

## Hall Hire/Facility Grants Policy

The South Woodham Ferrers Town Council Hall Hire/Facilities Grant is a small grants scheme funded by South Woodham Ferrers Town Council. Applications are invited from bodies which are within the administrative area covered by South Woodham Ferrers and are broadly representative of their local community or neighbourhood.

The grant can be used to:

- Hire rooms at Champions Manor Hall.
- Hire of storage at Champions Manor Hall
- Hire the bandstand in town.
- Hire of the car park at Champions Manor Hall

**Grants: Grants will be based on the merits of the individual application, eligibility criteria and the funds available from the grant budget in the applicable financial year. The Town Council is under no obligation to make a grant award for hall/facilities hire just because an application has been made.**

**Grants will not be considered retrospectively.**

### Who can apply?

Applications are invited from the eligible local community e.g. local voluntary organisations, community groups and sports/recreational clubs based in the town that operate on a not-for-profit basis. This includes preschools, youth clubs, community associations, community event groups, senior citizen social clubs, gardening clubs, conservation groups, sports clubs etc. This list is not exhaustive, but all groups must be open to the whole community.

Applications will be judged on their merits and on **the evidence of strong community support and need**, so it is vital that you provide this information.

Any previous applications received will be considered in the decision-making process. Ordinarily, only one grant per organisation per financial year will be considered.

### What will not be funded?

- Organisations or activities which do not substantially benefit the residents of the town;
- Organisations or activities which are primarily commercial in nature;
- Organisations who are raising money for a charity;
- Religious or political activities unless unrestricted community benefit can be demonstrated;
- Retrospective applications where the activity or project has already been carried out;
- Groups that are already receiving financial support directly or indirectly from the Town

Council;

### **What may not be funded?**

- Organisations which have a closed or restricted membership;

### **Qualifying Criteria**

- Applications must be able to provide evidence that the hire meets a local need and that there is community support for the hire;
- Applicants must inform the Town Council if they are receiving any other financial contribution from a public body (including a local authority) towards the cost of a hire;
- If the applicant is VAT registered, then the application can only be made for the NET amount.

### **Conditions**

- Where a grant is offered for a hire the Town Council may commit funds payable when the hire is confirmed. In this case the offer will apply for a limited period of up to twelve months; the hire must commence within twelve months of the offer of financial assistance being made. After this time the offer will have expired;
- Following award of the grant, payment of the funds from the Town Council must be completed within 12 months of the date of the award;
- Applicants will be informed of the outcome of their application after the meeting of the Finance and Projects Committee;

## **Grant Application Information**

If you wish to apply for financial assistance from the Town Council, please complete the Grants Application Form.

***Please complete all sections of the form.***

**The Town Council will require the following information:**

### **1) For all applications**

- Full details of yourself/Organisation/Club;
- What are the aims/purpose of the Organisation/Club are;
- Full details of who is involved and number of members;
- Details of all other Organisations/Clubs/Agencies that are working with you;
- Information on the benefits to South Woodham Ferrers residents;
- Information on how many South Woodham Ferrers residents will benefit;

- The actual amount of money requested from the Council;
- Where the rest of the money requested is to be obtained;
- Details of other organisations, clubs or other agencies approached for help;
- Details of previous applications you have applied for, or received, or any other grants and/or loans from the Town Council will form part of the report presented to the Committee;
- Any other relevant information.

**2) For applications over £300**

- A full set of last year’s accounts relating to your Club/Organisation – unless you are a newly formed group;

You are encouraged to attend the Finance and Projects Committee meeting at which your application is considered. Councillors may also wish to ask you questions about the information you have provided.

**The Grant application form, accounts and other information will be copied and provided in the public domain for the meeting of the Town Council’s Finance & Projects Committee. Please ensure that the information provided is clear and legible.**

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	March 2026	<b>Review date</b>	March 2027
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Reviewed at Council 23/03/2026 C25-274