

**Application Form for Room Hire Rate Subsidy – February 2024**

This form is for Associate / Local WOCA members who wish to start up a new regular activity / group at the community centre and have not had a subsidy before. It may also be used for existing groups who are having difficulty meeting the funds required to maintain the group’s home at the Community Centre.

If you need any support completing this application please speak to the Centre Manager who can offer guidance.

The Community Association management committee will use the information submitted with this application to decide whether the group is eligible for a subsidy, at what rate, and for how long.

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| **Group’s Name** |  |
| **Room requirements** | Main Hall [ ] Mary Town Room [ ] Seminar Room [ ]  |
| **Meeting day / time and frequency** | **Day**MondayTuesdayWednesdayThursdayFriday SaturdaySunday | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Time**From:                                | To:                                | **Frequency**WeeklyMonthlyQuarterlyOther  | [ ] [ ] [ ] [ ]  |
| Please explain other frequency:       |
| **Contact details** | Name |  |
| address |  |
| Email |  |
| Telephone |  |
| **Expected number of attendees** start up / 3 months / 6 months / year |  |
| **Which of these best describes you or your group?** (tick the most appropriate) |

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| **Charity** with paid staff |  |
| **Organisation** led by volunteers |  |
| **Informal/Unincorporated group** led by volunteers |  |
| **Private start-up business** |  |
| Paid Staff |  |
| Individual |  |
| **Private established business** |  |
| Paid staff |  |
| Individual |  |

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1. **TELL US ABOUT YOUR GROUP**

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| **Who is your group activities for?** **What are its aims?** **How does your group meet WOCA’s aims?** For example, does it provide a recreation or leisure time activity? is it specifically for residents of West Oxford? what is special about your group that other groups don’t already provide?**What is your own connection with West Oxford?****How do you know there is a need for this group at our location?** |

1. **MONEY**

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| **What will you be charging people to attend your group, or does it rely on donations?****Do you offer concessionary rates to anyone to might otherwise find it difficult to attend?** **What will your income be spent on apart from room hire** e.g. equipment, literature, advertising? |

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| **What are the financial constraints which mean that you require a subsidy to start your group here?** **If your activity / group meets at other venues, what can you tell us about hire charges / subsidies received and group attendance elsewhere?** |

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| **What other sources of financial support have you got, or are applying for (eg grants, sponsorship?)** |

1. **MARKETING**

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| **What plans do you have to promote and market your activity to help the group grow / deliver its aims?** |

1. **MONITORING AND EVALUATION**

**Over time, how will your group demonstrate you are continuing to meet a community need / you are delivering your aims** (eg use of attendance records, feedback, success stories, other evidence)?

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| **Are you currently a WOCA member?** |  |
| **Do you agree to abide by WOCA’s** [**terms and conditions**](https://hubble-live-assets.s3.amazonaws.com/wocc/attachment/file/5/Conditions_of_Hire_Form_Current_2017.pdf) **of hire (see attached)?** |  |
| **Have you completed a risk assessment for your activity?**If yes, please attach with your application |  |
| **Can you meet the requirements of WOCA’s safeguarding policy which relate to your group’s activity?** |  |

***Thank you for taking the time to complete this application, please return to manager@woca.org.uk***