



**KIRKBYMOORSIDE TOWN COUNCIL
GRANT SCHEME APPLICATION FORM**

Name of group:	Kirkbymoorside Community Library (CLIC)
Main group contact: (full name and title)	██████████
Position in group	Treasurer
Address	CLIC @ Kirkbymoorside 7 High Market Place Kirkbymoorside YO62 6AT
Telephone	██████████
Email	██████████
Provide a <ul style="list-style-type: none"> • detailed description of the project • evidence of the need for your project, • and show who will benefit from it 	<p>We are applying for funding to help with the cost of cleaning the Library building. As a community library we receive a subsidy from the county council towards the rent and utility costs but need to raise money through grants and fundraising events to cover the other running costs.</p> <p>The library remains an essential part of Kirkbymoorside, providing public computer access and local information as well as meeting rooms that are being increasingly used by local groups again on a regular basis. We have been fortunate in securing regular bookings from Reeds in Partnership for the Government restart programme and driver theory tests for the DVSA.</p> <p>Much effort is being devoted to activities for children, such as regular story times and crafts, which has become a popular weekly activity since re-opening after lockdown. We will soon be offering creative writing workshops for Y9's in association with Ryedale school.</p> <p>We employ a local person to clean the building for five hours each week. Library users often comment on the cleanliness of the building.</p>
What are the full costs of the project (including VAT if applicable)	Labour - £3510 (based on agreed rate of £13.50/hr) Materials - £685 (based on LY actual) Total = £4,195
Where is other funding from the project to come from?	Kirkbymoorside Town Council budget £1,400
Please tell us the stage at which your other applications are at	N/A
What contribution to these costs would you like from the Town Council?	An additional £2795 please

Is this contribution for a specific element of the project?	No
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	✓
To qualify all applicants must provide a FULL financial disclosure which are as follows:	
i. 3 months copies of statements from ALL Bank accounts and statements of monies held in funds ETC	✓
ii. Must include a statement from the applicant of what applications to other bodies have or had been applied for and awarded to fund this project.	Detailed above
Copy of the most recent/audited accounts	✓
Evidence of planning permission (if necessary)	N/A
Quotes for capital items and works over £500	✓
Twelve month forward plan: activities and finance (applications less than £5,000)	✓
Business plan for the next three years (applications over £5,000)	N/A

Please return to:

Lisa Bolland, Kirkbymoorside Town Council
 Town Clerk, Church House, 7 High Market Place
 KIRKBYMOORSIDE YO62 6AT

Tel: 01751 432217

email: town.clerk@kirkbymoorsidetowncouncil.gov.uk

www.kirkbymoorsidetowncouncil.gov.uk

Kirkbymoorside Projected Income & Expenses 2024 - 2025

Income	Budget vs Actual 2024/2025														

Area	Yearly	Monthly Total and % YTD												YTD	%
		Target	April	May	June	July	Aug	Sept	Oct						
Book Sales	800	153	19%		0%		0%		0%		0%		0%	153	19%
Cleaning Sub	1400	0	0%		0%		0%		0%		0%		0%	0	0%
Donations	850	17	2%		0%		0%		0%		0%		0%	17	2%
Events	1500	0	0	155	10%		0%		0%		0%		0%	155	10%
Friends	600	50	8%		0%		0%		0%		0%		0%	50	8%
Library Income	2500	150	6%		0%		0%		0%		0%		0%	150	6%
Merchandise	3800	455	12%		0%		0%		0%		0%		0%	455	12%
Raffle	500	0	0	0	0%		0%		0%		0%		0%	0	0%
Room Rental	9000	816	9%	0	0%		0%		0%		0%		0%	816	9%
TC Rm Booking	1800	120	7%	120	7%		0%		0%		0%		0%	240	13%
Total	22750	1761	8%		0%		0%		0%		0%		0%	2036	9%

Area	Yearly	Monthly Total and % of Budget									YTD Total		
		Target	Nov	Dec	Jan	Feb	Mar			%			
Book Sales	800		0%		0%		0%		0%		0%	153	19%
Cleaning Sub	1400		0%		0%		0%		0%		0%	0	0
Donations	850		0%		0%		0%		0%		0%	17	0.02
Events	1500		0%		0%		0%		0%		0%	155	0.1
Friends	600		0%		0%		0%		0%		0%	50	0.08
Library Income	2500		0%		0%		0%		0%		0%	150	0.06
Merchandise	3800		0%		0%		0%		0%		0%	455	0.12
Raffle	500		0%		0%		0%		0%		0%	0	0
Room Rental	9000		0%		0%		0%		0%		0%	816	0.09
TC Rm Booking												240	
Total	20950	0		0		0		0		0		1796	9%

Expenses		Budget vs Actual 2024/2025													
Area	Yearly	Monthly Total and % of Budget												YTD total	%
	Target	April	May	June	July	Aug	Sept	Oct							
Cleaning Contract	3510	270	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	270	8%
Cleaning Mat	685	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%	
Cleaning Windows	100	25	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	25	25%	
Cost of Merch	456	12	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	12	3%	
Event costs	400	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%	
Insurance	250	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%	
Misc Cash short	100	4	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	4	4%	
Misc Expenses	250	13	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	13	5%	
Misc Resources	1090	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%	
Newspapers	105	10	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	10	9%	
NY Rent Paid	600	0	0%	600	100%	0%	0%	0%	0%	0%	0%	0%	600	100%	
Repairs & Maintena	2500	247	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%	247	10%	
Stationery	150	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%	
SumUp Costs	30	2	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2	7%	
Utilities	4300	533	12%	0%	0%	0%	0%	0%	0%	0%	0%	0%	533	12%	
Volunteer Events	200	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%	
Waste Collection	271	271	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	271	100%	
Totals	14997	1387	9%	600	0	0	0	0	0	0	0	0	1987	13%	

Area	Yearly	Monthly Total and % of Budget									TD Total	
	Target	Nov	Dec	Jan	Feb	Mar						%
Cleaning Contract	3500	0%	0%	0%	0%	0%	0%	0%	0%	0%	270	
Cleaning Mat	685	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	
Cleaning Window	100	0%	0%	0%	0%	0%	0%	0%	0%	0%	25	
Cost of Merch	456	0%	0%	0%	0%	0%	0%	0%	0%	0%	11.54	
Event costs	400	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	
Insurance	250	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	
Misc Cash short	100	0%	0%	0%	0%	0%	0%	0%	0%	0%	4	
Misc Expenses	250	0%	0%	0%	0%	0%	0%	0%	0%	0%	12.87	
Misc Resources	1090	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	
Newspapers	105	0%	0%	0%	0%	0%	0%	0%	0%	0%	9.95	
NY Rent Paid	600	0%	0%	0%	0%	0%	0%	0%	0%	0%	600	
Repairs & Maintena	2500	0%	0%	0%	0%	0%	0%	0%	0%	0%	247	
Stationery	150	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	
SumUp Costs	30	0%	0%	0%	0%	0%	0%	0%	0%	0%	2.17	
Utilities	4300	0%	0%	0%	0%	0%	0%	0%	0%	0%	533.1	
Volunteer Expens	200	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	
Waste Collection	275	0%	0%	0%	0%	0%	0%	0%	0%	0%	271	
Total	14991	0	0	0	0	0	0	0	0	0	1987	