



Grant Application Form

Which type of Grant or Subsidy are you applying for? (please ✓)

- | | |
|--------------------------------------|--------------------------|
| 1. City Grant | <input type="checkbox"/> |
| 2. Rent Reduction Scheme | <input type="checkbox"/> |
| 3. Guaranteed Community Grant | <input type="checkbox"/> |
| 4. General Community Grant | <input type="checkbox"/> |

If you are applying for a Guaranteed Community Grant please indicate below if you are applying for a grant over 1, 2, or 3 years?

✓ 1 year 2 years 3 years (please ✓)

Contact Name:	Sebastian Warrack	
Position:	Executive Director	
Organisation:	Wiltshire Creative	
Contact Address:	Salisbury Playhouse, Malthouse Lane, Salisbury, Wiltshire, SP2 7RA	
Telephone Number:	01722 320117	
Email:	sebastian.warrack@wiltshirecreative.co.uk	
Status of Organisation:	Company limited by Guarantee and a registered charity	
Charity/Company number if (if applicable)	Charity No: 249169 Company No: 499076	
What geographical area does your organisation cover?	Wiltshire, Dorset, Hampshire and beyond. We work at a national level	
How long has your organisation been in existence? (Please ✓)	Less than one year	
	Between one and five years	
	More than five years	✓

Please be aware for all applications of £1000 or more, the applicant must perform a presentation to the Communities Working Group

If you have any specific communication needs, tell us what they are

Textphone

Sign language

Other language (please

Other

1. Organisation Background

Have you applied for or received a grant/subsidy from Salisbury City Council in the last <u>5 years</u> ?	Date Applied	Project	Amount Applied for	Were you successful
(Please list – continue on a separate sheet if necessary)	Dec 18	Grant funding inc. Take Part Activity 2019-2021	£82,400	Yes
	5.2.18	Lift Off	£15,000	Yes
	24.10.16	Grant funding inc. Take Part Activity	£10,000 per annum for 2 years	Yes
	<p>Wiltshire Creative' s Aims and Objectives are as follows:</p> <ul style="list-style-type: none"> • To embolden the artistic programme across the full range of art forms, balancing our desire to produce and present new, diverse and original work with our commitment to classic repertoire • To act as a hub of talent development for Salisbury, Wiltshire and the South West • To build on and broaden the diversity of audiences and participants experiencing and participating in the work of Wiltshire Creative • To operate within a financially sustainable business model and balance financial prudence with calculated artistic risk • To improve the experience of our customers 			
<p>What are the aims and objectives of your organisation</p>				

and the working conditions of our staff and revitalise our buildings, ensuring they sit at the cultural heart of Salisbury and Wiltshire and are more sustainable and accessible

- To be a cohesive and outward facing organisation, well connected and with a high local, regional and national profile

What are the main activities of your organisation?

If you are a new group describe the services/activities you plan to provide

Wiltshire Creative is a pan-arts organisation and our main activities are the creation and presentation of a pan-arts programme of work, including learning and participatory work with young people and local communities

Please demonstrate your organisation's commitment to equal opportunities

(please enclose any relevant policies)

Wiltshire Creative is committed to equal opportunities. We recognise that equality and diversity is vital for innovation and creativity to flourish and we aim to represent all sectors of society. Please find attached Wiltshire Creative's Equality & Diversity Policy (see attached)

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	Yes / No or NA
Is this a retrospective application?	No
Are you part of a religious group	No
If this application is for a school is this for a project that benefits the wider community and is in addition to statutory services?	N/A
If application is from Education, health or social service establishment – is the project in addition to statutory services?	N/A

2. Your project

Project	Start Date	01 /04 /2021
	Finish Date	31 /03 /2022
	Total Cost	£60,250
	Grant Applied For	£42,400

Project title	Take Part Programme
<p>Description of project - <i>Try to be specific about what you will achieve and how you will achieve it, telling us how your grant or subsidy will benefit your community</i></p> <p>(please continue of a separate sheet if necessary)</p>	<p>Following a year of disruption to our programmes, we are now focussing our resources on recovery for the people of Salisbury and what will be needed as we move out of the pandemic. Whilst continuing with our regular offer, we will also deliver projects that involve local people in this Recovery process. We are seeking funding for three projects which support and develop our youth and community programmes during the Recovery process. The projects are as follows:</p> <p style="text-align: center;">1. <u>SHIFT</u></p> <p>SHIFT is a youth arts project actively engaging young people in Salisbury, and challenging the way arts organisations are programmed and run, placing young people at the heart of the process. SHIFT includes a number of strands of work which all feed back into the development of Wiltshire Creative' s future youth arts</p>

offer and practice.

As part of this project, we will recruit and contract 2 young Associate Artists (18-24) to help shape Wiltshire Creative' s offer for young people, ensuring their contributions are a part of our planning process.

Activities include:

- a) **Visual Arts Exhibition** - young people working directly with visiting artist Mahlia Amatina, to create work which will feature alongside her professional exhibition at Salisbury Arts Centre.
- b) **Live events** – an opportunity to celebrate the creativity of our young people through the creation of live events programmed, performed and produced by young people.
- c) **Digital Installation** – a digital curation of the views and opinions of our local young people presented in an innovative and engaging way.
- d) **Manifesto** – a statement created by young people setting out the commitment Wiltshire Creative make to young people as part of SHIFT and beyond. This will be created in collaboration with black-led theatre company, Talawa.

All activity will be led by the young Associate Artists along with our Young Ambassadors and developed with a broad and diverse range of young people, building on our recent hub work in areas of deprivation throughout Salisbury (e.g. Bemerton Heath) and with people living with additional needs (e.g. our partnership with Exeter House SEN school).

2. CONGRESS Community Actions

Congress, is an exciting new project we are producing in partnership with Australian theatre company, All The

Queen' s Men. The project supports diverse individuals to make their maiden public speech. The eventual showcase will take place in Salisbury Cathedral. It was originally due to take place as part of Festival 2020 and has now been re-scheduled to summer 2021.

As part of this project, a *citizens' assembly* will engage local artists and community members in our community engagement programme. This event is designed to empower diverse individuals from across Salisbury to consider and develop:

- Their visions of the future
- Their hopes for their city
- Their aspirations for their community.

This project is based on the desire and need to make change as the local and global landscape inexorably shifts. How do we face these new challenges and what are the resulting questions around identity, community and the future? What does it mean for us to be in this together?

Alongside this project there will be a wider participatory programme led by the CONGRESS citizen speakers and wordsmiths. They will gain new confidence through the above process and will learn from one another in a group that is designed to be a diverse and rich collection of voices from the city. Inspired by their new-found creative confidence and curiosity, they will be supported to take the next step as artists, working with others in the community to deliver a series of tailored community actions that extend and multiply the impact of the project, embedding it into the practice of Wiltshire Creative.

3. Inclusion bursaries

	<p>We will offer a number of bursaries to support those from low income households, who are keen to engage with our activities, enabling equal access for all, thereby ensuring a wide range of participants. Equal access is only possible through the provision of these vital bursaries which are needed even more than ever. The bursaries will be used to cover fees for our related activities as well as for additional support – e.g. travel and childcare costs.</p>
<p>Where in Salisbury will the project / activity take place?</p>	<p>This project will take place at Salisbury Playhouse, Salisbury Arts Centre and in the community across Salisbury. This includes neighbourhood centres, churches, schools, doctors’ surgeries, care homes and hospitals.</p>
<p>Who will benefit from the project?</p> <p><i>Please tell us what groups will benefit and approximately how many people will benefit in total, please give a number, do not put ‘everyone in the area’ an estimate is fine if you cannot be exact</i></p>	<p>The Take Part department at Wiltshire Creative aims to connect with over 30,000 participants each year across all its many learning and participation projects and groups, whether at Salisbury Playhouse, Salisbury Arts Centre, as part of the festival or in communities across the city and county.</p> <p>For this project and its various strands, the focus is on Salisbury city residents and we aim to reach at least 15,000 from the Salisbury City area. We have a proven track record of achieving this.</p> <p>Our target groups for this project include young people, older people, PMLD and Learning Disabilities and disadvantaged, isolated and vulnerable communities.</p>
<p>What evidence do you have that this project/activity is required?</p>	<p>Evaluation of previous projects and the past demand demonstrate the need to develop existing projects and</p>

<p><i>Tell us how you have identified the need for the project, whether within your group or community and how you think your project will meet this need</i></p>	<p>create new initiatives.</p> <p>Through our participatory work and our contact with the Salisbury communities alongside our investment in the post of <i>Community Relationships Officer</i>, we are able to monitor existing provision and need, in order to plan our future programmes. We regularly consult with our users.</p> <p>Our partnerships with other Arts and Heritage organisations (including Salisbury Cathedral, Salisbury Museum) and community agencies (including the Salisbury City Council Development Team and Wessex Community Action) ensure that we are well connected and that we are working efficiently, sharing information and resources.</p>
<p>What support have you received for this project?</p> <p><i>Please tell us about any expressions of support you have received from outside your organisation</i></p>	<p>We have also received support from Wiltshire Council and Arts Council England for this project.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by the Take Part Director, supported by a team of a Take Part Producer and a range of practitioners. There will also be oversight by both the Artistic and Executive Directors. We have a strong track record for managing this type of activity, ensuring there is strict financial control, that appropriate procedures are in place (e.g. safeguarding, DBS checks etc) and that there are clear lines of responsibility between Wiltshire Creative and our partners. Previous projects have come in on time and on budget.</p> <p>We take monitoring and evaluation very seriously, seeking both qualitative and quantitative feedback from a range of participants, partners and stakeholders. As part of our internal monitoring and evaluation, we</p>

	<p>schedule regular meetings between Wiltshire Creative staff, our facilitators and practitioners. We will design creative feedback sessions with participants, appropriate to their learning and needs. We will also invite written feedback from participants and community groups.</p>
<p>Please give the timescale and key changes/benefits and objectives for your project, including start date and finish date</p> <p><i>These will be used in your end of year/end of project monitoring report for you to report against</i></p>	<p>We are applying for 1 year of funding. The project will start in April 2021 and end in March 2022.</p> <p>We have previously applied for 2 years' funding but due to the pandemic we feel unable to articulate a confident 2 year plan, as everything is so changeable.</p> <p>We are currently working with our partners and stakeholders to develop an offer post-pandemic.</p> <p>Our project seeks to enhance the lives of those living in Salisbury through their engagement with arts and culture. The focus for this project will be on those who currently experience least engagement in arts activity and on those who feel marginalised in society. This project will take the form of learning and participatory activities, which will take place both in the community as well as in Wiltshire Creative' s two venues – Salisbury Playhouse and Salisbury Arts Centre.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and young people</p> <p><i>Applicable only if your project involves working with this client group</i></p>	<p>We have a robust Safeguarding Policy. The procedures for all elements of this project will ensure that all Wiltshire Creative staff and freelancers understand their roles and responsibilities. We will ensure that appropriate DBS-checked staff are in place and that there is a clear reporting line for safeguarding matters. Wiltshire Creative' s Safeguarding policy is reviewed annually.</p>

3. How will you pay for your project?

Tell us how much money you need for your project/activity

- a) **Provide a FULL breakdown of the costs involved in your project**
- b) **Show how much of the funding you are requesting towards this element**

Include extra sheets if necessary

Item or activity	Total cost	Funding requested
SHIFT	£26,500	£21,400
CONGRESS community actions	£18,750	£7,000
Bursaries	£15,000	£14,000
Totals	£60,250	£42,400

3.1 If you are applying for a Guaranteed Grant or to the Rent Reduction Scheme please also complete the table below

Please use general headings indicated in the FULL breakdown listed previously, using columns A-C to tell us how much funding you are requesting in years 1-3.

Use extra sheets if required

Item or activity	A	B	C	D
	Year 1	Year 2	Year 3	Total Cost
SHIFT	£21,400	£	£	£21,400
CONGRESS community actions	£7,000	£	£	£7,000
Bursaries	£14,000	£	£	£14,000
	£		£	
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
Totals	£42,400	£	£	£42,400

3.2 Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Arts Council England	11,900		✓
Wiltshire Council	5,950		✓

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<p>What are the main risks for the success of the project/activity and how will these risks be managed? E.g. health and safety, financial challenges</p>	<p>There are a number of risks and we have a strong track record of managing risk successfully. We will ensure there are mitigation measures in place.</p> <p>Firstly there are the risks of not reaching the targeted number of participants and also not reaching those least engaged. We will ensure the management of these risks with the following actions:</p> <ul style="list-style-type: none"> • Working with gatekeepers in these target communities. We already have a strong track record of doing this successfully with gatekeepers such as Age UK, the NHS, care homes, community centres, churches etc. We have already established many such partnerships and we will continue to work together on this project • We have, as part of our staff team, a Community Relationships Officer, whose primary focus is on developing relationships with community groups. She has been in post for the last two years and has already brokered many positive community relationships • A strong communication strategy, led by our External Relations department <p>The current climate of uncertainty and change is another risk. We mitigate this risk by developing a number of scenarios for each element of the project - restriction-free, restricted delivery and lockdown. This strategy ensures we are able to support and be consistent in our contact and approach.</p> <p>Wiltshire Creative is an established organisation with robust procedures and policies. We have Health &</p>
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	<p>Safety and Safeguarding policies which are adhered to for every element of the organisation' s work. These ensure that we execute work in a safe environment, mitigating risk and prioritising health and safety.</p> <p>Our financial procedures include robust financial controls. The finances are managed by the Executive Director and Finance Director, with overall responsibility resting with the board of trustees. We also have a finance sub-committee for financial scrutiny. Budgets are signed off by the board at the start of the year. All invoices are signed off by senior managers and/or the Executive, depending on the level of expenditure. All payments require two signatories.</p>
<p>If your organisation/group has financial reserves, for what purpose are they held?</p>	<p>In normal circumstances designated reserves are held for building maintenance and box office shortfalls, which are normally the main risk areas for the organisation, particularly following the merger, after which we were responsible for two buildings and reliant on greater levels of box office income.</p> <p>Naturally in the current climate, reserves are proving vital to ensure the financial health and survival of the organisation, given that earned income (70% of our income) has been obliterated by the pandemic.</p>
<p>If your reserves are more than the amount you are requesting, please explain why you are making this application</p>	<p>As an Arts Council-funded organisation, we are required to have a prudent reserves policy. Our current reserves are well below that required by our policy. The current pandemic means that we are heavily reliant on our modest reserves which include vital designated reserves for building maintenance and box office shortfalls, as indicated above. With the evaporation of our Earned Income (see above) our reserves have been vital as we work to survive the current pandemic. It is also worth noting that the performing and visual arts are a high risk business and never more so than during this current pandemic.</p>

4.0 Further information enclosed Checklist

	Enclosed (please ✓)
A copy of your organisations most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificate if appropriate (mandatory)	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisations status)	✓
A copy of your organisations latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	
Other (please list)	Wiltshire Creative's Equality and Diversity Policy

If any of the above documents have not been enclosed, please give reasons why in the box below:

Please confirm if the bank account your project is using is on the project/organisation name with 2 authorised representatives required to sign each cheque?	Yes

Declaration by the applicant

I/we declare that, to the best of my /our belief, the information on this application form and in any enclosed supporting documentation is correct

I/we declare that, I/we have read the City Council's Grant Policy and believe to the best of my/our knowledge, that we meet the criteria set out by the Policy

I/we accept the following:

- I. That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- II. That for applications of £1000 or more, a presentation is required by the applicant(s) to the City Council. This will be arranged prior to any meeting by the City Council Active Communities Team
- III. That any grant offered will be used only for the purpose set out in this application and
- IV. That we will provide reports on progress at the request of the City Council
- V. That should any grant offered, not be used in accordance with the terms and conditions set out by the City Council, I/we undertake on behalf of the organisation to repay the outstanding amount to the City Council on demand

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant council meeting

Signed :		
Name(s):	Sebastian Warrack	
Position(s):	Executive Director	
Date:	18.2.21	

Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected (Guaranteed Grants Application).

We will only hold your information for as long as necessary for the purposes (a year after the event)

I consent for my personal data being held for the purposes listed

Please remember:

If you have not answered all the relevant questions and sent all the information we require, **we will return your application to you and this will cause a delay.**

Please send your application to:

Communities Team, Salisbury City Council, Bemerton Heath Centre, 58-60 Pinewood Way, Salisbury, SP2 9HU