



**KIRKBYMOORSIDE TOWN COUNCIL
GRANT SCHEME APPLICATION FORM**

Name of group:	Kirkbymoorside History Group					
Main group contact: (full name and title)	Mr Stephen Peet					
Position in group	Chairman					
Address	Kirkbymoorside York YO62 6					
Telephone	01751					
Email						
Provide a - detailed description of the project - evidence of the need for your project, - and show who will benefit from it	- To establish a Community Archive in Crown House, The Shambles, Kirkbymoorside. - Currently all the group's archive material is held in our shipping container on land at Ryedale Auctioneers. This is on private property remote from the town centre and is not readily accessible to the community for inspection. The container stores the material securely but with no heating or natural light is not an appropriate environment for conserving or cataloguing the archive. - Crown House offers the ideal location into which we can move the archive in order to catalogue and conserve it. The community of Kirkbymoorside will benefit because the archive will be accessible in a town centre location and be open at specific times and also by arrangement. Crown House offers display space so that material can be exhibited more frequently. It will also have a computer facility to benefit local people who approach the group for help with researching their family history or aspect of Kirkbymoorside's past.					
What are the full costs of the project (including VAT if applicable)	£10,000 for a two year lease of Crown House.					
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Funder - Y&NY Combined Authority VSHS Initiative</td> <td style="width: 30%; text-align: right;">£4661</td> </tr> <tr> <td>Funder - Kirkbymoorside History Group</td> <td style="text-align: right;">£4089</td> </tr> </table>		Funder - Y&NY Combined Authority VSHS Initiative	£4661	Funder - Kirkbymoorside History Group	£4089
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Funder - Kirkbymoorside History Group	£4089					

Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	NYC have accepted our request to take on the lease. The VSHS funding has been confirmed. The History Group funding is available in our bank accounts. We are only waiting for clarification from NYC planning department about whether we need a change of use permit. All the furniture we need to set up the project is held in temporary storage and so we are ready to move in and begin operating as soon as the lease is signed.
What contribution to these costs would you like from the Town Council?	£1250
Is this contribution for a specific element of the project?	To cover the remaining two months of rent of a two year lease.
What is the structure of your organisation?	Informal group ☐ Registered charity ☐ Other ☒ ☐ Please give details below We are an informal group who are currently in the process of applying to become a registered charity

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.	✓
Copy of the most recent/audited accounts	✓
Twelve month forward plan: activities and finance (applications less than £5,000)	✓

Statement of funding application to other bodies

Application to the York and North Yorkshire Combined Authority, Vibrant and Sustainable High Street initiative –

- For contribution towards the two year lease of Crown House. £4661 granted.
- For set up costs, including pc, printer, A2 flatbed scanner, archive standard storage materials, display boards, etc. £4399 granted.

3 YEAR PLAN

Year ending 31.3.2026			31.3.27	31.3.28	31.3.29	31.3.30
Payee name	£	Cost centre	first 5 mths move in, sort, archive	archive, exhibit prep, events, more retail	complete archive, expand events, exhibits, talks, research income	
Book sales	2250.00		2250	2500	2750	2750
Merchandising sales	468.07		600	Move to Crown House shop		
Crown House retail sales			0	1500	2500	2500
Calendar sales	800.00		900	1000	1000	1500
Pop up shop income	425.00		1200	Move to Crown House shop		
Fairs & stalls	518.38		500	600	750	900
Donations / legacies	500.00		1000	1500	1750	2000
Copy / print / research charges	0.00		0	300	500	600
Exhibitions, events, talks	948.24		500	1500	2000	2250
Grant	0.00		0	0	0	0
	5909.69		6950	8900	11250	12500
NYC	0		3125	7500	7500	7500
Business rates	0		0	0	0	0
Utilities	0		625	1500	1750	1750
Maintenance	0		300	300	300	300
Sundry consumables	0		100	100	100	100
McClarrons	208.96	Insurance	95	220	240	240
Rymans	29.48	Stationery	100	125	125	125
Creative Squeeze	100.00	Web host	100	120	125	125
Library	166.00	Event costs	0	0	0	0
HPE	1412.35	274 books avge cost £5.15 each	750	850	900	900
HPE	20.40	20 cards avge cost £1.02 each	20	25	25	25

HPE	6.00	50 postcards avge cost 12p each	10	15	15	15
HPE	30.00	Prints	0	0	0	0
Merchandising costs	0.00		100	150	300	300
Acquisition of exhibit	100.00	Display unit	0	0	0	0
Bank charges	60.00		90	120	130	130
Total	2133.19		5415.00	11025.00	11510.00	11510.00
Profit / loss	3776.50		1535.00	-2125.00	-260.00	990.00
Cash at bank Sep 2026	6200.00		7735.00	5610.00	5350.00	6340.00
Assumptions. Figures for 2026 are actual. Figures to y/e 2027 are to end July 2026 and estimated with key amounts due over Oct -Dec for Autumn and Christmas fair and gift sales. Print costs have been heavy due to building stock of books etc and using external sources. With a suitable in-house printer this would be much reduced. Having no 'shop front' we rely on leaving books at a local shop to sell along with those we sell at fairs and events. We assume no BR payable as the rateable value is c£5000. Rent for y/e 2027 is based on Nov 26 to Mar 27. Utilities are based on previous tenant actual. Pop up shops have been in borrowed premises but very successful, ytd 2027 £1200. Crown House gives us the space to do more. Cautious increases assumed on income.						

ACCOUNTS

Charitable / working account

Opening balance - 1st April 2025 **£1,293.68**

Money paid in

Cash, cheques and Sumup payments **£3,975.31**
(for books, calendars, events tickets and events donations)
Talks to other organisations **£110.00**
Pieter Lietart grave appeal **£1,718.38**

Total income **£5,803.69**

Transferred in from Bmm account **£0.00**

Total money in **£5,803.69**

Money paid out

HPE Printer (for printing books and calendars) **£1,402.75**
Broker Network (for public liability insurance) **£208.96**
Creative Squeeze (website) **£100.00**
Norton (internet security) **£49.99**
Kirkbymoorside library (meetings room hire) **£48.00**
Miscellaneous expences **£128.49**
Bank charges **£34.98**

Total expenditure **£1,973.17**

Transferred out to Bmm account	£0.00
Total money out	£1,973.17
Closing balance 31st March 2026	£5,124.20

Bmm / savings account

Opening balance 1st April 2025	£2,584.80
Money transferred in during the year	£0.00
Money transferred out during the year	£0.00
Interest earned	£39.79
Closing balance 31st March 2026	£2,624.59

Summary of accounts 2024/25

	<u>Date</u>	<u>Working</u>	<u>Savings</u>	<u>Total</u>
	1st April 2025	£1,293.68	£2,584.80	£3,878.48
	31st March 2026	£5,124.20	£2,624.59	£7,748.79
	Change	£3,830.52	£39.79	£3,870.31