's aims.

Before the group embarks on specific projects their viability is tested against the initial criteria established for the project and where possible piloted. An example would be the idea of the potential museum element of the final use. The group has plans to initiate pop up museums in venues across the town and run a museum week in the summer of 2016 and will be monitoring the community response to inform future plans.

The group takes every effort to ensure its plans are challenged and can demonstrate an enduring requirement of the community is being met.



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## Section Three: Project finances

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

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

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

Make sure you include:

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

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

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>			
<b>Revenue</b>	£16493	£8150	Apr 16 – October 17
<b>Total</b>	£16493	£8150	Apr 16 – October 17

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

Yes	↑	No
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This funding application is to secure the annual operational expenses (licence, salary, utility costs) for the project. It will enable the continuance to operate from 79 Micklegate Selby, which provides a focal point in the town adjacent to the site, the funding will cover the licence fee, heating / lighting expenses and the cost of a part-time (16hr/wk) salary of the project co-ordinator for 6 months of the yearly costs. Other funding is being sought from County, District and Town councils, regeneration schemes and charitable trusts to secure finance for specific project needs including;

- A further 6 months running costs
- Historical research and archaeology
- Establishing a workshop and running courses in wood, stone and metal crafts for delegates and volunteers to participate and learn skills, contribute to building and furniture restoration
- Create a museum and gallery space

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

Yes		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
Central Area	£8150



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

Tell us:

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

Examples of costs you could include:

#### **Revenue**

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

#### **Overheads**

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

#### **Capital**

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

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

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To keep an information base, offer tours of the medieval building, continue the fair trade gift shop, museum gallery and to hold the high level of community events new and existing, the group are seeking 6 months running costs to include, a part time salary, licence and running costs. The group are seeking a further 6 months running costs from Stronger communities (NYCC).

The yearly breakdown is as follows:

### Inc & Exp Summary Abbot's Staith Heritage Trust CIC 16th April to 15th March 2017

Projected	Total
Income	
Other funder November to March 2017 (Reaching Communities (NYCC)	£8,343
CEF April to October 2016	£8,150
	£16,493
 Expenditure	
Licence / Rent	£4,500
Rates	£423
Heat/light	£480
Water	£310
Insurance	£323
Website	£67
Printing	£80
Training costs	£55
Travel exp	£75
Promotion	£100
Phone/Broadband	£300
Solicitors fees (Licence fee)	£200
Equipment	£200
Post	£20
Salary	£9,360
<b>ACTUAL</b>	<b>£16,493</b>