

Guide to the Ward Community Cohesion Fund

The purpose of the Ward Community Cohesion Fund is to encourage the bringing together of communities within each ward and across the City in support of the overall Community Cohesion Strategy. Each ward has been allocated its own fund from which grants to support one-off activities will be made by the Community meeting.

There is no lower or upper limit to the amount of expenditure that can be proposed for the Ward Community Cohesion 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 Cohesion Fund?

The Ward Community Cohesion Fund is for one-off activities that encourage the bringing together of communities within each ward and across the city. It forms part of the overall Community Cohesion Strategy, which was developed following extensive consultation. This identified a range of key themes that are having an impact on community cohesion across the city.

There are three key themes for the Ward Community Cohesion Fund, each of which has a set of criteria. Each criterion can be met with activities that operate solely within the ward, or across a wider area that includes the ward.

These themes and criteria are set out below. Bids will need to:

- Show that they meet at least one of the criteria
- Demonstrate clearly how they will achieve an impact.

Proposals that address more than one theme will be especially welcome.

The three key themes and their associated criteria are:

Theme 1: Supporting the social integration of communities in Leicester

Criteria:

- 1a) Creating opportunities for people from different cultural backgrounds and communities to meet, to build knowledge and understanding and share problems
- 1b) Sharing information with established communities about ways of

making newcomers (especially asylum seekers and refugees) welcome

Theme 2: Building links involving young people

Criteria:

- 2a) Providing appropriate “things to do” for young people from different communities e.g. social, cultural, sporting and educational activities
- 2b) Creating opportunities for young and older people to meet and share experiences

Theme 3: Building confidence and a sense of belonging about living in Leicester

Criteria:

- 3a) Improving the self-esteem of individuals, communities, and neighbourhoods about living in Leicester
- 3b) Developing community leadership at all levels
- 3c) Supporting interfaith activities or activities that bring together people of faith and those of no faith
- 3d) Supporting cultural festivals and celebrations which open up contacts across communities
- 3e) Establishing and encouraging inter-cultural activities and events that value shared distinct cultures

Please note that the Ward Community Cohesion 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 Cohesion 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 the Community 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 Cohesion Fund money, you may be asked for further details about your idea. You might be asked to fill in a Ward Community Cohesion 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 Cohesion 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 (this means that all ward councillors must be present).

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 Cohesion 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. In exceptional cases we may provide some funding in advance, but there would have to be a reason for this to happen.

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 Cohesion 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

Address Member Support team
2nd Floor, Town Hall
Leicester City Council
LEICESTER
LE1 9BG

Website 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
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

Ward Community Cohesion Fund Proposal Form

Please read the Guide to the Ward Community Cohesion 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 Cohesion 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 Ward

2. Title of proposal

Accessibility links to proposed multi use games area

3. Name of group or person making the proposal

Ian Stapleton and the Gilmorton Development Group

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 Gilmorton Development Group and Leicester City council have been successful in obtaining Big Lottery funding (£50,000) to construct a multi use games area (MUGA) just off the Great Central Way and Gilmorton Avenue. Although it sounds like a lot of money, in reality it would be good to be able to supplement this fund: the aim is for the MUGA to be accessible to all and to do that there will need to be access ramps and paths built to the site. The construction of the access, particularly from the Great Central Way where there is a gradient is likely to be expensive and it would be good to secure extra funding to ensure that accessibility issues do not compromise the quality of the MUGA itself. At this point it is not clear that the money will be required although it would be good to know that the provision is there.

There is a residential facility on Gilmorton Close for people with disabilities and at least one young person who lives on Gilmorton is a wheelchair user. The need for such access has already been established with these people.

It is intended to have the consultation and construction complete by the school summer holidays in 2009 and so we would know well before that time if the extra money were to be needed. If not it would be returned.

5. Which Ward Community Cohesion Fund criterion or criteria does your proposal support? Please give details of how it does this for each criterion (Add further rows or continue on a separate sheet if needed).

Criterion no.	Details of how your proposal supports the criterion
1a.	People with disabilities will be better integrated and grow in understanding
1b.	This will be a facility around which people will be able to meet and share experiences.
2a. 2b	The MUGA will be a focal point to activity and exercise and also a meeting point that helps to generate common interest and understanding.
3a. 3b.	The proposal fits in with the One Leicester vision and will give the community confidence and provide opportunities for leadership for those wishing to develop leadership skills and qualifications.

6. Have you provided any supporting information? Tick if yes

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

£ The cost is not yet established but the provision in the eventuality of need would be beneficial

8. 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?
This is entirely a provisional sum at this stage.		

Total		

9. 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

£50,000 is already secured from the Big Lottery.

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

Name of contact person	Ian Stapleton
Your position in organisation or group	Neighbourhood Housing Manager
Name of organisation or group	Leicester City Council
Address	
Phone number 2995210 (395210)	Email ian.stapleton@leicester.gove.uk


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

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

Name of contact person	As 10. above
Your position in organisation or group	As 10. above
Name of organisation or group	As 10. above
Address	
As 10. above	
Phone number As 10. above	Email As 10. above

12. Declaration

I have read the *Guide to the Ward Community Cohesion 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	Ian Stapleton
Signature	
Date	08 January 2009

Please send this completed form back to:

Bhawna Arya, Member Support Team, 2nd Floor, Town Hall, Leicester City Council, LEICESTER, LE1 9BG.
Fax No: 0116 229 8827