

Community Forum Budgets Project Proposal Form (2012)

Before completing this Project Proposal Form, please read the Guidance Notes for Applicants thoroughly and ensure you meet the essential criteria.

Please also see the attached guidance on completing this application form.

ABOUT YOU AND YOUR ORGANISATION

1. NAME OF ORGANISATION:	<input type="text" value="Leicestershire Woodcraft Folk"/>
2. NAME OF LEAD CONTACT:	<input type="text" value="Melissa March"/>
CONTACT ADDRESS: Including postcode	<input type="text" value="75 Bulwer Road
Leicester
LE2 3BW"/>
TELEPHONE NUMBER:	<input type="text" value="Daytime: 07821 881 987"/> <input type="text" value="Evening: 07821 881 987"/>
EMAIL:	<input type="text" value="melissa_march@hotmail.com"/>
3. COMMUNITY FORUM AREA: (The Forum you are applying to)	<input type="text" value="South Charnwood"/>
4. A SHORT DESCRIPTION OF YOUR ORGANISATION AND ITS MAIN AIMS	<input type="text" value="Leicestershire Woodcraft Folk is a branch of a national children and young people's charity. The organisation is a cooperative and locally our nine groups are run entirely by volunteers. We work for social change through education, cooperation and outdoor learning. Our age range is from 18 months to 18 years, plus many adult volunteers. We offer something different to other local youth groups by being co-educational, co-operative and based mainly outdoors. We work hard to enable people from all backgrounds to engage with our activities."/>
5. DOES YOUR ORGANISATION HAVE A CONSTITUTION?	YES <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
6. ARE YOU REGISTERED FOR VAT	<input type="checkbox"/> YES NO <input checked="" type="checkbox"/> NO
	VAT NUMBER: <input type="text"/>

ABOUT YOUR PROJECT

7. NAME OF PROJECT

Enabling Outdoor Learning

8. WHAT IS THE PROJECT ABOUT AND WHAT WILL THE PROJECT HELP YOUR ORGANISATION TO ACHIEVE?

(Please use additional sheet if necessary)

Children need safe places to play, close to nature and with the freedom to learn by doing. Through our extensive experience of working with children and young people in Leicestershire for over 30 years, we have seen how children from all different backgrounds flourish in an outdoor environment, developing new skills, building in confidence and making close friendships as they play and work together. As a result, a large part of our work is connected to camping. This application requests funding to subsidise the cost of contributing to camps for those who cannot afford the full fees.

Nobody should be prevented from coming to camp on the basis of cost. Nobody will pay nothing to come to camp because, even if people were to stay at home, they would still need to buy food.

We are looking to support people from lower income and single parent families to join us on camps. They are all busy members of our district and of our groups and are looking to actively contribute to our camping activities too. Volunteers of all ages will gain invaluable experiences and skills.

9. HOW DO YOU KNOW THAT THE PROJECT IS NEEDED?

Please attach any relevant documentary evidence.

Since 1985, we have held camps a few times a year in Leicestershire with roughly 100 people attending each one with great success. The experiences of playing freely together, eating outdoors and sitting round a campfire have stuck firmly in the children's memories. We want to continue having a regular space for this kind of experience, especially as demand is increasing with new groups opening and existing groups growing. However, we also know that not everyone can afford to come to camp, especially in the current recession climate. Because we try to attract people from a wide and diverse range of backgrounds, it is inevitable that not everyone will be able to afford it and we do not want to exclude them on this basis.

Successive district meetings, which are open to members of all ages, have discussed and agreed on the need for more subsidies to enable more people to join us camping. There is already demand for more subsidies than available for camps in May and in August 2012. Each of these will attract over 100 people.

10. GEOGRAPHICAL AREA COVERED BY THE PROJECT:

Syston, Thurmaston, Wreake villages

11. WHO IS YOUR PROJECT AIMING TO BENEFIT?

Please give details, including how you will know whether the project is achieving its aims.

Our project will benefit people in lower income families, such as single parent families or those on lower incomes.

We will know that our project is achieving its aims when we are enabling a wider range of people to camp collectively and learn outdoors. We will know when people are not feeling excluded because of their income from camping activities because there will be a more diverse group of people going camping.

12. PLANNED START DATE:

May 2012

13. PLANNED COMPLETION DATE:

March 2013

14. WHAT DO YOU PROPOSE TO DO FOLLOWING ON FROM THIS PROJECT? Please include details on how the sustainability of your project will be achieved.

We propose to continue trying to fundraise through existing sources and events that we have planned (local and community festivals, ceilidhs, sponsored walks etc). We will need to up our efforts to do this but we are hopeful that by getting new people to camps, there will be more enthusiasm and commitment to local fundraising for the future.

We will work hard to ensure that every young person who wants to attend camps is able to but we may no longer be able to afford the expenses for our adult volunteers, which would be a real shame. We can dip into the limited Leicestershire Woodcraft Folk reserves to cover the cost of subsidies but this is not a long term option.

15. BREAKDOWN OF TOTAL COSTS:

Subsidies for camping activities	£750.00
	£
	£
	£
	£
	£
	£
TOTAL PROJECT COST =	£750.00

16. TOTAL AMOUNT REQUESTED FROM THE FORUM BUDGET:

£750.00

17. FUNDING ALREADY IN PLACE: (Source and Amount)

	£
	£
	£
	£

18. POTENTIAL FURTHER FUNDING: (Source and Amount)

	£
	£
	£
	£

19. PLEASE DETAIL ANY IN-KIND CONTRIBUTIONS E.G VOLUNTEER HOURS TO DELIVER THE PROJECT

Leicestershire District Woodcraft Folk is entirely run by volunteers and we would be unable to fund this sort of thing ourselves. We support new adult members to become volunteers, actively contributing to the learning and activities that children and young people are doing. An estimated 200 hours of work go into each camp in advance, plus during camps and administering the project and running groups. We estimate that this project is over 1000 hours of voluntary time.

ABOUT THE COMMUNITY FORUM DECISION NIGHT

For your project to be considered at least one representative from your organisation must attend the Community Forum Budget Decision Night. To find out when your local Decision Night is, please see www.leicestershireforums.org/cfb or the schedule that accompanies hard copies of this guidance.

Please note one or more representatives will need to give a 120 second presentation on your project and engage in discussion about the project with other participants.

NB: We are able to reserve 4 places for representatives from your project to attend your local Community Forum Budget Decision Night. The Project Lead (see Question2) could be one of these four representatives, but his/her attendance is not a requirement.

20. Please use the boxes below to give details of the representatives for your project (including the project lead if applicable) who will attend the Community Forum Budget Decision Night.

REPRESENTATIVE 1:

Melissa March

EMAIL:

melissa_march@hotmail.com

TELEPHONE NUMBER:

07821 881 987

REPRESENTATIVE 2:

Peter Ashford

EMAIL:

peterashford@btconnect.com

TELEPHONE NUMBER:

07961 050592

REPRESENTATIVE 3:

Bianca De Verteuil

EMAIL:

biancajacobsimon@yahoo.com

TELEPHONE NUMBER:

0116 3480083

REPRESENTATIVE 4:

Mark Wykes

EMAIL:

wykesmark@yahoo.co.uk

TELEPHONE NUMBER:

07969 789064

A limited number of additional places are available to interested members of the public, who will also be able to participate in the voting process. NB These additional places will be allocated on a first come, first served basis and will be by pre-registration only. Please see the website (or the attached schedule) for details about when registration opens for your Forum area.

Please notify us of any relevant changes to the details provided in this application, including any changes to the above details of project representatives.

We will make details contained in this application (except for names and contact details) available on the Leicestershire Forums website after the application deadline. We reserve the right to edit your application for this purpose.

DECLARATION

I am applying for funding from the Community Forum Budget and, if successful, agree to abide by the rules and requirements of the funding body.

SIGNED: M. March

DATE: 08.05.12

Please return this form to:

Area Officer
Communities and Places Team
Room 300b
Leicestershire County Council
County Hall, Glenfield, Leicestershire
LE3 8RA

Tel: 0116 305 7034

Email: leicestershireforums@leics.gov.uk

Guidance on completing the Community Forum Budgets Project Proposal Form

These notes should be read alongside the Guidance Notes for Applicants.

Question 1 - Complete the name of the group/organisation that is applying for the funds (Note: Payments can only be made to community groups which have bank accounts which require the signatures of at least two people who are not related.)

Question 2 - Give the name and contact details of the person to be contacted in relation to the application. This is the person we will direct all correspondence to for the project. Any personal data will not be made available on-line.

Question 3 – Please indicate for which Community Forum area you are submitting your proposal. Please note that if you are opting to submit your project proposal to several Forums because your project covers more than one Forum area, you will need to submit a separate proposal for each Forum. A map of Community forum areas is available on the website and accompanies paper copies of this form.

Question 4 – Please give a short description of what your organisation is and what it does. Please ignore this question in you are a Parish Council, local authority or other statutory agency.

Question 5 – Please indicate if your organisation is constituted. If you haven't got a constitution in place currently, Assistance with becoming a constituted group can be obtained from Voluntary Action LeicesterShire (www.valonline.org.uk). You do not need to send us a copy of your constitution, but we may ask to see a copy of your constitution at a later stage in the process.

Question 6 – Please indicate if your group or organisation is VAT registered and can reclaim VAT. VAT payments that can be reclaimed cannot be grant aided, so any subsequent grant offer will normally be based on the value of your project net of VAT.

Question 7 – Please indicate the name you have given to this project. We will refer to the project name throughout the process, including on the website, so please choose it well. NB We reserve the right to edit project names.

Question 8 - Give details of the proposed activity and what it will achieve, including how it meets the aims of the grant scheme as outlined in the grant criteria. This is the key part of your application. Please use additional sheets if required to provide further details, but please note that we will not normally make this additional information available to other participants. If you do supply additional information, please ensure this section provides a clear summary of your proposed activity that can be read on its own.

Question 9 – Give details, including evidence to show that there is a need for the project. This could include any local Plans, local consultation (for example surveys, questionnaires etc), letters of support, research/statistical information.

Question 10 – Detail the area in Leicestershire (e.g. district, community forum, parish, village) covered by the project.

Question 11 – Please give details of those in the community that will benefit from the project and how they will benefit. Also detail if and how you will be monitoring whether your project will indeed benefit those people / groups.

Question 12 – Give the planned start date of the project.

Question 13 – Give the anticipated completion date of the project.

Question 14 – Please provide information on what you will do next as a result of this project.

- How are you going to ensure the project is sustainable?
- What will make this project sustainable?
- What will happen once the project is completed; e.g.: what will be the legacy of the project? Would this be one off project?

Question 15 - Give a breakdown of the total costs of your project, this may include: specialist support/advice, labour, staff time, materials, equipment, events.

Question 16 – Detail the total grant requested from Leicestershire County Council's Community Forum Budget. The maximum amount you can request is £5,000.

Question 17 – Detail funding that is already secured towards the activity and the origin of these funds.

Question 18 – Detail any other potential funding sources that may support the activity; have other sources of funding been applied for? How much has been applied for and when?

Question 19 – Detail any volunteer and 'in-kind' contributions. Include the number of volunteers involved, the work they will undertake and estimated hours.

Question 20 - Please provide names and contact details for the four project representatives who will participate on behalf of your project in the Community Forum Budget Decision Night. Please note that Project Leads (Question 2) wishing to attend should also provide their name & contact details again. Please notify us of any changes to your project representatives no later than 1 working day prior to the date of your local Community Forum Budget Decision Night.

NB Any personal data will not be made available on-line.