



Phone us on Leicester 229 8898 if you would like to have this document in another language or format.

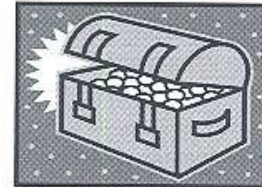
10/11  
**Guide to the Ward Community Fund**

2513

LEICESTER CITY COUNCIL

10 MAY 2010

RECEIVED  
MEMBERS' SUPPORT



## 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.

The South Knighton Community Group has established a Writing Group which is led by a local writer. This grew out of a local writers' evening the Community Group held in February for members of the community. The group meets once a fortnight.

This local writing group would like to organise and run a week day of writing workshops during the summer holidays for the children and young people in the locality. We would like to run one workshop in the morning for 8 to 12 year olds and another in the afternoon for 13 – 16 year olds. We will be using local writers to lead it and members of the writing group will provide support. We would want to produce a small publication of what the children and young people have produced during the day.

5. Have you provided supporting information?

 Tick if yes

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

£502

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?
Rental of the Memorial Hall from 9.00am to 5.00pm @ £15.25 per hour	£122	Actual
Publicity	£30	Estimate
Refreshments	£110	Estimate
Materials	£50	Estimate
Production of publication	£40	
Fees for local writers	£150	
<b>Total</b>	<b>£502</b>	<b>Estimate</b>

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	Judith Hibbert
Your position in organisation or group	Committee Member
Name of organisation or group	South Knighton Community Group
Address [REDACTED]	
Phone number [REDACTED]	Email [REDACTED]

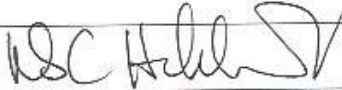
**Section 2: Delivery agency (this could be a single person, group of people or a group or organisation)**

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

Name of contact person	Judith Hibbert
Your position in organisation or group	Committee Member
Name of organisation or group	South Knighton Community Group
Address [REDACTED]	
Phone number [REDACTED]	Email [REDACTED]

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	Judith Hibbert
Signature	
Date	May 2 2010