



COMMUNITY GRANTS FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT <small>(In no more than 25 words)</small>	Exhibition of memorabilia & photos from the past century – part of Centenary celebration for Shrewsbury Musical Theatre Company, formerly Shrewsbury Amateur Operatic Society.	GRANT AMOUNT REQUESTED	£1965.46
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Contact Details

Q1 Name of organisation making application:

...Shrewsbury Musical Theatre Company.....

Name of contact for this application

Title : ...Mrs First Name: Karen.....Surname: Muxworthy.....

Position held in the organisation:...Committee member/Marketing assistant.....

Contact Address, including full postcode:

NB. This is my home address, but SMTC is based in Shrewsbury.

Contact Telephone Number:

Email address:

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

- Registered Charity: Charity Registration Number
- Voluntary Organisation:
- Company Limited by Guarantee: Company Number
- Other – Please specify: Community Interest Company (14091909).....

Q3 When was your organisation established?

Organisation established in 1923 but became a CIC in 2022

Q4 Briefly describe your organisation.

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.

SMTC is a not for profit, amateur, inclusive musical theatre company with over 100 members. We only audition for main roles, meaning members of the community wishing to perform in the ensemble are welcomed, regardless of experience or ability. From 2023 subscription fees are now included in show membership fees, per production. These fees enable us to provide such things as a professional Director and Musical Director, rehearsal space, licensing, set hire, technical expertise, etc. Aside from the War Years and Covid lockdown, the company has performed one or two shows per year for generations of Shrewsbury audiences over the past century

Q5 If you are a subsidiary of a larger organisation, please state which one.

N/A

Q6 Does your organisation have an agreed Constitution or Memorandum of Association?

Please state which and attach a copy: Articles of Association (attached)

Q7 What is your primary source of funding?

Our primary source of funding for putting on a show is generally ticket sales and production fees paid by participating members.

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Details of the project or activity you are planning

Q8 Describe the projects/activity you plan to use this grant for.

- i. Try to be specific about what you will do and how you will do it.

SMTC is a big part of Shrewsbury's history. During the week of our June 2023 Centenary concert, Theatre Severn are allocating, free of charge, some foyer space for a portable exhibition detailing our history and showcasing collected memorabilia, e.g. valuable old photos and old programmes, to share with the community. Afterwards we hope to relocate this exhibition to such places as Shrewsbury Library and Shrewsbury Museum. The latter venue was our previous home when the building served as the town's Music Hall, so to take our exhibition there would be quite fitting! Displaying in multiple places will make our exhibition accessible to the wider community. This grant would enable us to purchase portable display equipment for the exhibition. (It is planned that we will donate the memorabilia to the Shropshire Archive later on, to preserve our findings for future generations).

- ii. Please state how you have identified this need and how the project will benefit the people of Shrewsbury, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

From conversations with existing and past members and audience members, we know they are keen to preserve memories and artefacts to share with the community and future generations. We are collecting loans of and donations of old programmes and photos of past productions which might be lost forever if they remain in people's cupboards and lofts. By displaying them in several temporary exhibitions we are able to share the history of amateur musical theatre with the wider community. Ultimately, this project will help preserve a part of the unique identity of Shrewsbury and promote its performing arts heritage. The free-to-enter exhibition will provide socially inclusive access to the history of our organisation and hopefully inspire people unaware of the opportunities provided by SMTC. The display equipment will need to be organised, complete with art-work, and delivered by late May 2023

- iii. How many people from the Parish of Shrewsbury do you expect to benefit directly from your project or activity?

Potentially
1000+

Q9 What criteria will be used to measure the success of the project and how many people from the Parish of Shrewsbury do you expect to benefit from it?

We aim to monitor the success of the project by asking visitors to complete a simple questionnaire to indicate levels of enjoyment gained from attending and to detail how the exhibition has improved their knowledge of Shrewsbury's musical theatre history. We can also collect evidence of any new membership inspired to join us after their visit. The display content will tell the story of SMTC's progress over the course of the past century, giving voice to the changing nature of entertainment within Shrewsbury. There will be anecdotes of experiences, well-being and career successes. It is difficult to predict specific visitor numbers but we are hoping in excess of 100 people. Following the

exhibition(s) the archived memorabilia will be available for future generations of researchers, academics and schools, etc.

Health & Safety

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

i. What kind of insurance does your organisation have?

“Theatres Mutual Amateur Combined” policy, covering material damage, liabilities and personal accident.

ii. Do the leaders have the relevant qualifications and/or experience?

Yes

iii. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities, CRB Checks etc.)? *You may be required to submit copies of your policies*

SMTC Code of Conduct, SMTC Grievance Procedure and SMTC Show Policies

Funding of your project

Q11 Previous Applications

If you have applied for and received funding from Shrewsbury Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

N/A

Year	Project Description	Award £

Q12 Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £1965.46 and provide a detailed breakdown as to how you have reached this figure

Project Expenditure Please list all items of expenditure for your project	Amount of Project
1. Project manager (estimated 40 hrs @ £20 ph)	£800
2. Memorabilia collection & collation (estimated 40 hrs @ £20 ph)	£800
3. Creative design for banners and display pods (estimated 10 hrs @ £20 ph)	£200
4. Copywriting for displayed stories (estimated 5 hrs @ £20 ph)	£100
5. Promotion of exhibition e.g. press releases, social media, SMTC website, etc. (estimated 10 hrs @ £20 ph)	£200
6. 2 x roller banners @ 97.13 each	£194.26
7. 2 x portable display pods @ £885.60 each	£1771.20
Total	£4065.46
Project Income Please list how the project shall be funded	
Items 1-5 will be covered by volunteers as 'payment in kind'.	£2100 <i>(waivered)</i>
	£
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£1965.46

Q13 Covering a Shortfall

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

We may consider crowdfunding or approach other local funders such as Tesco Community Grants

Q14 Sustainability

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?

The entire centenary celebration is a one-off project. Following this we will resume being the self-sustainable organisation we are, funding rehearsals and performances via production fees from members and ticket sales.

Your Accounts

Q15 Please provide the following details from your most recent annual accounts

Total Income	£	We have traded as a CIC for less than one year, therefore we do not yet have a set of annual audited accounts.
Less Total Expenditure	£	
Surplus / Loss	£	
Savings (Reserves, Cash, Investments)	£	

Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Attached is the projected income and expenditure for our centenary concert planned for June 2023

You need to include these documents with this application.

Account Details

Q16 Please provide your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name

Sort Code:

Account Number:

Bank/building society name:

Bank/building society address

Who are the signatories and what position do they hold in your organisation?

- 1 Name Position Company Director.....
- 2 Name Position Company Director.....
- 3 Name Position Company Director.....

Any Other Information

Q17 Any other information which you consider to be relevant to your application.

The envisaged exhibition will form part of our bigger Centenary celebration, culminating in our 10th June concert at Theatre Severn. The live performance will incorporate an audio/visual experience from the Oral History project we are also planning. We are in the process of applying to the Heritage Lottery Fund to cover what we need for the Oral History project. The concert itself will be funded via ticket sales and membership/production fees, as are all of our theatre shows.

Declarations

Q18 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of SMTC (insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: Company Director

Title First Name: Surname:

Organisation address:

Telephone:

Signed:

Date: 27.01.23

Q19 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q18**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed:

Date: 27.01.23

Checklist

1. Have you answered every question?
2. Have all signatures been completed?
3. Have you included a copy of your constitution?
4. Have you included a copy of your most recent audited accounts?
5. Please state any supporting documents you are submitting:

Please return your completed application form to:

**Town Clerk
Shrewsbury Town Council
Riggs Hall
The Library
Castle Gates
Shrewsbury
SY1 2AS**

Telephone: 01743 281010
Email: Helen.ball@shrewsburytowncouncil.gov.uk