**Theatres Trust**

**Theatre Improvement Scheme in association with Wolfson Foundation**

**2024: Improving Sustainability**

**Preparing your Application Form**

Please read the Guidance Notes on our website before completing this form.

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

**Submitting your application**

Applications should be sent to [grants@theatrestrust.org.uk](mailto:grants@theatrestrust.org.uk).

Please email your application as a Word document and a scan of the signed form, attaching all supporting documents. If the size of the attachments is too large, please send them via WeTransfer (or similar) and email us a link.

A list of supporting documents is included at the end of the Application Form.

**The deadline for receipt of your submission is noon on Friday 6 September 2024.**

Applications will be acknowledged on the next working day following submission. If you do not receive an acknowledgement email [sofia.oliva@theatrestrust.org.uk](mailto:sofia.oliva@theatrestrust.org.uk) to confirm that your application has been logged.

We may need to get back to you with further questions for clarification following the deadline.

**Theatres Trust**

**Theatre Improvement Scheme in association with Wolfson Foundation**

**2023: Improving Sustainability**

**1. Name of project**

1.1 Please summarise your improvement works in a brief sentence. This title may be used for publicity and promotional purposes.

**2. Contact details**

2.1 Name of individual making this application on behalf of the organisation:

2.2 Your position in the organisation:

2.3 Telephone(s):

2.4 Mobile(s):

2.5 Email(s):

**3. Theatre details**

3.1 Address:

3.2 Postcode:

3.3 Country:  
(Note that eligible applicants must be based in England, Scotland, Wales or Northern Ireland)

3.4 Website:

3.5 Twitter:

3.6 Facebook:

3.7 Instagram:

3.8 Type of charitable or not-for-profit organisation (e.g., charity, CIC, etc.):

3.9 Your Company Number (if applicable):

3.10 Your Registered Charity Number (if applicable):

3.11 How long have you owned or leased your theatre:

3.12.If you lease your theatre, what is the remaining term of the lease: Please provide a copy of your current lease or other proof of the remaining term(Note that eligible applicants are required to have leases of 5 years or more):

3.13 If you lease your theatre, please give the legal name of the freeholder, plus contact details of the freeholder and/or any head leaseholder:

3.14 Your VAT Registration Number (if applicable):

3.15 Please confirm that you have provided audited or certified accounts for the last two financial years, and which two years these are. (Please provide PDF copies with your application):

**4. Your theatre**

4.1 Please provide the current seating/standing capacities of your theatre. (Please differentiate between theatre spaces if you have more than one):

4.2 Is your theatre/building listed for its heritage or architectural value: Yes/No

4.3 If yes, please provide the Grade or Category:

4.4 Is your theatre/building listed as an asset of community value (England) or on land registered with a community interest (Scotland)?

4.5 Please summarise the history of your theatre, including the name of the architect who originally built your theatre (if known) and the year it officially opened (no more than 200 words):

4.6 Please summarise your artistic/programming policy and how this translates into your programme, together with brief details of your community/learning/outreach work, and please provide a link to your online programme information. Please define how your project achieves excellence through its artistic and community works (no more than 500 words):

4.7 Please summarise the number of public live performances and paid attendances and the number of community/participation events and participants in these, in the last financial year with a full programme of events (please state which year). Please fill in the grid below. (Please note that one of the criteria for eligibility is 30 live performances each year):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of performances | Total paid attendances | Number of learning / community / outreach events | Total participants | Total other attendances |
|  |  |  |  |  |

4.8 Please confirm whether you are currently receiving regular funding from one of the UK national arts councils (Arts Council England, Creative Scotland, Arts Council Wales or Arts Council NI) and/or whether you are in receipt of revenue funding from a local authority/local authorities:

4.9 Please provide a digital image (JPG) of the exterior of your theatre:

**5. Improving sustainability**

5.1 Please describe the improvement works that you plan to undertake and how you would use this grant. Ensure you succinctly explain the exact works involved, and whether they fit into a larger phased scheme (if applicable). The [Theatre Green Book](https://theatregreenbook.com/) provides guidance that will be useful. A second edition that includes a new Building Survey Tool is to be launched on 3 June 2024.

Please also give details of how you will measure the impact of your proposed work and achieve best practice in theatre design. (500-word limit).

5.2 Have you used the Theatre Green Book and / or the Building Survey Tool to help you identify priority sustainability interventions for your building?

Yes/No

5.3 If so, how does this project help you meet one or more of the identified priority interventions?

5.4 Have you already secured quotes for the goods/services related to this application: Yes/No

5.5 If yes, please provide details and include PDF copies of these quotes as attachments to your application:

5.6 Please provide photos and/or plans if these are necessary to explain the works:

**6. Project management and delivery**

6.1 Please give details of who will manage the Project and their credentials (if known) (100 word limit):

6.2 If the owner of your theatre is different from the leaseholder of your theatre please describe if you already have the permission you need to undertake your Project or when you intend to secure this permission. If you have permission, please attach a letter confirming this from the building owner.

6.3 Will your Project require planning permission/listed building consent/conservation area consent? Yes/No.

Please give details:

6.4 What is the timetable for the implementation of your Project?

6.5 When do you anticipate spending a grant from the scheme? (Note that a grant must be spent within one year of the award.)

6.6 Please outline the risks you anticipate may be associated with the completion of your Project and how you plan to mitigate them.

**7. Project cost**

7.1 What is the total net cost of your Project (i.e., excluding VAT.)?

7.2 How much are you applying for? (note the maximum grant for this scheme is £20,000)

7.3 If you require any additional funding to support the project, how much is already in place, and what are your plans to meet any funding gap?

7.4 Please provide a budget for both costs and income for the project, identifying income sources as confirmed or expected. Please clearly explain the VAT position of the project:

7.5 Have you previously received a grant from this or any other Theatres Trust grants scheme? Yes/No

7.6 If so, what date did you submit your Evaluation Form? (Please note, you cannot apply to this scheme until 12 months after submission of your Final Evaluation Report for any previous award).

7.7 Do you have a current application to any other Wolfson Foundation funding schemes or have you received funding from the Wolfson Foundation towards this project? Yes/No

I have read and agree to the Terms and Conditions of the Wolfson Foundation/ Theatres Trust Theatres Improvement Scheme (available on the Theatres Trust website).

**Signed**:

**Print name**:

(Note: The individual described in question 2.1 should sign this form)

**On behalf of**:

(Organisation name)

**Date**:

**Supporting documents:**

**1 Lease (if required)**

**2. Annual Accounts for two previous years (required)**

**3. Photo of theatre exterior (required)**

**4. Quotes and/or estimates for building works (required)**

**5. Photos/plans to explain the scheme (optional)**

**6. Budget (required)**

# What happens next?

We will acknowledge receipt of your application within two working days

Applications will be acknowledged when received and logged. If you do not receive an acknowledgement within two working days of submission, please telephone our offices on 020 7836 8591 to confirm receipt of your application. Please leave a voicemail if we are unable to answer you call so we know to call you back.

Please note that Theatres Trust operates a data security system that includes a spam filter which may block emails with large attachments or from unknown senders. Theatres Trust will not be responsible for the non-delivery of your emailed application due to any technological reason. It is the applicant’s responsibility to ensure that their application has been received.

Please note that you may be asked to provide further details on your project for the Theatres Trust to make a decision on your application.

We will assess the application against the criteria outlined in the Guidance Notes (available on the Theatres Trust website).

We will let you know the outcome of the application within approximately 16 weeks of the closing date. Grants will be awarded in line with the funding request.

**If successful,** we will send you an offer letter, bank details form, grant agreement and terms and conditions.

Your grant will be paid to you in full once you tell us that the work is due to start. The grant must be claimed within one year of the date of the offer letter.

Once you let us know that the project is due to start, we will issue you with an evaluation report form which we you must send back to us within six months of completion of the project in order that we can assess the impact of our support, create case studies and feedback to our partners. You may not re-apply for a Theatres Trust Grant until 12 months after the date of receipt of your final Evaluation Report.

**If unsuccessful,** we will send you an email with a brief indication of why you have not been successful and providing general feedback. Unfortunately, we are not able to provide any further detailed feedback due to the volume of applications we receive. You may re-apply in future rounds.

**Theatres Trust, May 2024**