

Phone us on Leicester 229 8898 if you would like to have this document in another language or format.

## Guide to the Ward Community Fund



Each ward has a Ward Community Fund from which grants will be made by the Community Meeting. A key part of the quality of a local area has to do with the level of community activity that takes place. For example, community activity can help to support people in need, and provide a wealth of leisure activities that improve the quality of life for local people.

There is no lower or upper limit to the amount of expenditure that can be proposed for the Ward Community Fund. However, you need to bear in mind that committees may be less likely to support proposals that, if agreed to, would take up a large proportion of the current budget. This is because they are likely to want to support as wide a range of proposals as possible.

### 1. What can be funded by the Ward Community Fund?

**The Ward Community Fund is for small one-off activities or work to improve the quality of life of people who live in the ward.**

However, the Ward Community Fund **cannot** be used for–

- ongoing projects – where the costs would have to be met from the budget for more than one financial year
- staffing, except temporary staff who have been appointed using the Council's Recruitment and Selection procedure, or bought-in services provided by outside organisations, such as consultants or specialists.
- payments to members of the Community Meeting except travel, care costs or out of pocket expenses
- capital expenditure
- the buying of land or buildings, or refurbishing buildings, outside the Council's own strategies and plans for property management. However, repairs and redecorating can be funded.
- investing money
- recoverable VAT
- any liability arising out of illegality or negligence
- any form of gambling
- political activity or exclusively religious activity
- spending which has already occurred or is committed, unless previously agreed by the Community Meeting and the Cabinet.

## 2. Who can put forward a Ward Community Fund proposal?

The Community Meeting will consider proposals made by individuals, community groups, voluntary organisations, statutory agencies, and partnerships. These proposals can range from ideas put forward on the spur of the moment for example at meetings, to fully worked up 'bids'. If people put forward ideas at meetings, the members of the Community Meeting will ask officers to investigate the idea in more detail discuss it with the person who made the proposal and fill in a proposal form.

## 3. How can I make a proposal?

There are two ways to make a proposal-

### **You can make a proposal by speaking at a Community Meeting**

If you make a suggestion at a meeting for spending Ward Community Fund money, you may be asked for further details about your idea. You might be asked to fill in a Ward Community Fund Proposal form yourself – especially if you are speaking on behalf of a group or organisation that would carry out the proposal. Alternatively, a Council officer might be asked by the Community meeting to get further information and fill out a form for the meeting.

Please note that although you can make a proposal at a Community Meeting, Councillors will not be able to make a decision about it at that meeting because we need time to consider it and get more information and advice if necessary.

### **You can fill out a Ward Community Fund Proposal Form and send it to the Council**

There is further information at the end of this guide on where you can get help on making a proposal and where to send it. As well as completing the form, please attach supporting information if you can.

## 4. When should I make a proposal?

The earlier you make a proposal the better – especially if it's for something that has to take place at a certain time – for example an event. If you would like a decision about your proposal at a certain Community Meeting you should make the proposal **at least ten working days before the meeting**.

Councillors will try to reach a decision in time for that meeting – but there may be some cases where they can't – for example when we still need to get information or advice.

## 5. What happens when I have made a proposal?

**Step 1** We may contact you to ask for more information.

**Step 2** The Councillors on the Community Meeting may discuss the proposal at the meeting. They will make a decision about the proposal in between meetings, but not at the same meeting at which the proposal is first presented. This is to allow time to get more information if needed and to get advice before making the decision.

**Step 3** We will put the proposal on the agenda for a Community Meeting, and the Chair will announce at that meeting whether or not they will recommend to the Council's Cabinet that it should be supported.

To make this decision, the Community Meeting must be quorate.

**Step 4** If the Community Meeting agrees to support the proposal, we will then send it to the relevant part of the council for final decision. This may be the Cabinet or a senior officer who has delegated powers to make spending decisions on the council's behalf.

**Step 5** If the Community meeting or the council **do not** agree to the proposal, we will write to the person who proposed it and the person or group who are going to deliver it (they will often be the same) to explain why the proposal was rejected. This explanation will also be given at a Community Meeting and included in the record of that meeting.

If the Community Meeting and the council **do** agree to the proposal, and the project is to be delivered by someone other than the council, we will send a letter to them to confirm the decision. This letter will also say what the conditions of payment are, and the group will be asked to return a signed statement to agree to the conditions of payment. This exchange of letters creates a contract with the Council.

There are two conditions of payment –

- the group must agree to the council monitoring the project against the outcome set out in response to question 4 on the Ward Community Fund Proposal Form; and
- the council will only pay the delivery agency when it receives invoices, copies of bank statements that show the invoices have been paid, and other evidence that goods or services have been delivered. Occasionally, we may provide some funding in advance – if the group is unable to find the money in advance themselves.

**Step 6** A council officer will monitor progress on carrying out the project and will report on progress to the Community Meeting when requested. The officer will monitor the project against the response to question 4 on the Ward Community Fund Proposal Form, which asks ... *who will benefit, when will they benefit, and how will we know when the proposal has been successful?*

## 6. Where can I get further information?

Contact us to get help and advice on completing the form, to get copies of this guide or the form in another language or format, or to send in a completed form.

**Name** Bhawna Arya

**Phone** 0116 229 8898

**Email** [bhawna.arya@leicester.gov.uk](mailto:bhawna.arya@leicester.gov.uk)

**Address** Member Support team  
2<sup>nd</sup> Floor, Town Hall  
Leicester City Council  
LEICESTER  
LE1 9BG

**Website** [www.leicester.gov.uk/communitymeetings](http://www.leicester.gov.uk/communitymeetings)

## 7. More help

You can get more help on making proposals, finding other sources of funding or drawing up a constitution from Voluntary Action Leicester –

**Phone** 0116 257 5020. Someone will be staffing the helpline on Mondays - Thursdays from 1pm - 5pm. At other times you can leave a message on voicemail.

**Email** [info@voluntaryactionleicester.org.uk](mailto:info@voluntaryactionleicester.org.uk)  
Please address your email to 'Org Dev Helpline'

**Address** Voluntary Action Leicester  
Active Community Centre  
9 Newarke Street  
Leicester  
LE1 5SN

**Website** [voluntaryactionleicester.org.uk](http://voluntaryactionleicester.org.uk)

# Ward Community Fund Proposal Form

**Please read the Guide to the Ward 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 Ward Community Fund**.*

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

## Section 1: Budget Proposal

1. Name of Ward

Aylestone

2. Title of proposal

Purchase of Wayfarer Breedon Gravel to re surface the BMX track off the Great Central Way

3. Name of group or person making the proposal

Gilmorton Development Group – supported by Ian Stapleton

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.

The Prince's Trust did some work to the BMX track to redefine the track where it had become overgrown. The surface of the track is pot holed and in most places the surface has worn to earth and mud.

An application of wayfarer Breedon Gravel would upgrade the surface to make it more useable.

An estimated 40 tons would be needed at a cost, delivered to site, of £1800. A further £200 would be needed to secure the wheelbarrows and shovels to move it to site.

Work will be done with volunteers from the community and perhaps some further help from the Prince's Trust to move the gravel on to the track.

5. Have you provided supporting information?

Tick if yes

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

£ 2,000

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 tons Wayfarer Beedon Gravel £38.35 + VAT per ton	1746.10	Actual at current price
Wheel barrows, shovel and gloves	253.90	Estimate
<b>Total</b>	<b>2,000</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

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

Name of contact person	Nadia Nyszczoła
Your position in organisation or group	Chair person
Name of organisation or group	Gilmorton Development Group
Address Gilmorton Development Group Gilmorton Community Room 1 – 3 Hopyard Close Gilmorton Estate Leicester	
Phone number and e mail not available but contact via Ian Stapleton, Eyres Monsell Housing tel 2995210	
Phone number N/A	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	As in 9. above
Your position in organisation or group	As in 9. above
Name of organisation or group	As in 9. above
Address  As in 9. above	
Phone number	Email

11. Declaration

I have read the *Guide to the Ward 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	
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Signature	
Date	08 January 2009

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.

Fax No: 0116 229 8827