



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:
Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30 Mon-Thurs

22 March 2017

Community Group Meeting Space Concessionary Grant Information and Application Form

Supporting Community Groups in Wirksworth

INFORMATION TO HELP YOU APPLY FOR A GRANT TO UTILISE MEETING SPACE IN THE TOWN HALL

BEFORE YOU FILL IN THE FORM .

- 1. Please read the sheet attached**
- 2. Read through the whole application from before you start to fill it in. This will help you answer each question appropriately.**
- 3. Check that your group can meet the grant conditions**
- 4. You can download a word or PDF version at Wirksworthtowncouncil.gov.uk**

Wirksworth Town Council is offering meeting space to help local people run projects that are for the benefit of the people of Wirksworth.

WHO CAN APPLY?

We can award grants to groups, organisations or projects that will be of benefit to the local area or community. **The Council cannot give support to individuals, profit making or commercial organisations.**

WHAT DOES THE GRANT PROVIDE ?

Meeting space in the Town Hall to accommodate upto 11 meetings of 2 hours.

The Town Council will provide the support for upto 12 months, normally upto at the end of March (to coincide with the end of the Town Council's Financial Year).

WHAT TYPE OF PROJECTS CAN GET A GRANT?

We like to encourage applications from local groups who will help us meet our aims, however all applications will be considered on merit. We would also like to think that the project will continue to be sustainable once the grant ends.

Local community and voluntary groups know what is needed in their area and we would like to fund a wide range of different projects from many different organisations.

WHO DECIDES?

Your grant application will be considered by the Council and will be assessed against the criteria on the application form and any additional information supplied. Each application is considered on merit and according to the availability of funds.

WHAT ARE CONDITIONS?

The meeting space will normally be the Council Chamber, however the Council reserve the right to change rooms to accommodate paid bookings (the notional value of the grant is based upon use of this room).

The meetings space must be booked using the standard booking form with at least 14 days notice.

Each meeting is limited to a maximum of 2 hours including set-up.

Any utilisation over 2 hours (per meeting) will incur a charge at the standard room rate (minimum 1 hour).

Booked meeting space which is not required must be cancelled with 7 days notice otherwise a charge may be made for room hire.

Repeated no-show and/or cancellation of bookings may result in the withdrawal of the concession.

WHEN CAN WE APPLY?

The Council will consider applications regularly.

Your application should be with us one week prior to the start of each of the above months.

HOW TO APPLY


You must apply using the Community Group Meeting Space Concessionary Grant application form (attached) and supply any information requested or your application will be void.

HOW WILL THE GRANT BE ADMINISTERED?

The Town Council will monitor usage and will advise you when your group only have 1 further concessionary booking left within the period.

WHAT HAPPENS NEXT?

We will acknowledge your application, informing you as to when it will be considered by Council. Should we require any further information, you will be contacted at this stage.



Paul Jennings
Clerk to the Town Council & Responsible Financial Officer

Current Cost of Rooms (2017-18):

Monday – Thursday	07:00-23:00
Friday	07:00-16:00
Council Chamber	£9.25 per hour
Ante Room	£7.00 per hour



APPLICATION FOR COMMUNITY GROUP MEETING SPACE CONCESSIONARY GRANT

You may use a separate sheet of paper to submit any other information which you feel will support this application:

About Your Group *(Please note we would generally expect you to be a formally constituted group)*

Organisation Name	<i>Registered Charity No (if applicable):</i>
Name of Project / Purpose of Meeting	
Who can we contact to discuss this application	<i>Contact Details</i> Name:
	Address:
	Email:
	Tel:
If you are running an existing activity please describe briefly what you already do and how long you have been running.	<i>Please specify if you undertake regular activities and what they include.</i>
Have you applied to the Town Council for a grant for your group/organisation before?	<i>Please give brief details</i>

About The Project You Would Like Us To Help With by Providing Meeting Space

Describe the Activity/Project you wish to do	<i>Be specific: what you will do , how you will do it and why do you need meeting space to achieve this.</i>
What benefits do you expect from your project ? <i>and how have you identified a need for your project</i>	

Who & how many will benefit from the project?	<i>And how many of those who will benefit are residents of Wirksworth / Bolehill ?</i>
How will you know that your project has been successful ?	
How will you ensure your project will continue to benefit the community in the future?	<i>How will you carry on after the grant has been spent?</i>
Total Cost of Project	
No of Meetings Requested	
When will the Project take place ?	<i>Begin and end date(s)</i>
Financial Information <i>supply a statement of your current financial position, including all financial reserves. Please attach a copy of latest accounts, balance sheet and budget to your application.</i>	Current Funds Held: £ as at / /

On behalf of the organisation, I confirm that the information in this application is correct and that the organisation is not established or conducted for profit.

In the event of a grant being awarded I also undertake that the organisation will abide by the conditions of the grant and will inform the Wirksworth Town Council of any change in circumstances that would effect this application.

Signature of Applicant Date:

Name & Position in Organisation:

PLEASE NOTE: If any false declaration is knowingly made, Wirksworth Town Council will take legal action to recover any monies granted. By submitting this application you agree to abide by the conditions set out overleaf

Your form and any additional information should be returned to:
**Town Clerk, Wirksworth Town Council, Town Hall,
Wirksworth, Derbyshire DE4 4EU**

For office use:

Date received	Date to Cttee	Decision Y/N	No of Meetings	Date awarded

GRANT CONDITIONS

- The organisation must inform Wirksworth Town Council immediately if it is unable to accept or comply with any of the grant conditions.
 - The group must submit a community grant request for consideration by the Council. If agreed, meeting space must be booked using the standard booking form with at least 14 days notice.
 - The Council reserve the right to change rooms to accommodate paid bookings.
 - Each meeting is limited to a maximum of 2hours including set-up.
 - Any utilisation over 2 hours (per meeting) will incur a charge at the standard room rate (minimum 1 hour).
 - Booked meeting space which is not required must be cancelled with 7 days notice (to release the facilities for use by other groups/ users) otherwise a charge may be made for the room hire.
 - Repeated no-show and/or cancellation of bookings may result in withdrawal of the concession.
 - The support will be provided for 12months and will be reviewed each May.
 - The provision of meeting space is a limited resource and the Council does not guarantee that any group will be provided with concessionary lets on a recurring annual basis.
 - The grant award will be used for the specific purpose for which it was granted.
 - The support will be recognised as a one off award and does not imply a Wirksworth Town Council commitment to any future Funding or provision of meeting space.
 - The Wirksworth Town Council Logo will be supplied in black & white and should be used in any publicity about the project.
 - The Town Council does not guarantee availability of either meeting space or equipment for a meeting.
 - The organisation agrees to co-operate in any monitoring of the benefits and use of the grant.
 - Wirksworth Town Council will not be made responsible for any action of the organisation or anyone acting on its behalf.
 - The organisation will recognise and support Wirksworth Town Council's commitment to safeguarding the environment, equal opportunities, and diversity and will endeavour to ensure that the project does not have a detrimental impact.
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Continuation Sheet/Additional Information: