



# Leigh-on-Sea Town Council

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## COVID COMMUNITY RECOVERY AWARD (CCRA) POLICY AND APPLICATION

### Policy Statement

The purpose of this award by Leigh-on-Sea Town Council (LTC) is to support regular local hirers at Leigh Community Centre who provide a valuable service for our young, elderly, for health and well-being or the disabled (whether fully or in part) and who were not eligible for the Government Grants and may struggle to recover as a result of the coronavirus pandemic. The benefit being commensurate with the value of the award.

### Conditions of Funding

The hirer must have been a regular user of the Community Centre in March 2020 or commenced using the Centre for hire between September and December 2020 qualifying for the regular user discount rate.

Applications will **NOT** be considered from:

- Political parties
- Commercial organisations that don't offer classes to Leigh residents
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or disability and other protected characteristics as defined by the Equality Act

This list is not exclusive and may be added to at the Council's discretion

### Use or Purpose of the Grant

The Award will take the form of the free hire of facilities at Leigh Community Centre as follows:

Small and medium rooms - 12 x 1-hour sessions

Large room - 8 x 1-hour sessions

Lower Hall - 6 x 1-hour sessions

These hires may be consecutive e.g. 6x2 hour sessions in a small room = 12 sessions, and is aimed at organisations or groups which can demonstrate a clear need for accommodation in order to re-establish themselves after the pandemic and which will benefit the Town by providing a community service to residents of the Town.

Applications will **NOT** be considered for:

- Room hire which benefit single individuals or employees of commercial businesses
- Room hire that is the prime statutory responsibility of other government bodies

### **Application Procedure**

1. A completed application form, a copy of public liability insurance and a completed risk assessment.

### **Assessment Procedure**

The award shall be limited to room hire of facilities (subject to availability) as described above.,

Each application will be assessed on its own merits by the Town Clerk in consultation with the Chair and Vice Chair of the Finance and Governance Committee who will take into account the extent to which funding or other support has been sought or secured from other sources or fundraising activities and they may make the award subject to such additional conditions and requirements as are considered appropriate. The hirer will receive notice of the outcome of their application within one week of submission of their application.

### **Successful Applications**

1. The award will be effective upon the receipt of a confirmed booking for all sessions which shall be booked at the same time at the Leigh Community Centre and will be withdrawn if the later bookings are not taken up.
2. This award will be available for bookings to be completed by 30 September 2021.
3. Hirers are required to advise their users/members that an award has been received from LTC.
4. The award must only be used for the purpose for which it was granted.
5. LTC reserves the right to request feedback to demonstrate how the award has been utilised.
6. LTC is to be acknowledged on any promotional material advertising the project/activity.

**LEIGH-ON SEA TOWN COUNCIL  
CORONAVIRUS COMMUNITY RECOVERY AWARD  
APPLICATION FORM**

Name of Hirer Lead Contact:		Address:	
Position in Organisation:			
Contact Number:		Email Address:	
Please provide a Brief Overview of your class and what the community benefit is:			
Have you received any Government Grants during the COVID lockdowns?:		Please state Target Demographic of your clients:	
Details of hirings requested:			
Please list the uses/activities that the award will be allocated to:			
What impact will the Award have on your organisation?			
Has funding or in kind support been sought elsewhere? If so when and from whom?:  Were other applications successful?			

<p>Confirmation that the Hirer complies with Equality Obligations:  <i>Please Tick:</i></p>	<input type="checkbox"/>
<p>Confirmation that the Hirer has read &amp; understood the  Awarding Policy Conditions:  <i>Please Tick:</i></p>	<input type="checkbox"/>
<p>Any other Comments in  support of the  Application:</p> <p>Please attach  additional Supporting  Documents</p>	
<p>Signature:</p> <p>Print name:</p> <p>Date:</p>	