

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 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

2. Title of proposal

3. Name of group or person making the proposal

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.

Proposal: to stage a Saffron Fete on Aylestone Recreation Ground on Saturday 15th August 2009.

This will be a repeat and expansion of the Fete 2009, which was supported by this committee.

Last year we had in excess of 3000 Saffron, Eyres Monsell and Aylestone residents who had stalls or attended the event with over 40 stalls and information stands from the various community and local services as well as activities and events happening through out the day. The event also included the provision of a stage and sound rig, which provided the entertainment for the day, and gave particularly local young people the opportunity to showcase their talents.

Plans are already underway to repeat the event this year and thus we are seeking similar funding support to ensure that the event can be run as

successfully and safely as last year and build on the community spirit that resulted from the day.

Finance is sought to provide advertising and distribution for the event, the essential equipment hire and van hire to move the equipment with, First Aid cover from a suitably qualified organisation such as St Johns Ambulance. Due to the increased amount of people who attended the Fete last year we also need to hire and clean additional toilets. Administration of risk assessments and booking forms and materials is also sought.

5. Have you provided supporting information?

Tick if yes

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

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?
First Aid Cover	250	
Van & Equipment Hire	250	
Cleaning of Toilets/ Mobile Toilets Hire	400	
Administration & Materials	200	
Advertising & Distribution	300	
Total	1,400	

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

SCEL has gained some support from Neighbourhood Management Participatory Budgeting Initiative to put on the Stage, PA System and a professional Sound Engineer for the event to the cost of £5000. Further funding will be sought from a variety of sources.

SCEL has confirmed that the Police will support for this event

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

Name of contact person	Karen Pickering
Your position in organisation or group	Committee Memeber
Name of organisation or group	Saffron fete Committee

Address The Linwood Centre Linwood Lane Leicester LE2 6QJ	
Phone number 0116 245XXXX	Email Karen.pickering@leicestercitynhs.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	Karen Pickering
Your position in organisation or group	Company Secretary
Name of organisation or group	Saffron Community Enterprises Ltd
Address The Linwood Centre Linwood Lane Leicester LE2 6QJ	
Phone number 0116 245XXXX	Email kpickering@saffron.org.uk

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	Karen Pickering
Signature	
Date	9 th 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