

Great Hall Theatre Company – grant application process

The objects of the Charity are to promote, improve, develop and maintain public education, appreciation and taste in the art and science of the performing and dramatic arts in all their aspects by presenting (or providing support for local performing and dramatic arts groups to present) public performances, events and workshops.

The area of benefit is generally within the County of Norfolk and Waveney District of Suffolk.

Trustees have two grant giving meetings each year. Grant requests may be made at any time.

Applications will be accepted from organisations which are registered with the Charity Commission.

Applications may also be accepted from other organisations, but restrictions on the use to which any grants made are put may apply because of Great Hall Theatre Company's charitable status – for example, venue hire costs, core costs and salaries must not be included in the application. Other organisations that are not registered with the Charity Commission should provide a written reference from an individual who is unconnected with its running or management. Referees should give details of who they are and how they consider themselves qualified to comment on the application, confirm how they know the organisation and provide their opinion on the work being done and the charitable project for which funding is sought.

Grants are not available to individuals.

Although each application is taken as a stand-alone case the trustees are keen to support a range of projects and organisations over time. In particular, reflecting Great Hall Theatre Company's history, projects leading to benefits through the longer term are more likely to be looked on favourably by the trustees.

The grant application form is the document that will be reviewed by the Trustees, therefore please keep the information on the form as simple as possible and avoid the use of technical terms and jargon.

Whilst there is no upper limit on the size of grant, funding of more than £10,000 per application is unlikely.

Any grants made will not usually be paid until the project for which funding is sought is fully funded. It is expected that any grant will be spent or legally committed within a maximum of 12 months after payment. Until a grant has been spent or legally committed the trustees reserve the right to withdraw the grant in whole or part.

Please note: In the event of a successful application, the Charity will require a progress report or other evidence as to how the money has been spent.

The Trustees welcome all grant applications that conform to the guidelines.

Submitting an application

The Application Form should be completed by a Trustee or other authorised person on behalf of your organisation.

Please make your applications via e-mail, by completing the PDF application form on this website. If this is not possible, we can accept paper applications (see below).

Within the form you will be asked for:

- The registered charity number or HMRC registration for a small charity (or a note if you do not have one)
- The general objectives of your charity
- The charity's income for the past 12 months
- Name and contact details
- A statement concerning the sustainability of your charity and the project
- Details of other funders who have been approached (names and amounts)
- Funds you have already secured for the project (names and amounts)
- Total cost of the project and the application amount
- Bank account details

In addition, what methods of fundraising are you using for the proposed project? The Trustees will wish to see that you are actively pursuing all appropriate sources of funding. Who else have you applied to and when is their decision expected? Have you considered other ways of finance (grant, loan, mortgage etc.)? Have you thought about phasing the expenditure to reduce the cost?

You will also be asked to upload the following documents:

- A set of the most recent accounts of the applicant organisation, unless these are readily available on the Charity Commission website or another website you list.
- A copy of your 'reserves policy', which the Charity Commission asks all charities to agree. We need to see that (a) you don't already have the necessary funds for your project, and (b) your organisation is financially viable.
- A description of the proposal, the reason it is needed, and a summary of or reference to any evidence for it.
- A detailed budget for the project, with any relevant copies of quotations, estimates etc.
- Any relevant recent publicity material, newsletter etc., which may support your application.

Paper applications

If you are downloading the paper form from the website please note that, once completed, it must fit a single side of an A4 sheet of paper. Please type your application on the form wherever possible. Do not put "please see attached" or refer to any other documents or information within the summary of appeal.

Your application and supporting documents can be scanned and sent via e-mail; or you can send them, post fully paid, to Great Hall Theatre Company, c/o Kate Anetts, 10 Ninham's Court, NORWICH, NR2 1NX. If you are sending the application in the post **please do not send it by recorded delivery or any 'signed for' service.**

Once an application has been made

Receipt of applications will normally be acknowledged within 10 working days at which time you will be given an indication of when the application is likely to be considered by the Trustees and will be advised whether sufficient information has been received.

Once an application has been considered the decision of the Trustees, which is final, will normally be notified to the applicant within 10 working days of their meeting. Whether the application is successful or not applicants are expected to wait a minimum of two years before applying again.

In the event of a successful application the applicants are encouraged to publicise their funding from Great Hall Theatre Company. Copies of the Great Hall Theatre Company logo may be used and are available on request.

The trustees would wish any publicity or press release regarding the project to include an acknowledgement of the grant from Great Hall Theatre Company.

Great Hall Theatre Company may issue press releases advising of grants given and will list details of recent grants made on its website. It may also link the applicant's website to its own website.