



Lincolnshire Development is part of LINC@LNESHIRE COUNTY COUNCIL



"EUROPEAN UNION"

DEVELOPING MULTI USE CENTRES APPLICATION FORM

Foreword

Projects seeking the support of the Developing Multi Use Centres Grant must:

- Contribute to the goals, objectives and priorities of the Grant
- Be located within the eligible Objective 2 area
- Not be the responsibility of other bodies or agencies although consideration will be given to partnership projects
- Have been working with a Project Development Worker to identify community needs

You should note that:

- All grant aid is discretionary and all applications are the subject of appraisal to determine the need for support.
- If grant aid is offered, it will be the **minimum** aid necessary to enable the scheme to go ahead.

Guidance notes on how to complete this application are contained within the left-hand section of the form. ALL ANSWERS ARE TO BE WRITTEN IN THE SPACES PROVIDED.

COMPLETED FORMS AND DOCUMENTATION SHOULD BE RETURNED TO:

The Project Manager
Multi Use Centres
Lincolnshire Development
Beech House
Waterside South
LINCOLN
LN5 7JH

Checklist

- Please check that you have answered all the questions
- Incomplete applications will cause a delay in the processing whilst the missing information is sought
- Please ensure that you have enclosed the following (if applicable):

	Copy of Business Plan
	Estimates or quotations – 3 quotations will be required
	Sustainability Checklist
	Constitution and Equal Opportunities Policy
	Confirmation of other funding
	Additional information e.g. maps, job descriptions, letters of support, work programmes, planning permission,

<p>5. Project description:</p> <p>(a) What is your project going to do?</p> <p>Describe exactly what the project will achieve.</p> <p>The full description will be included within your Business Plan</p> <p>Include: Exactly where the Centre will be located (<i>ie in the existing Village Hall or in unused community building</i>) What is currently provided at the facility What will be new in the Centre</p>	<p>The Caistor multi-use Centre project is an initiative, led by the Caistor Development Partnership and Caistor Town Council, to develop the use of two rooms in the old magistrates court house at 19 South Street, Caistor. The building is currently unoccupied.</p> <p>The project's main objective is to create a multi use centre that will supply the community of Caistor and it's neighbouring parishes with the means to deliver essential and key services. This will include:-</p> <ul style="list-style-type: none"> • Provide community space within the town centre to accommodate increased service provision. • Be able to offer an extended range of information / advice leaflets, space for surgery type counsel, one to one interviews and an access point for local / district and county information. • Work with Lincolnshire County Council and West Lindsey District Council to provide a hub and spoke service and develop the provision and usage of community facilities in the town.
<p>(b) How do you plan to do it?</p> <p>Identify how the project will operate and the purpose for which a grant is required. Include timescales i.e. tender dates, advertising posts, planning permission etc.</p> <p>Example: Install xxx number of computers Employ a Centre Manager Increase opening hours to....</p> <p>Any relevant supporting information i.e. job description, maps, work programmes etc. should be included with your Business Plan</p>	<p>The closing of the magistrates court in Caistor has afforded the opportunity to provide additional community facilities and retain the parking spaces associated with it. The two ground floor, west facing offices either side of the original main entrance off South Street will provide a small office, a reception area, private interview room, a meeting room and external storage which will be capable of offering access to key and essential services, information, advice, education and training.</p> <p>It is proposed to equip this facility with appropriate furnishings and fittings, a computer with broadband internet access, scanner, binding equipment, digital projector, overhead projector, dvd recorder, vhs player, hearing aid induction loop, display panels, leaflet display units, display lighting, notice boards. This will enable great flexibility and use by all kinds of different organisations providing a wide range of facilities encouraging maximum use.</p> <p>Lincolnshire Development are to oversee the capital alterations to the building to ensure that timescales are adhered to and costs fall within budget. It is anticipated that work will start in September 2005 and be completed in April 2006.</p> <p>The Multi-Use Centre project will be managed by a Management Group / Trustees comprising 4 Town Councillors and 4 members of the Caistor Development Partnership and will be manned by volunteers for 20 hours each week. It is anticipated that the facility will be used at other times for meetings of voluntary groups within the community.</p>
<p>(c) Over what area will the project operate?</p> <p>Indicate the geographical area to be covered.</p>	<p>Caistor and it's neighbouring parishes particularly Nettleton, Holton-le-moor, Claxby, Moortown, South Kelsey, North Kelsey, Searby, Grasby, Clixby, Great Limber, Cabourne, Swallow, Cuxwold and Rothwell.</p>

<p>(d) Planned period of project. Dates should be realistic and not retrospective</p>	<p>Start date: September 2005</p>		<p>End date: Construction / conversion phase - April 2006. Actual use – forever.</p>			
<p>(e) Who will benefit?</p> <p>Tick boxes to indicate which groups are the likely beneficiaries. You can tick more than one box</p>	<p>Women</p>	<p><input checked="" type="checkbox"/></p>	<p>Local Communities</p>	<p><input checked="" type="checkbox"/></p>	<p>People with disabilities</p>	<p><input checked="" type="checkbox"/></p>
<p>Men</p>	<p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>Unemployed</p>	<p><input checked="" type="checkbox"/></p>	<p>People on Low income</p>	<p><input checked="" type="checkbox"/></p>
<p>Young people age 0-5</p>	<p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>Returns to work</p>	<p><input checked="" type="checkbox"/></p>	<p>Elderly</p>	<p><input checked="" type="checkbox"/></p>
<p>Young people age 6-15</p>	<p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>Long-term unemployed</p>	<p><input checked="" type="checkbox"/></p>	<p>Ethnic minorities</p>	<p><input checked="" type="checkbox"/></p>
<p>Youth age 16-24</p>	<p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>Business sector</p>	<p><input checked="" type="checkbox"/></p>	<p>Homeless</p>	<p><input checked="" type="checkbox"/></p>
<p>(f) Why is it necessary?</p> <p>Explain in detail why you feel the project is necessary based on any study work that has been undertaken</p> <p>Example: "a study was carried out which identified that there is community support for the services....."</p>	<p>In early 2001 a consultation document/questionnaire was drawn up by the Caistor Development Partnership and delivered to every home in the town. The results of the survey indicated a lack of community services in the town centre. A recent Community Open Day in the town hall highlighted the work of the voluntary organisations and helped to gauge local opinion on the provision of local services for all sections of the community.</p> <p>No statutory services exist in the town centre but West Lindsey District Council area office, LCC Library Service and GP Medical Practice are located off South Dale, Caistor a quarter of a mile from the town centre. People seeking advice currently not available in the town, must travel to Grimsby, Market Rasen, Gainsborough or Lincoln, up to 27 miles away.</p> <p>The Multi-Use Centre will improve service provision by offering additional, locally accessed, information and guidance addressing the practical and emotional support required by residents and voluntary organisations.</p>					
<p>(g) How will it be supported beyond the period of grant assistance?</p> <p>Give brief details of arrangements to cover the maintenance/ running costs.</p> <p>Example The Business Plan indicates that sufficient income will be generated..... It is intended to apply for further funding from the following sources.....</p>	<p>It is anticipated that the various rooms will be hired out to voluntary, statutory and commercial organisations such as the Caistor Old Peoples' Welfare Committee, Caistor Development Partnership, Caistor Society, Caistor Town Council, Citizens Advice Bureau, Wolds Countryside Service, Lincolnshire County Council, University of Lincoln, Lincolnshire Police, South Humber Business Advice Centre, Volunteer Bureau, WLDC Tourism.</p> <p>It is anticipated that the centre will be self financing. Income from lettings, use of the facilities and sale of Tea & Coffee will be used to defray expenditure of the centre. The volunteers have agreed to organise fund raising events to raise additional revenue.</p> <p>The business plan indicates that sufficient income will be generated to cover expenditure and the replacement of equipment as necessary.</p>					

<p>(h) What, if any, support do you have from organisations not contributing to the project costs?</p> <p>Identify other groups or organisations involved in the project but not contributing to the costs. Explain the role that they will play in relation to the project. Please include any documentary evidence i.e. letters of support.</p>	<p>We have received a number of letters of support for this project from Caistor Old Peoples' Welfare Committee, Citizens Advice, Wolds Countryside Service, University of Lincoln, South Humber Business Advice Centre (SoHBAC) and West Lindsey District Council Tourism who will make use of the facilities.</p> <p>The Wolds Countryside Service are keen to explore it's use to interpret the Lincolnshire Wolds Area of Outstanding Natural Beauty. SoHBAC propose to use it as an outlet for their business support services to meet clients from Caistor and the surrounding area. The Caistor Old Peoples Welfare Committee would like to use it as a drop-in centre for the senior citizens and WLDC Tourism would like to display tourist information in order to promote tourism in Caistor and the surrounding area.</p>
<p>6 Monitoring and evaluation</p> <p>(a) How will this project be managed and run?</p> <p>Explain who will be running the project, how it will be managed and the qualifications possessed by that person/ body/ organisation to do so.</p> <p>Please advise us of the management structure and status i.e. constituted body, local authority etc.</p>	<p>The Multi-Use Centre project will be managed by a Management Group / Trustees comprising 4 Town Councillors and 4 members of the Caistor Development Partnership. Income, expenditure, user numbers, enquiries, community feedback, achievement of milestones and promotion will be monitored on a regular basis.</p> <p>On a day to day basis the multi-use centre will be operated by a group of volunteers from organisations within the town such as the Caistor Development Partnership, Caistor Society and the Town Council. A rota will be devised to ensure that the building is opened up as necessary.</p>
<p>(b) How and when will you monitor your progress?</p> <p>Indicate how the project will be monitored. It is important to know what checks are in place to monitor the progress and achievement of the project. This could include preparing quarterly reports on progress and monthly reports to a steering group/ management committee.</p>	<p>Progress will be monitored on a daily basis by the use of booking forms and a visitors book.</p> <p>We will compile a daily monitoring sheet and transfer figures to a database for reporting purposes.</p> <p>We will ensure user evaluation is recorded and we will carry out a customer satisfaction survey and report details.</p> <p>A monitoring report will be generated very two months for the Management Group / Trustees.</p>
<p>(c) What outcomes do you hope to achieve?</p> <p>An outcome of a project is the longer-term effect that the project will have on the issue being tackled. This can be difficult to identify but is essential that you attempt to do so. A simple way is to identify what the project has been set up to achieve overall. Example: <i>"increased childcare provision for pre-school children in the area identified will enable more opportunity for parents to access employment and so increase disposable income"</i></p>	<ul style="list-style-type: none"> • Increased business support for local businesses. • Access point for job vacancies. • Increased use of West Lindsey District Council and Lincolnshire County Council services. • Increase the number of tourists and visitors. • Increased opportunity for community use by voluntary organisations. • Regular meetings and social interaction amongst all age groups. • Opportunities for organisations such as the Wolds Countryside Service to develop Interpretive elements for the immediate area including the Wolds, the Vicking Way, Water Hills, History of Caistor and the surrounding area, Archaeological Finds such as the Medieval Fish Ponds, the Roman Fort and the Scheduled Ancient Monument.

<p>7 If this grant scheme is unable to fund your project, what will the effect be?</p> <p>Tick box and give details as to why the project would be affected in this way.</p>	<p>The project will be delayed</p>		<p>The project will be reduced in scale</p>		<p>The project will not go ahead.</p> <p>There are no alternative sources of funding for this project.</p>	<p>√</p>
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<p>8. Project costs</p> <p>List the full estimated or actual costs of the project.</p> <p>We do not require the details of all your organisation's costs – just those that relate to this project and grant application</p> <p>Indicate estimated costs by marking with an "E" and actual costs by marking with an "A".</p> <p>A full breakdown of the costs should be included within your Business Plan</p> <p>Check your figures carefully:</p> <ul style="list-style-type: none"> • DO THEY ADD UP? • Have you broken them down into capital and revenue? • Have you entered the costs for the appropriate year? 	<p>Capital Costs</p>	<p>Year 1 £</p>	<p>Year 2 £</p>	<p>Year 3 £</p>	<p>Total £</p>
	<p>Construction/ Adaptation costs Installation of bike racks and improving access, safety equipment</p>				
	<p>Fees (surveyors, planning etc)</p>				
	<p>Equipment and fittings Mats, tables, chairs</p>	<p>15,881.00</p>			
	<p>Other (please specify) CCTV Equipment</p>	<p>6,200.00</p>			
	<p>A. TOTAL CAPITAL COSTS</p>	<p>22,081.00</p>			
	<p>Revenue Costs</p>	<p>£</p>	<p>£</p>	<p>£</p>	<p>£</p>
	<p>Salaries and associated costs:</p>				
	<p>Other (please specify): - Broadband installation - Network Charge - Heating & Lighting - BT Line installation and first years rental - Insurance</p>	<p>50.00 180.00 250.00 246.00 380.00</p>			
<p>B. TOTAL REVENUE COSTS</p>	<p>1,106.00</p>				
<p>C. TOTAL COSTS A+B=</p>	<p>23,187.00</p>				

Who has prepared the estimate of costs and on what basis?

We have worked with a number of local suppliers and estimates have been provided by these organisations against a specification.

9. Project Funding	Name of Funder	Year 1 £	Year 2 £	Year 3 £	TOTAL £
<p>Please indicate SECURE FUNDING with an “S”. Indicate whether contributions are in CASH or KIND.</p> <p>List the amounts of funding you expect to receive. Specify the names of the organisations contributing and/or the type of funding applied for/approved in the column titled “Name of Funder”.</p> <p>Where funding is secure please attach letters of confirmation.</p> <p>When completing this section, please consider whether all sources of potential funding have been sought, enclosing letters of response from Funders which have been approached.</p>	Applicant’s contribution				
	Local Authority (County, District, Town/Parish Council)				
	Other Government Departments or Agencies (please specify)				
	Lottery Funding				
	Charities/ Trusts				
	Private Sector				
	Project income				
	Local Fundraising				
	Other (Please specify)				
	GRANT REQUIRED FROM DEVELOPING MULTI USE CENTRES: CAPITAL GRANT REVENUE GRANT	22,081.00 1,106.00			
Note: The total funding should equal the total costs detailed in section 8	TOTAL FUNDING	23,187.00			

10 Declaration by the applicant:

Remember to sign and date the application. Applications will not be accepted without a signature.

I declare that, to the best of my knowledge and belief, the information given on this application form and in my supporting material is correct.

I understand that acceptance of this application does not in any way signify that the project is eligible or will receive grant aid.

I am applying for a grant of:

Year 1	£ 23,187.00
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Year 2	£ NIL
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Year 3	£ NIL
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TOTAL	£ 23,187.00
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Signature:

Date: **1st September 2005**

Name and title

**Roy Schofield
Chairman of Caistor Development Partnership**

On behalf of:
(name of organisation)

CAISTOR MULTI-USE CENTRE