

URGENT ATTENTION

## Community Fund Proposal Form

Please read the Guide to the Community Fund before you fill in this form

Then complete Section 1: Budget Proposal.

If you are proposing to deliver the project yourself, please complete Section 2: Delivery agency as well. We can help you with this or do it for you – see who to contact in the Guide to the Community Fund.

Continue on separate sheets if you need to, or expand the boxes if you are filling in the form electronically.

MAY WE DRAW YOUR ATTENTION TO 8,  
Section 1: Budget Proposal

1. Name of Ward

CASTLE

2. Title of proposal

QUEENS ROAD XMAS LIGHTING

3. Name of group or person making the proposal

QUEENS ROAD TRADERS ASSOCIATION – C. HAWKINS (MR)

4. Short description of proposal. Please include information on **how the money will be spent, who will benefit, when they will benefit, and how we will know when the proposal has been successful.**

It is important that your answer to this question is clear, because we will only pay the costs when we can see evidence that the outcomes you describe here have been achieved. You can provide further details in your supporting information if you want to.

INSTALLATION OF XMAS TREES AND DECORATIVE LIGHTING OVER THE FESTIVE SEASON FOR THE BENEFIT OF THE COMMUNITY (SHOPKEEPERS AND RESIDENTS). TO RAISE THE 'FEELGOOD' FACTOR AND TO INCREASE AND ENCOURAGE MORE PEOPLE TO VISIT THE AREA.

5. Have you provided supporting information?



Tick if yes

6. What is the total cost to the Community Meeting?

£2,676

7. How have you estimated or calculated the cost? Please show each item of expenditure and say whether it is an estimate or an actual cost.

Item	Cost £	Estimate or actual cost?
40 Xmas Trees @ £20		800
REPLACEMENT LIGHT BULBS		376
REPLACEMENT ELECTRICAL ITEMS		150
LABOUR FOR :- PROCUREMENT, INSTALLATION, REMOVAL & DISPOSAL		1350
<b>Total</b>		<b>2,676</b>

8. Have you tried to get funding for this project from anywhere else, either in the Council or from another organisation? If so, please give details

NO  
IN ORDER FOR WORK TO COMMENCE FUNDS ARE NEEDED TO PURCHASE MATERIALS. WORK IS PLANNED FOR LAST WEEK IN NOVEMBER THEREFORE CAN FUNDS PLEASE BE AVAILABLE FOR THAT WEEK OR AS SOON AS POSSIBLE BUT NOT AFTER 5/12/08

9. Who proposed the project? Please provide contact details.

Name of contact person	C. HAWKINS
Your position in organisation or group	TREASURER
Name of organisation or group	QUEENS ROAD TRADERS ASSOC.
Address	c/o [REDACTED]
Phone number	[REDACTED]
Email	


**Section 2: Delivery agency (this could be a single person, group of people or a group or organisation)**

10. Who will deliver the project? Please provide contact details.

Name of contact person	C. HAWKINS
Your position in organisation or group	TREASURER
Name of organisation or group	QUEENS ROAD TRADERS ASSOC <sup>N</sup> .
Address	c/o [REDACTED]
Phone number	[REDACTED]
Email	[REDACTED]

11. Declaration

I have read the *Guide to the Community Fund* and I accept the arrangements described in that guide. I confirm that the information I have given on this form is true. I will inform the council immediately if any of the information I have given on the form changes.

Name	C. HAWKINS
Signature	
Date	17/11/08

Please send this completed form back to:

Bhawna Arya  
Member Support Team  
2<sup>nd</sup> Floor  
Town Hall  
Leicester City Council  
LEICESTER  
LE1 9BG