

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

Braunstone Park and Rowley Fields

2. Title of proposal

Promoting Ward Meetings and other events and projects within the ward

3. Name of group or person making the proposal

The Ward Meeting

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.

To provide publicity leaflets advertising ward meetings to hard to reach groups.

To provide other forms of advertising of Ward Meetings.

To assist other organisations to publicise their events and activities

5. Have you provided supporting information?

Tick if yes

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

£ £1,350

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?
Distribution of leaflets and letters relating to ward meetings	1,000	Estimate
Publicity support to other organisations	350	Estimate
Total	£1,350	

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

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

Name of contact person	Cllr Michael Cooke
Your position in organisation or group	Ward Councillor
Name of organisation or group	L.C.C.
Address	
Phone number 07890 564696	Email michael.cooke@leicester.gov.uk

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	Steve Letten
Your position in organisation or group	Members Support Officer
Name of organisation or group	L.C.C.
Address	
Phone number 0116 2298821	Email Steve.letten@leicester.gov.uk

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	Michael Cooke
Signature	
Date	3/3/09

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