



Policy on Free or Subsidised Room Use

Approved by **WOCA Committee:** **January 2022**

Date of next review: **January 2025**

1. Free room use for new groups

- We offer a **WOCA supported start up package** for community members who want to start a new group with little or no money, or to develop a new activity.
- To qualify for the WOCA supported start up package, the group must:
 - Be in line with WOCA's aims to improve life for West Oxford residents by providing facilities for social welfare, education, recreation and leisure.
 - Make use of their free room in the centre no more than once a week or 50 hours a year.
 - Be led by a fully paid up member of WOCA.
- All applications for the WOCA supported start up package must be made to the WOCA Management Committee using the application form Appendix 1 and following the application guidance Appendix 2
- Groups in receipt of a grant must state on their publicity that they are supported by WOCA.
- After six months, the support from WOCA will cease and the group is free to do one of three things:
 1. Start paying for room use at the appropriate rate
 2. Apply for a further grant from WOCA to cover the continuing cost of their room use (see below)
 3. Stop using rooms at WOCC and release space for another group.
- A further grant application can be submitted up to two months before the end of the initial grant.

2. Free and subsidised room use for existing groups

- If an existing group wants another grant from WOCA to cover the cost of their room use, they must submit the attached form to the Management Committee showing:
 - General details of their group: Name, aims, when they meet, perhaps a photo of what they do, a leaflet or any other publicity about them.
 - How many people come, and how many of these are from West Oxford (these do not have to be precise figures, but some record keeping must be demonstrated!
 - How much they use the centre (i.e. how often & for how long, which room)
 - How much they charge per session if applicable & what this is spent on – an overview of their income/ expenditure for the year must be provided.
 - Why they believe they should continue not to pay the usual rate for their room use
 - How they have sought alternative funding, and how they have promoted their activity
- This grant application can be submitted any time from the 10th month of the preceding grant onwards.
- The committee will score all applications on set criteria, including WOCA's current priorities, and will make decisions based on the score achieved. Their decision may range from offering no subsidy to offering a full subsidy. Any subsidy offered will generally be based on a percentage the usual member rate. Exceptionally, WOCA will enter into more particular arrangements with certain groups.
- Groups in receipt of a grant must state on their publicity that they are supported by WOCA.

3. Free room use for Elected Representatives

- Since the community centre is a City Council-owned property, some free room use is permitted in line with the interests of the City Council. Therefore, elected representatives for the local area at all levels (councillors and the MP.) will be able to use the WOCC for up to a monthly surgery for a maximum of one hour free of charge. This is because it is quite clearly a service benefiting local residents and costs nothing to attend.

4. Free room use for WOCA activities

- Anything the WOCA management committee organises on behalf of WOCA will qualify for free room use. For example, the AGM, Spring Supper, Harvest Supper - i.e. one off events during the year. More regular events should apply for a subsidy as above.
- Financial risk for WOCA activities should be to WOCA (i.e. if not enough attendees to break even) and any profit should also go to WOCA.

5. Monitoring

- WOCA reserves the right to view groups' records and accounts at least once a year to ensure compliance with this policy



Application Form for Room Hire Rate Subsidy

Please refer to the pack for guidance on completing this form.

This form is for members who have not had a subsidy from WOCA before.

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

Group's name					
How does your activity help meet WOCA's aims?					
Are you a WOCA member?					
Do you agree to abide by WOCA's terms and conditions?					
Have you completed a risk assessment for your activity? If yes, please attach with your application					
Room wanted	Hall	<input type="checkbox"/>			
	Mary Town Room	<input type="checkbox"/>			
	Seminar Room	<input type="checkbox"/>			
Meeting day / time and frequency	Day		Time		Frequency
	Monday	<input type="checkbox"/>	From:	To:	Weekly <input type="checkbox"/>
	Tuesday	<input type="checkbox"/>	_____	_____	Monthly <input type="checkbox"/>
	Wednesday	<input type="checkbox"/>	_____	_____	Quarterly <input type="checkbox"/>
	Thursday	<input type="checkbox"/>	_____	_____	Other <input type="checkbox"/>
	Friday	<input type="checkbox"/>	_____	_____	Please explain other frequency:
	Saturday	<input type="checkbox"/>	_____	_____	
	Sunday	<input type="checkbox"/>	_____	_____	
Contact details	Name				
	Email				
	Telephone				
Expected number of attendees					
Which of these best describes you or your group? (tick the most appropriate)	Charity with paid staff	<input type="checkbox"/>			
	Organisation led by volunteers	<input type="checkbox"/>			
	Informal/Unincorporated group led by volunteers	<input type="checkbox"/>			
	Private start-up business	<input type="checkbox"/>			
	Paid Staff	<input type="checkbox"/>			
	Individual	<input type="checkbox"/>			
	Private established business	<input type="checkbox"/>			
	Paid staff	<input type="checkbox"/>			
Individual	<input type="checkbox"/>				

1. TELL US ABOUT YOUR GROUP

Who is your group for?

What are its aims?

How does your group meet WOCA's aims and priorities?

You will find these in the Guidance Notes.

What is the connection with West Oxford?

How do you know there is a need for this group?

2. MONEY

Will you be charging people to attend your group?

If so, how much, and what is it spent on?

What are the financial constraints which mean that you require a subsidy?

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

3. MARKETING

What plans do you have to promote and market your activity?

4. MONITORING AND EVALUATION

How will your group show you are continuing to meet a community need and are planning to continue this into the future (eg use of attendance records, other evidence)?



West Oxford Community Association (WOCA)

Application Form for Supported Start Up Package or Ongoing Support – Guidance

To qualify for a supported start up package or ongoing support, **the group must:**

- Be in line with WOCA's aims to improve life for West Oxford residents by providing facilities for social welfare, education, recreation and leisure;
- Be led by a member of WOCA
- Comply with the terms and conditions of use of the centre and submit a risk assessment as appropriate.

WOCA's aims are:

- (a) promote the benefit of the inhabitants of West Oxford (hereafter called the "area of benefit" without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) to establish, or secure the establishment of, a Community Centre (hereafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- (c) promote such other charitable purposes as may from time to time be determined.

WOCA's Priorities

Activities that meet some or all of WOCA's stated priorities to 2020 are more likely to receive support. If you think your activity will help meet our priorities, please describe in the application how it will.

WOCA's current priorities are:

- Activities for young (12 – 21) people – eg an activity more likely to be attractive to this age group
- Activities for older people – eg an activity more likely to be attractive to this age group
- Activities for people from marginalised groups / promoting 'social welfare' – eg a peer support group, information and advice, support with benefits, English as a foreign language
- Building 'Community Capacity' – eg an activity that brings in more local volunteers, offers training for local volunteers, offers new opportunities to WOCA, helps with literacy/ numeracy, promotes integration
- Activities not specifically prioritised but still important to the overall range of provision at the centre – eg a parent/toddler group, a healthy living group
- Support development of local businesses/enterprises – eg a small start-up business

General advice:

Please try to answer the questions as fully as possible. The funding the committee has available to subsidise groups is limited and the committee will use your answers to compare groups and help prioritise who to give funding to. Please try to give evidence and examples to support your answers. This can include photos of your group, newspaper cuttings, feedback from your users.

If you need more space than is given in the application form, please use additional sheets.

1 TELL US ABOUT YOUR GROUP

Who is your group for? What are its aims?

Let us know your aims as a group, and who you exist to benefit.

How does your group meet WOCA's aims and priorities? What is the connection with West Oxford?

Refer to the aims and priorities of WOCA on the first page.

In this section you need to show how you think your group helps meets 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?

You need to show which particular part(s) of West Oxford your group is aimed at. Priority will be given to groups helping meet WOCA's priorities.

If you offer reduced rates, or other ways to encourage members who would otherwise find it difficult to attend your group, this will also be taken into consideration.

How do you know there is a need for this group?

In this section you need to show how you have identified the need for what you do. Priority will be given to groups working with disadvantaged or marginalised sections of the community.

2 MONEY

What are the financial constraints which mean that you require a subsidy?

In this section you need to show why you need financial support. For example, is it a new group and you aren't sure what the take up will be? Is this a temporary request for support because your numbers have dipped?

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

Do you need support with fundraising? (this is an area WOCA may be able to help with too).

Please show how you are trying to increase numbers and/or look for alternative funding to help make your group more sustainable.

3 MARKETING

What plans do you have to promote and market your activity?

Tell us about any publicity you will be producing (feel free to include any examples) and tell us about where you plan to advertise.

4 MONITORING AND EVALUATION

How will your group show you are continuing to meet a community need and are planning to continue this into the future (eg use of attendance records, other evidence)?

In this section you need to show your plans for the future. For example, do you expect your group to continue as it is now, or do you think it will change? If you expect it to change, will that mean the way it meets the needs of the community will also change?

Details you will need to keep if your application is successful

If your application is successful, you will need to keep the following records to show how the funding has been used. This is particularly important if you need to apply for further subsidies in the future.

Attendees per session / Actual or Average?		
Period this return relates to	From	
	To	
Amount charged	Per session	£
	Total	£
Your expenses	Per session	£
	Total	£
Surplus / deficit	Total	£