



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	£