**Theatres Trust**

**Theatres Protection Fund**

**Small Grants Programme, supported by The Linbury Trust**

**Preparing your application form**

We require a digital submission of your application form and scanned supporting documents.

Please do not post your application.

Please ensure you answer all the questions following word limit guidance in the application form. Using Arial 12pt, and A4 portrait layout. Please provide in .odt, .doc or .docx format.

If unable to digitally sign the application form, we will accept the application form unsigned but will require a signature on an acceptance letter if successful.

Please provide your budget in .ods, xls or xlsx format. Please provide other attachments in PDF format (or JPG where images).

Please send your digital application to: [grants@theatrestrust.org.uk](mailto:grants@theatrestrust.org.uk) . You may need to send multiple emails or use a file transfer service to send large files. Applications will be acknowledged when received and logged. If you do not receive a confirmation within 2 working days of submission, please contact [tom.stickland@theatrestrust.org.uk](mailto:tom.stickland@theatrestrust.org.uk).

**Please note**

We welcome pre-application discussions.

This scheme will prioritise improvements to buildings that protect theatre use and remove barriers to participation and attendance.

Please note that revenue and survey costs are ineligible. This fund is to support improvements and repairs to the building fabric, and the key plant and machinery or the purchase of key equipment to improve digital infrastructure.

**Checklist**

Please ensure your digital submission includes the following attachments to the email provided.

Application Form (in .odt, .doc, .docx format)

Scanned signed copy of application form (in PDF format) – If possible

Question 3.8 Signed copy of your current lease (if applicable) (in PDF format) – A copy of the page which details length of term is sufficient

Question 3.13 Last two year of accounts (if available) (in PDF format)

Question 3.22 Digital images related to your theatre and your project (in JPG format)

Question 4.3 Quotes for goods or services (if available) (in PDF format)

Question 4.8 Budget (in .ods, .xls or .xlsx format)

**1. Name of Project**

1.1 Please give a one-line summary of your Project:

**2. Contact details**

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

2.2 Name of organisation:  
(Please note individuals are not eligible to apply)

2.3 Your position in the organisation:

2.4 Address:

2.5 Town:

2.6 County:

2.7 Postcode:

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

2.9 Telephone(s):

2.10 Mobile(s)

2.11 Email(s):

**3. Your theatre**

3.1 Name of theatre and its address, postcode and contact details if different to organisation contact details above:

3.2 Theatre Website (if applicable):

3.3 Theatre Twitter (if applicable):

3.4 Theatre Facebook (If applicable):

3.5 Legal form of your organisation (CIO/Charity/CIC/Company):

3.6 How long have you owned or leased your theatre:

3.7 Please give the legal name of the freeholder of your theatre:

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

3.9 If you lease your theatre, please give the contact details of the freeholder and/or any head lease holder:

3.10 Your Company Number (if applicable):

3.11 Your Registered Charity Number (if applicable):

3.12 Your VAT Registration Number (if applicable):

3.13 Do you have audited or certified accounts for the last two years: Yes/No  
(If yes, please provide PDF copies with your application.)

3.14 Please provide the current seating/standing capacities of your theatre (please differentiate between theatre spaces (providing any names of theatre auditoria) if you have more than one auditorium):

3.15 In the table below, please provide figures of the programme in a standard year at the theatre. We appreciate that there will have been no or limited performances since March 2020 so please provide details for a period when your theatre was fully open.

(Note that eligible applicants should run theatres that offer a programme of no less than 30 performances in a normal year.)

|  |  |
| --- | --- |
| No of performances in last full year of events | Total number of paid attendances in that year |
|  |  |

3.16 Please outline the programming approach taken at the theatre in one sentence. (This is not about assessing your artistic merit just an understanding of the balance of genres and produced and received work)

3.17 The name of the architect who originally built your theatre (if known) and the year it officially opened.:

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

3.19 If yes, please provide the Grade or Category.

3.20 Is your theatre/building listed as a community asset: Yes/No

3.21 Please give a brief summary of your organisation’s approach to surviving the current closure period including the length of time that your current level of reserves and secured funding will allow your organisation to continue while closed: (200 word limit)

3.22 Please provide a digital image (JPG) of the exterior of your theatre, the main auditorium of your theatre, and up to three images which illustrate where the works relating to your project will take place. (Please note that the total size of the images provided should not exceed 4MB.)

**4. Project Proposal**

**In this section you will explain the project which you are applying for funding to support. We prefer to support identifiable elements of a project rather than being part funders of a major project but you may describe the wider context for the application.**

4.1 Please describe your Project, the capital works involved, and how you would use a grant from the Theatres Protection Fund (Please include the names of any professional architects/contractors involved): (500-word limit)

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

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

4.5 What is the total cost of your Project

4.6 How much funding have you already secured?  
(Note that match funding is not required.)

4.7 How much are you applying for from the Theatres Protection Fund?

4.8 Please provide a budget with net figures and an analysis of VAT expenditure as an attachment in Windows .xls or xlxs format for your Project indicating the allocation of a grant from the Theatres Protection Fund. Please explain clearly if you are including or not including the VAT component in the amount you are requesting as a small grant and the VAT position of the project:

**5. Impact**

**In this next section we will consider the impact and beneficiaries of your project. This scheme will support a broad range of projects, please only answer questions relevant to your project.**

5.1 How will your project improve the accessibility of your theatre building? (100 words limit) (Even where the project does not have an accessibility focus you should include consideration of how the changes do not negatively impact the accessibility of your theatre)

5.2 How will your project improve the long-term viability of your theatre (100 words limit)

5.3 How will your project improve the environmental sustainability of your theatre? (100 words limit)

5.4 Do you monitor the diversity of your audiences and participants? If so, please summarise your latest results.

5.5 How will your project improve the diversity your audience and participants? (100 words limit)

5.6 If not covered above, please explain, who are the beneficiaries of your Project and what difference will your Project make to their lives: (100 word limit)

**6. Project Management and Delivery**

6.1 Please give details of who will manage the Project:

6.2 If the owner of your theatre is different to 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:

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 implementation of your Project?

6.5 If you are applying for a contribution to your Project when do you anticipate spending a grant from the Theatres Protection Fund?

(Note that grants must be spent within one year.)

6.6 What are the key risks associated with completion of your Project and how will you mitigate them?

I have read and agree to the Terms and Conditions of the Theatres Protection Fund Small Grants Programme

**Print Name:**

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

**On behalf of (Organisation):**

**Date:**

**What happens next**

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.

If successful, we will contact you with an offer letter, grant agreement and terms and conditions and you will be required to prepare activity reports on the project as set out in your grant agreement.