



## Theatres Trust Seating's Second Act with Race Furniture Guidance Notes for Applicants

This guidance is intended to support your application to Theatres Trust's Seating's Second Act with RACE Furniture. The guidance notes will help you understand what we are looking for in each section or question. We are unable to answer individual enquiries about the scheme due to the number of applications we receive.

### **To be eligible, venues must:**

- Present at least 30 performances of live public performance (theatre, dance, comedy, musicals) each year.
- Own the building outright or have a lease with at least five years left to run.
- Have the permission of the property owner to do the work required.
- Not be an organisation that is primarily a cinema or music venue.
- Have an auditorium/performance space of up to 200 seats.
- Make their theatre space available for refurbishment for an agreed timeframe between September and December 2025.

We welcome applications from theatre venues across the UK that meet these criteria, whether voluntarily or professionally run.

### **Questions:**

#### **1. Contact details**

- 1.1 Name of individual making this application on behalf of the organisation
- 1.2 Your position in the organisation
- 1.3 Phone number
- 1.4 Email

These questions provide us with all the contact data required about the individual and organisation applying for funding. This may differ from the details we request about your venue at question 2 below.

#### **2. Theatre details**

- 2.1 Theatre name
- 2.2 Address



2.3 Website

2.4 Type of charitable or not for profit organisation (e.g. Charity, CIC, CIO, company, local authority)

2.5 Your company number (if applicable)

2.6 Your registered charity number (if applicable)

These questions will supply us with details of your venue's governance and management structure.

### **3. Your Theatre**

#### **3.1 Please tell us what your Year End Surplus/Deficit was for the last two financial years and your current Free/Unrestricted General Reserves position.**

Here we need you to confirm what the most recent Year End Surplus/Deficit was and the year prior to that. You may operate different accounting year ends (for example, January to December or April to March), so you may present the following:

April-March 2023-24 £25,000 surplus

April-March 2022-23 £20,000 deficit

Current Free/Unrestricted General Reserves £50,000

#### **3.2 Please confirm that your trustees/accountants deem that the organisation is a 'going concern'.**

Your audited accounts will provide a narrative from the board of trustees/accountants confirming whether they believe the organisation is operating as a 'going concern' or will provide an alternative narrative if this is not the case. Please either confirm that the organisation is a 'going concern' or provide the alternative narrative.

#### **3.3 to 3.6**

3.3 Do you own or lease your theatre

3.4 How long have you owned or leased your theatre

3.5 If you lease your theatre, please give the legal name of the freeholder of your theatre

3.6 What is the remaining term of the lease



All applicants are required to have a lease of five years or more. This is so that any improvement our project supports will make a difference to your theatre's operation for a sustained period.

### **3.7 and 3.8**

3.7 Please tell us what the seating capacity of your theatre is

3.8 Please tell us how many public live performances you presented in your last complete year of operation, and how many people attended these performances

By your last complete year of operation, we mean the last financial year for which you have data.

Please note, to be eligible, your venue must present at least 30 public live performances each year (theatre, dance, comedy, musicals).

Please give us the total number of performances that took place in your venue during this period. Please count each time a performance takes place as one performance, for example if you have a production playing seven times over the course of five days, please include all seven performances in your list.

We ask for this information so we know the scale of your audience and how many people will potentially benefit from the work we might fund.

## **4. Project Priority and Impact**

### **4.1 Please tell us why the project is a priority for your venue and needs to be addressed at this time. (200 word limit)**

Here we are looking to learn about the current state of the seating and any risks or challenges this puts on your operation as a theatre.

### **4.2 Please provide up to three photos of the venue space you are applying for and demonstrate the current seating condition.**

We ask for photos (jpg or png format) of the works required to help us visualise the challenges or opportunities you are hoping to address through this application. If your theatre is chosen, we may request further images for publicity purposes.



#### **4.3 Please tell us the impact you anticipate the project having for your venue and the communities you serve. (200 word limit)**

This can relate to any aspect of your operation including your artistic programming, financial management, audience retention and income generation.

You could tell us about any information or research you have acquired (or feedback you have received from users) that supports your case as to why this is a priority for you.

You could give details of how this opportunity positively impacts environmental sustainability credentials.

You could tell us about any particular groups who will benefit from the improvements this opportunity will make.

You could tell us why this is important to you and what difference this work will make to how your venue is valued within your community.

#### **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 your call so we know to call you back.

Theatres Trust will not be responsible for the non-delivery of your application due to any technological reason. It is the applicant's responsibility to ensure that their application has been received.

##### **We will assess the application against the following criteria:**

###### Priority:

- How effectively the applicant makes a compelling case for refurbishment to improve the fabric of the building or its operation.
- How effectively the applicant makes a case for why the refurbishment is important now.



Impact:

- How effectively the applicant tells us the impact the opportunity will have on its own operation and the communities it serves.
- What the role and significance of the venue to its communities and users is.

Risk:

- How financially resilient the organisation is.
- How robust is the governance and management of the organisation is.
- How stable the lease term is.

**We will let you know the outcome of the application within approximately four weeks of the closing date.**

**Theatres Trust, February 2025**