Resilient Theatres: Resilient Communities Grant Programme – Year 2

Guidance notes for applicants

This guidance is intended to support your application to Theatres Trust’s Resilient Theatres: Resilient Communities Grants Programme.

This grant programme aims to achieve progress with the restoration, reopening or revitalising of theatres on Theatres Trust’s Theatres at Risk Register through funding towards commissioning expert support. This programme is generously supported by the National Lottery Heritage Fund, the Pilgrim Trust and Swire Charitable Trust.

This guidance will help you understand the eligibility requirements for the programme and what we are looking for in each section or question of the application form.

# What we hope to fund:

Through this grant programme we aim to fund initiatives that will help groups supporting Theatres at Risk take a step forward in securing the future of their theatre. We are looking for projects that involve work around strategic and organisational development, skills development and viability. We expect that the proposals will involve paying an expert to provide the group with help and support or undertake work on their behalf.

The type of support that might be funded includes:

* Viability studies and options appraisals
* Building condition surveys and structural reports
* Business planning and fundraising strategies
* Economic impact studies
* Governance reviews
* Heritage statements
* Audience development plans
* Archival research or collecting people’s memories (oral history collection) or ephemera related to the theatre
* Initiatives to build the capacity and / or the skills of your team

You must have a clear proposal and be able to explain the benefits that this will bring to your theatre, but you do not need to have a detailed brief for the works at application stage. Theatres Trust will work closely with the successful applicants to develop the project proposal, assist the group with selecting experts, attend key meetings and monitor the outcomes.

You will need to explain how your project reduces the risks to your theatre and what the impact of the project will be, including at least one of our preferred outcomes. Further information on this is set out later in this guidance.

Applicants are encouraged to discuss their application with Theatres Trust Advisers in the first instance.

We cannot fund:

* Works that have already started or are due to start before a decision about our funding is made.
* Capital costs.
* Staff costs (for existing or new PAYE staff)

# Who can apply:

This grants programme is open to groups and organisations that are working to support theatres on our Theatres at Risk Register.

To be eligible to apply an organisation or group must:

* Be a charitable or not-for-profit organisation. This can include local authorities or Town and Borough Councils.
* Have the permission of the property owner to do the work, where necessary (if the group does not own or lease the theatre building)

# Funds available:

There is a total fund of £60,000 available for allocation in year 2 of the grant programme.

We will accept applications from £5,000 up to a maximum of £20,000 (although it is likely the majority of grant awards will be up to around £10,000).

Theatres Trust will agree the level of funding that the scheme will contribute; the grant awarded may be different to that requested.

Match funding is not required, however, should your project cost exceed your Resilient Theatres: Resilient Communities grant amount proof of partnership funding will be required.

# Tendering / quotation requirements:

You do not need to have detailed quotes available for the project work but should make preliminary enquiries as to the costs involved so that the budget included with your application is realistic. If your grant application is successful you will need to follow our tendering / quotation requirements as set out below:

Projects with any goods, works or services worth more than £10,000 (excluding VAT), must get at least three competitive tenders/quotes.

Projects for any goods, works or services less than £10,000 (excluding VAT) are recommended to get more than one quotation.

# Timescales:

Deadline for applications: 12 noon Friday 9 February 2024

Applicants will be advised of the outcome of their application by mid-April 2024.

Works must be completed, and the grant claimed in full by Monday 31st March 2025.

# Preparing your application form

Please ensure you answer all the questions following word limit guidance when given. Please do not alter or delete any questions.

## Question Help Notes

**1. The Theatre**

Tell us the name of the Theatre at Risk that you are supporting

**2. Contact details**

These questions provide us with all the contact data required about the individual and organisation applying for funding.

2.2 **Organisation’s relation to theatre** – please explain your connection to the theatre for example owner, lessee, campaign group

## 3. Your project

 In this section, we ask you to explain the project for which you are applying for funding.

3.1 **Give an outline of the project that you would like us to fund. Tell us what you would like to do. (max 300 words)**

* Please use this space to tell us about the work you would like to do. Please give as much information as possible so we understand what is involved.

3.2 **Why is this project important for your theatre? Tell us how this work would help the theatre to become less at risk and why it needs to be addressed at this time. (max 300 words)**

* In this section, please tell us why this project will make a difference to your theatre. We are looking to learn about how your project reduces the risks or threats to your theatre or helps move forward your plans to secure the theatre’s future.
* Please also explain why this project needs to be done at this time, and any factors influencing the timing or urgency of the work.

3.3 **Tell us more about the impact that this project will have. We are particularly interested in how your project would deliver all or any of the following outcomes:**

* **improve the skills of the members of your organisation**
* **increase your organisation’s resilience and capacity to progress its plans**
* **engage a wider range of people with your organisation and / or theatre (max 300 words)**

Use this section to tell us more about the impact of the project and the outcomes that you hope to achieve. (An outcome is a change or benefit that will happen as a result of your project).

**We do not expect your project to cover all three of the stated outcomes, but your project should deliver at least one.** Further information to help you with this is below.

If you think that there is another important outcome of the project that we should know about then please mention it here.

Improve the skills of the members of your organisation

* this outcome means that individuals will have gained the relevant skills to make sure that your theatre is better looked after. This includes skills relating to the management of your organisation, and the skills you need to take your plans for the theatre forward.
* Think about the experience of your current group/Board/volunteers? Describe the current situation and any identified skills or knowledge gaps. Tell us how this project would respond to and help to fill these gaps.

Increase your organisation’s resilience and capacity to progress its plans

* This outcome means that your organisation will have a greater ability to adapt to changing circumstances and create a secure future for your theatre. This includes both the capacity to manage threats and challenges and being able to respond to new opportunities.
* Think about the strengths and weaknesses of your organisation and the things that are preventing you from moving forward with your plans. Tell us how your project will address these weaknesses and / or make use of your strengths so you are better placed to protect the theatre that you support.

Engage a wider range of people with your organisation and / or theatre

* This outcome means that the range of people engaged with your theatre and / or your organisation will be increased.  This includes getting more people involved directly with the work that you do, or widening the engagement in your local community so that more people understand the importance of your theatre.
* Think about who is currently involved in your organisation and the work that you do and whether this represents your community. Tell us how your project will make a difference to this and if your audience or volunteer profile will change to include a more diverse range of people, or groups who have never engaged with your group before.

**4. Project budget**

In this section we ask you to set out the financial details relevant to your project.

4.1 **What is the total cost of your project?**

* Add up all relevant items of expenditure and put the total figure in this section

4.2 **How much are you applying for from the Resilient Theatres: Resilient Communities Grant Programme?**

* Your request for a grant should be between £5,000 and £20,000.

4.3 **If the Resilient Theatres: Resilient Communities Grant Programme will not cover the full cost of the project, please tell us how the balance will be paid and how much other funding you have already secured. (max 100 words)**

* Use this space to explain how any costs that exceed the value of your grant will be paid for. This might be from cash you already have, a fundraising campaign or from other grant funding.
* You should clearly state whether this additional funding is readily available, has already been agreed or whether you still need to raise the money.

4.4 **Please provide a budget setting out the costs of your project. You should list each item of expenditure and show the anticipated cost. (max 100 words)**

* List out and describe each area of work required, with a proposed cost.
* You should only include VAT costs where you or your organisation can not claim them back. (For more details contact HM Revenue and Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) to check how much value added tax (VAT) you will be able to claim back.)
* You do not need to have detailed quotes but the figures you are suggesting need to be reasonable for the work being proposed.

**5. Carrying out your project**

The questions in this section are to make sure that you can carry out your project effectively and within the necessary time frame.

5.1 **How will you manage your project? (max 200 words)**

* Tell us who will be responsible for leading your project and overseeing it day to day? E.g. what staff, board member or volunteer will manage any consultant you appoint, will you have a steering group in place?
* Consider how you can work with/ alongside any professionals to deliver the work.

5.2 **When will your project start and finish?**

* You should aim to start your project within one month of being awarded a grant. Some projects may be ready to start immediately but for those that need support to get underway you must commence discussions with Theatres Trust about the arrangements for delivering your project and be ready to agree timescales within one month of being awarded a grant. You should aim to finish all works and claim your grant by the 31 March 2025.

5.3 **Do you need permission from the owner or operator of the building to deliver the project?**

* If you do not own or lease your theatre but will need access to the building to carry out your project, we want to be sure that you have the owner’s permission.
* Explain how you have discussed any permissions with the owner/operator and provide an email or letter as proof of their consent if required.

6. **Declaration**

**Please read the terms of the declaration carefully to ensure that you are authorised to apply for funds on behalf of your group and that all information is accurate.**

# Submitting your application

Please email your application as a Word document, using the ‘Application Form Template’.

Applications should be sent by email to Siân Eagar, Theatres at Risk Adviser & Programme Manager – sian.eagar@theatrestrust.org.uk

**The deadline for applications is noon on Friday 9 February 2024.**

# What happens next?

Applications will be reviewed to confirm the eligibility of the group applying, that the project is within the scope of this programme, and that the work being proposed can be delivered within the required timeframe.

**We will then assess the eligible applications against the following criteria:**

Impact and significance:

* How effectively the project serves the needs of the theatre in reducing risk and taking a step towards a more secure future.
* How effectively the applicant makes a case for the work being important now.
* How effectively the project will impact on at least one of our priority interest areas.
* The significance of any other outcomes identified by the applicant.

Management and risk:

* How effectively the project is achievable within the proposed budget.
* How effectively the applicant demonstrates that the project will be well managed.

In the event of a competitive round, where we have more fundable applications than the budget will allow, and projects are of equal merit on the above criteria we will prioritise applications using the following additional criteria:

* Being of heritage value
* Being in an area of economic deprivation
* Being of community value

We reserve the right to offer a grant lower than applied for, and to require funds to be used for a specific aspect of the project if we are not able to fund all of the work.

**We will let you know the outcome of the application by mid-April.**

**If successful,** we will send you an offer letter, bank details form, grant agreement and terms and conditions. This will set out the terms upon which the grant is offered, how you will be paid and our requirements in relation to monitoring progress with the grant.

**If unsuccessful,** we will send you an email with a brief indication of why you have not been successful and providing general feedback.

**Theatres Trust, November 2023**