

**SCOTTISH BORDERS COUNCIL
COMMUNITY GRANT SCHEME**



Received 23/6/15

APPLICATION FORM

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY ‘SEE ATTACHED’
You can continue each question on no more than one side of A4

All groups should complete Part 1 and Part 4. Please complete in black ink
Please refer to the application notes on the right-hand side when completing

PART 1

About your group

1. What is the name of your group?

NTC TOURING THEATRE CO. LTD

2. Where is your group based?

ALNWICK, NORTHUMBRIA

3. Name of main contact

| | |
|-------------------|-----------------------------------|
| Name | GILLIAN HAMBLETON |
| Position in Group | ARTISTIC DIRECTOR |
| Home Address | THE PLAYHOUSE BONDGATE WICHOUT |
| Post Code | NE66 1PQ |
| Telephone Number | 01665 602586 |
| Email Address | gill@northumberlandtheatre.co.uk |

4. When did your group start?

13.9.1979

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

5. How many committee members are involved in running your group?

9

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

No

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group
 Company limited by guarantee
 Company limited by shares
 Trust
 Charity recognised by OSCR (Charity Number SC0)
 Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

To make professional touring theatre, of the highest quality accessible to those communities who are geographically disenfranchised through geographic, economic, social or transport constraints. Theatre which is made in Northumberland for local communities as well as a national audience, theatre which is accessible and relevant, is innovative and entertains with integrity and humour. In addition, NTC provides high quality training and support to emerging theatre practitioners through on-the-job training opportunities.

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

9. Tell us your bank account details

| |
|----------------------------------|
| Account Name |
| Bank/Building Society Name |
| Address of Bank/Building Society |
| Post Code |
| Sort Code |
| Account Number/Roll Number |

How many people are required to sign each cheque or withdrawal from this account?

| |
|---|
| 2 |
|---|

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

| Name | Position |
|--------------|-------------------|
| G. HAMBLETON | ARTISTIC DIRECTOR |
| H. BURNS | TOURS MANAGER |
| K. HIRST | FINANCE MANAGER |
| | |

10. Tell us what your total savings/cash or investments are (all accounts)

| |
|----------|
| £ 38,339 |
|----------|

11. Is your group registered for VAT? Yes No

12. Tell us what grants you have received from the Council in the last 2 years?

| Date | Amount | Project Title |
|-----------|---------|-----------------|
| 22.9.2014 | 2650.00 | RUMPELSTILTSKIN |
| | | |
| | | |

Bank accounts require a minimum of two signatories. Grants will not be paid into an individual's bank account

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs). **If you group has its own Equal Opportunities Policy please provide a copy.**

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

PLEASE FIND ENCLOSED A COPY OF OUR EQUAL OPPORTUNITIES POLICY.

The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.

In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4

PART 2 (PROJECT GRANTS)

About your project You can continue each question on no more than one side of A4
Please refer to the application notes on the right-hand side when completing

14. Tell us the name of your project

THE UGLY DUCKLING

15. Tell us about your project, what it will do and how the grant will be spent

We plan to tour to four rural venues in the Borders as part of a national tour. The venues are in Cockburnspath, Lilliesteaf, Longfemacus and Oxnam. These are all very small rural venues, 2 on a fixed fee (£300 + VAT and £395 + VAT and 2 on a box office basis. The cost of this tour is greater than what we will receive so we need your help to help these communities.

Please note! as we are based in England we are unable to apply to Awards for All for a theatrical project. Further funding is being sought for the whole project.

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

16. Please indicate which Community Grant Scheme outcome your project will achieve (**please tick only one**)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information

Your project should meet one of the listed outcomes

17. Tell us the expected results of your project and the difference it will make to your community

Having theatre to communities helps to sustain a thriving society, by providing an affordable, entertaining and challenging arts event that the whole community can access, enjoy and talk about. These performances bring people of all ages together, providing a shared experience and sense of occasion that is a visible symbol of community, improving quality of life, social inclusion and community cohesion. The experience and ownership of the performance becomes part of the shared history that is the basis for community - it enables the youngest members to experience theatre, often for the first time, and to share this with their families and older members of the community, reducing isolation and loneliness and providing a sense of belonging.

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

We discussed possible shows with the venues, The Ugly Duckling was their choice. The volunteer promoters have booked their dates and will be seeking audiences.

Audience comments:

'Great show - so nice to get this locally! Without the need for travel. Please come back!'

Lillesteaf

'Excellent, please keep coming to Lillesteaf. Great to have this high standard of theatre in the village.'

Lillesteaf

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

19. When is your project due to start?

16.11.2014

20. If your project involves work to a building or land who is the owner?

N/A

Do you have the following? (please tick relevant)

A lease agreement (Date of lease and duration years)

Written permission of owner

Planning Permission (Reference No)

21. Tell us how much money you need for the project?

| Item or Activity | Total Cost of Item | Amount Requested from CGS |
|----------------------------|--------------------|---------------------------|
| Royalties 10% | 144 | |
| Performer costs for 1 week | 2897 | |
| Truck costs | 314 | |
| Promotional material | 470 | |
| Back office team | 479 | |
| On the road costs | 30 | |
| Contingency | 104 | |
| Support costs | 43 | |
| | | |
| | | |
| Totals | 4481 | 2361 |

The scheme cannot give grants for activities/ expenditure which have already taken place.

Applications should be submitted at least 2 months in advance of project start dates to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

| Name of Funding Body | Amount | Progress |
|----------------------|--------|-----------|
| PRIVATE TRUST | 500 | RECEIVED. |
| | | |
| | | |
| | | |
| | | |
| | | |

How much will your group contribute to the project?

BOX OFFICE INCOME £1,440, AGREED.
 DONATION INCOME FROM SUPPORTERS £180.

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes, what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

Requests of £500 and over require a minimum of 10% match-funding. 'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

Now go to Part 4 to complete your application from project funding.

The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)