

**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.

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| **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**](https://hubble-live-assets.s3.amazonaws.com/wocc/attachment/file/5/Conditions_of_Hire_Form_Current_2017.pdf)**?** |  | | | | | |
| **Have you completed a risk assessment for your activity?**  If yes, please attach with your application |  | | | | | |
| **Room wanted** | Hall  Mary Town Room  Seminar Room | | | | | |
| **Meeting day / time and frequency** | **Day**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday |  | **Time**  From: | To: | **Frequency**  Weekly  Monthly  Quarterly  Other |  |
| Please explain other frequency: | |
| **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 |  | | **Organisation** led by volunteers |  | | **Informal/Unincorporated group** led by volunteers |  | | **Private start-up business** |  | | Paid Staff |  | | Individual |  | | **Private established business** |  | | Paid staff |  | | Individual |  | | | | | |

1. **TELL US ABOUT YOUR GROUP**

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| **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?** |

1. **MONEY**

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| **Will you be charging people to attend your group?**  **If so, how much, and what is it spent on?** |

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

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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?** |

1. **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)?**