

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.

Logged

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

LEICESTER CITY COUNCIL

01 OCT 2009

1. Name of Ward

KNIGHTON

RECEIVED

MEMBERS' SUPPORT

2. Title of proposal

EXPENSES TO SET UP SPONSORED WALK

3. Name of group or person making the proposal

RAY CLARKE.

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 requested funding is intended to cover my expenses involved in the administration/organising of a sponsored walk on Knighton Park, Leicester. The beneficiary of the sponsorship will be the Leicester Children's Holiday Centre (Leabrooke), a registered charity with its office in Holy Bones. The expenses are incurred in obtaining walkers & include telephone, postage, travel, stationery, advertising and photocopying. The majority of the costs are made before the event with income coming in mostly up to a month afterwards. For 2010 the envisaged date is 6th June, subject to Council approval. The walk next year will be the 5th, following walks in the four previous years to 2009, the total funds having been paid over to the charity so far amount to £3,000.

5. Have you provided supporting information?

Tick if yes

(LEAFLET)

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

£50-00

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?
TELEPHONE	10	} ESTIMATE
POSTAGE	5	
TRAVEL	10	
STATIONERY	5	
ADVERTISING	5	
PHOTO COPYING	15	
Total	50	

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	RAY CLARKE
Your position in organisation or group	FUNDRAISER
Name of organisation or group	RAY CLARKE.
Address	
Phone number	
Email	

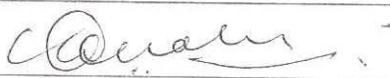
Section 2: Delivery agency (this could be a single person, group of people or a group or organisation)

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

Name of contact person	RAY CLARKE
Your position in organisation or group	FUNDRAISER
Name of organisation or group	RAY CLARKE
Address	
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	RAY CLARKE
Signature	
Date	29.9.09.

Please send this completed form back to:

Karen Shelton, Member Support Team, 2nd Floor, Town Hall, Leicester City Council, LEICESTER, LE1 9BG.

Fax No: 0116 229 8827