

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

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.

Background
The Heathley Park Residents Association was formed on 4th July 2002 and has held an annual gathering of residents for the last 5 consecutive years. This years annual residents gathering is to be held in the summer of August 2010.

The annual gathering achieves the meeting of residents including children who would not normally attend the HPRA meetings held in the pub. August 2009 Annual Gathering was the most successful yet with approx 150 residents attending, thanks to the funding from the Ward Community Fund. The residents get a chance to meet the other residents, members of the public from Councillors, Community Police and even the reining Mayor in 2007.

The association has always relied on the generosity of the residents to provide transport, collect tables and chairs, residents to provide the food, and flyer poster delivery to the 300 residents houses.

2009 costs came to £300 Ward Community Funding plus donations of plates, forks, tissues, black bags, lots of food, £25 donation from resident due to shortage on booking of the clown entertainer, hire of 6 tables and 30 chairs, transport, tombola prizes.

The residents association holds between 3 to 4 meetings every year.

2010 Funding Proposal

The funding estimate has been derived from what went well and which areas needed additional support from the August 2009 funding and report.

2009 we purchased 2 tables for £100 and only hired it out once to a committee member who donated £10. We wish to take up the excellent suggestion of Ward Community Fund Members and to purchase 6-8 chairs to compliment the tables and therefore can be hired to residents for parties, engagements, weddings etc. in return for a donation towards annual gathering. The tables and chairs can also be used at the 2010 Annual Gathering and therefore minimise the need to hire tables, chairs and van. Purchase of 6-8 folding chairs is estimated at £100.

2008 we had a Bouncy Castle at £100, 2009 we had a Clown Entertainer at £125 – 2010 we propose something new again e.g. music band or similar subject to Committee approval and estimate of £150.

We purchased £75 worth of food and soft drinks from the Community fund, this was 50p per head which was clearly insufficient and we had a quite a few donations of food including quite a few pots of food from another residents lunchtime function too and all was consumed. Clearly there would have been a shortage and this years estimate has been increased and estimated at £120.

Residents are informed via email but we only have a few emails from residents who attend the committee meetings. We have therefore always had a good response from A4 Flyer poster posing to all residents homes and this costs £11.50 / 300 flyers. Ideally we have 4 meetings but limit the flyer posting to 3 per year at an estimated cost of £35.

As Treasurer I donated a prize together with my wife and daughter – 3 prizes but had no donations before the event. On the day we a kind donation of a silver necklace and ear rings form one of the resident who has a shop and only donated as we had no donations from anybody else. We therefore need to purchase the 3 prizes that attracts tombola donations and have estimated at £25.

The funding if approved would have to be provided in advance and will be followed up with report and invoices within 30 days of the events as in 2009. Funding is not available from other sources before the event as time invested is voluntary as is any donation.

I attach the associations Constitution and 2009 Grant Report.

Attachments
 HPRA Constitution
 Community Grant Report August 2009

5. Have you provided supporting information? yes 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? |
|---|-----------|-----------------------------|
| Purchase of 6-8 chairs to compliment 2 tables | | £100.00 |
| Entertainer | | £150.00 |
| Food and Soft Drinks | | £120.00 |
| Newsletter compile, print and distribution | | £35.00 |
| Tombola Prizes | | £25.00 |
| | | |
| | | |
| Total | | £430.00 |

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 | Mr Maganbhai Patel |
| Your position in organisation or group | Chairman |
| Name of organisation or group | Heathley Park Residents Association |
| Address | |
| Phone number – | Email –N/A |

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 | Mr Natvarlal Patel |
| Your position in organisation or group | Treasurer |
| Name of organisation or group | Heathley Park Residents Association |
| 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 | Mr Natvarlal Patel |
| Signature | N. Patel |
| Date | 14 th January 2010 |

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