



MAIN GRANTS PROGRAMME
(For applications to a maximum value of £2,500)
APPLICATION FORM

Name of organisation	Little Actors Theatre Company
Official address (if applicable)	

	First contact	Second contact
Name	Samantha Giblin	Natasha Symms
Position	Artistic Director	Associate Director
Address		
Telephone		
Email	mail@littleactorstheatre.com	mail@littleactorstheatre.com

Does your organisation have a named bank account with a minimum of two signatories?	YES	√
	NO	

Registration status (if applicable)	
Charity Commission registration number	1155249
Companies House registration number	07151719

Your organisation	
What does your organisation do?	Little Actors Theatre offers professionally led performing arts activities in the community. All actors are Equity members and LATC is registered with professional body the Independent Theatre Council. Also, as a Registered Charity we offer an access for all policy with particular focus on financial inclusion (50% low-income discounts and free places for unwaged families) and community involvement.
How does your organisation benefit the local community? Please include a specific example.	By providing professionally led theatre arts activities that promote health and well-being (including mental health) and for the over 50s group, helping reduce social isolation and loneliness. It is important to have creative outlets for a community to come together and share, within groups and wider for an audience at events. Having professional theatre practitioners lead all workshops adds high quality to the provision on offer.

<p>How many people benefit directly from the work of your organisation (itemise numbers of members, volunteers and service users)?</p>	<p>Brightlights Theatre – for the over 50s (8-10 per week)</p> <p>Adult dance – 7-9 per week Adult Tap – 7 per week</p> <p>InterACT Youth Theatre (ages 13+) 15-17 per week</p> <p>Theatre Club (5-12s) 35-45 per week Creative Tots (pre-school) 5+ per week</p> <p>Holiday course for 6-12 year olds – 30-45 children. Offers lunch for free school meals children.</p> <p>Public performances and community appearances (Village fair & Christmas Lights switch on)- 2000+ per annum public audience</p> <p>Christmas party – 80-100 (adults and children)</p> <p>Volunteers – depending on the activity we have 7 volunteers per week with more on show days.</p>
<p>What activities, events or services has your organisation provided in Neston during the last 12 months?</p>	<p>Working around pandemic restrictions:</p> <p>Brightlights Theatre (adults over 50s) – Open air summer Panto Cinderella performance and a version of 'Scrooge' at the 2021 Christmas Market.</p> <p>InterACT Youth Theatre (ages 12+) – Open air summer performance of a NT play called 'The Wardrobe'. Plus, work has begun on the 2022 National Theatre Connections and Leverhulme Drama Festival.</p> <p>Theatre Club (5-12s) – rehearsed a Christmas show performed in the Town Hall in December 2021. They have now started to work on the theme of the Jubilee. One group is entered for the Leverhulme Drama Festival.</p> <p>DramaTots (pre-school) – face to face sessions resumed.</p> <p>Summer holiday course for 6-12 year olds – Part of the Government's Holiday Activity Fund to provide lunch for free</p>

	<p>school meals children.</p> <p>LAMDA examinations – 3 children took exams. 6 are in preparation for more grades.</p> <p>The professional actors also formed a performance company and toured 2 shows – ‘Shakespeare’s Dream’ and ‘Cinderella’</p>
<p>What activities, events or services does your organisation plan to provide in Neston for the next 12 months?</p>	<p>Brightlights Theatre – Performances at the Leverhulme Drama Festival 2022 and 2023</p> <p>Adult dance and adult Tap – COVID-19 permitting we would like to resume these classes</p> <p>InterACT Youth Theatre (ages 12+) – The group aged 13+ will participate in National Theatre Connections The juniors aged 11-12 will prepare a play for the Leverhulme Drama Festival plus community events.</p> <p>Theatre Club (5-12s) – Preparing performances for the Queens Jubilee and Christmas in Neston.</p> <p>Community performance funded by the CWaC Crowdfund with Spacehive (April – November) TBC.</p> <p>Summer holiday course for 6-12 year olds (hopefully with some HAF funding and support)</p> <p>In taking on the ex Post Office space in the Town Hall we would hope to offer a Christmas Grotto/party – fundraiser and community social event. Plus, we would also like to open up the building for creative coffee meetings etc. This may lead to using the Town Hall space more for workshops and rehearsals.</p> <p>Participate in community event where permissible.</p> <p>LAMDA examination preparation</p>

Your project	
Project title	Little Actors 2022-23 season of theatre
Amount requested	£2500
Project start date	April 2022
Project end date	March/April 2023
Describe your project	<p>We would aim to run the sessions, courses and rehearsals listed above on a weekly basis with some of the groups culminating in public performances (over 50s, youth theatre and U12s)</p> <p>Material would be devised and created and would include Christmas shows, plays created for the Leverhulme Drama Festival. Drama and dance on the theme of the Queen's Jubilee, the National Theatre Connections for the youth theatre and a Storyhouse transfer for the community performance (crowdfunded). Little Actors would participate in community events as much as possible.</p> <p>The projects offer many volunteering opportunities to adults and teens too.</p>
List the main objectives of your project	<p>The main objective of the project is to involve the public, both as participants and audience in theatre arts activities to improve health and well-being (especially post-pandemic). Also, to help reduce social isolation and loneliness.</p> <p>We also will engage with volunteers to involve them in arts activities. Again, to improve health and well-being and reduce social isolation and loneliness.</p> <p>Little Actors offers a scholarship scheme of 50% for low-income families. Also, free places for children from unwaged families. This ensures that people with financial constraints can access the activities. Grant funding supports the delivery of the scholarships.</p> <p>We took the decision to make all children's activities free for children registered for Free School Meals. Of course, this causes reduced fee revenue, but we feel it is important to promote inclusion from all socio-economic backgrounds, especially at this difficult time for people who may have lost jobs or suffered with mental health as a result of</p>

	<p>the pandemic.</p> <p>We also aim for high quality provision by contracting highly trained and experienced theatre professionals.</p>
<p>Explain how each main objective will be achieved.</p>	<p>This will be achieved through the delivery of weekly workshops for both elderly adults, young people, and children, culminating in end of project presentations in local venues and/or community events such as the Christmas lights switch on and Jubilee events.</p> <p>The workshops will be led by professional theatre practitioners who will guide participants and volunteers to achieve the end result of the presentations.</p> <p>The reducing or waiving of fees ensures equal access for all. Where relevant the Artistic Director can use discretion to offer further discounts for individual hardship circumstances.</p>
<p>Provide a timeline for implementation of your project.</p>	<p>January – April 2022 – planning and administration preparation (unfunded)</p> <p>April – July 2022 – summer term workshops and activities including Jubilee themed showings.</p> <p>August – delivery of a week-long summer course for children.</p> <p>September – December – weekly rehearsals for each group - Brightlights Theatre for the over 50s and Theatre Club for the under 12s. Preparation for Christmas and the Leverhulme Drama Festival.</p> <p>The youth theatre will begin rehearsals for National Theatre Connections and this play will also enter the Leverhulme Festival and transfer to The Lowry.</p> <p>January – March 2023 – final rehearsals for the spring 2023 shows and festivals.</p> <p>Plus participation in community events as they are scheduled.</p>
<p>Detail the evidence that proves why this project is needed.</p>	<p>Access to the arts should be a right for all children. Our scholarship scheme ensures everyone from low-income families can access our services. This is well used by</p>

	<p>members demonstrating a financial need for discounts. This increased during the 2020/21 pandemic as some people financial circumstances declined.</p> <p>Isolation and loneliness are a real issue for the over 50s. Many of our members live alone and coming out to our activity is a vital social lifeline for them.</p> <p>Research shows that participation in the arts improves health and well being. During the pandemic we have anecdotal evidence from parents of just how vital the arts have been for their children to keep in touch and take their minds off the strains of the pandemic's repercussions for them.</p> <p>Little Actors provides a service that tackles these issues as well as involving our participants in larger community events.</p> <p>As an aside, Artistic Director, Samantha Giblin has been accepted onto the MA in Applied Theatre at Central School of Speech and Drama. This is a specialism in community and educational theatre. This additional qualification will be applied to improve and extend the offering by Little Actors in Neston.</p>
<p>Please demonstrate how the people who will benefit from your project, with lived experience of the issues tackled, have been involved in its development and how they will be involved in its delivery.</p>	<p>The over 50s are very involved in all aspects of delivering their group, making props and costumes etc. They are very committed.</p> <p>For the children, parents get involved in volunteering on shows to support. This ensures we can offer these services.</p> <p>This involvement and more would be encouraged and facilitated.</p> <p>Some of our young teen actors also volunteer with other groups. The teens also choose the material they want to work on – effectively giving them a voice.</p> <p>This year our children, young people and elderly clients are going to be in even more need of social and creative interaction after the pandemic lockdowns.</p>

	<p>In taking on the lease for the former Post Office, LATC can ensure the development of theatre arts activities on the High Street and in the Town Hall. This will extend the reach of the work to the wider community through easy access to a central venue.</p>	
<p>What difference will your project make to the lives of the people who will benefit from it and how will you measure its legacy?</p>	<p>Some of the benefits include; happiness, joy, a sense of belonging, team building, creativity improving physical and mental health and well-being, community involvement and cohesion.</p> <p>Case history of the difference it makes – one of our over 50s clients lives alone. She has no family. She has said the highlight of her week is coming to Brightlights and she is desperate to get back to rehearsals once she is allowed out of her home.</p> <p>Case history of a child benefitting from the scholarship scheme – ‘As a single non-working disabled parent life can be very difficult for both me financially and my children missing out on opportunities. The funding offered by little actors has given Scarlett an opportunity to access an activity she would otherwise not have been able to. I’ve watched her grow in confidence and self-esteem and develop friendships and skills that will carry her forward in life. I hope she will be part of little actors for many years and continues to pursue her love of performing with the help of her scholarship funding.</p> <p>We do provide feedback forms for all participants when relevant and data is collated into a report.</p>	
<p>How many people do you estimate will benefit from your project?</p>	<p>Direct beneficiaries</p>	<p>1000+ as participants, venue audience and wider community audience.</p>
	<p>Volunteers</p>	<p>20-25 depending on the activity. 7 Trustees and at least 2 weekly regular helpers.</p>
<p>If you aim for your project to carry on in the future, how will you ensure it</p>	<p>Little Actors offers the weekly workshops but change the challenge from project to</p>	

continues after the funding from this application has been used?	<p>project. A proportion of income is through fee charges (subsidised where relevant), plus seeking additional grants so projects can be delivered. Fees charged are used to cover overheads.</p> <p>Going forward further project grants would be sought from small and large funding bodies and trusts</p>
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Breakdown of project costs	
Description of expenditure	Amount £
These are just project weekly delivery costs for the U12s, youth theatre and over 50s only and do not cover and admin/overheads or other production costs.	
38 weeks for 2022-23 delivered over 3 terms	
Facilitator (writer/director) – over 50s - 2 hours @ £25	1900
Facilitator – Holiday course (1 week)	500
Sat Facilitator – Drama Director – Theatre Club – 2 hours @ £25	1900
Sat Facilitator – Musical Theatre – Theatre Club – 2 hours @ £25 x 2	3800
Sat Facilitator – Director (safeguarding) – Theatre Club – 2 ½ hours @ £25	2375
Flyers/posters – shows	200
Flyers/posters – holiday course	100
Youth theatre directors (x2) 2 hours per week @£25	3800
TOTAL PROJECT COST (do not include in-kind costs)	14575

Sources of project funding and in-kind support	
Have you secured any other funding for your project? If so, where from?	Amount
Fees	5000
Trusts' grants (TBC)	2000-4000
Description of in-kind assistance secured (e.g., volunteer hours or donated equipment)	Amount (what is the financial conversion for this in-kind help?)
Front of house volunteers on show days 3 people for 2 hours (@£9 per hour for 5 show days)	270
Design	1000

Financial information about your organisation (last financial year)	
What was the date of your last financial year end?	31 st March 2021
What was your organisation's income in the last financial year?	£56830 (including some of our income coming from London clients and project grants)
Did your organisation have a surplus or deficit for the last financial year?	Surplus £ 12,671 (representing some grants for the previous financial year)

	that have had to be carried over because of the pandemic disrupting activities delivery) Restricted funds are £2950 Deficit £
What were your organisation's unrestricted reserves at the end of the last financial year?	£9720 (allocated to the future rent for the post office space)

Financial information about your organisation (current financial year)	
Are you projecting a surplus or deficit for the current financial year?	Projected surplus £5000 (allocated to paying rent on Post Office space) Projected deficit £0
What are your organisation's projected unrestricted reserves for the end of the current financial year?	£5000 (due to support from the Arts Council in 2020 fee income was reallocated to project development work to widen our remit in the community to TIE delivery)

Previous grant support from Neston Town Council		
Please detail below previous grant support that your organisation has received from Neston Town Council during the past five years		
Date of grant award	Purpose of grant award	Amount
April 2021	To deliver workshops for the 2021 - 22 repertoire. Delivery outlined above.	£2500
June 2020	To deliver our work for the summer and autumn term 2020. This was delivered both in the room and via Zoom during lockdown.	£2500
I have copied the grant invoice list from our online accounts. Using a search from 25 th March 2015 to 25 th March 2020	For some of the projects there has been a glitch and invoices have not been assigned to projects. They were assigned to projects at the time. But reports were provided to NTC at the time	

#	Reference	Date	Project	Type	Amount
2539	Staging	24/10/2019	Brightlife 2019-20	Invoice	£2,616.40
2497		01/07/2019	Summer Course 2019	Invoice	£500.00
2496		01/07/2019	Brightlights 2019-20	Invoice	£2,000.00
2371		01/04/2019	Neston 2019-20	Invoice	£2,500.00
2310		29/10/2018	Armistice 2018	Invoice	£500.00

2242	Grant	02/07/2018	InterACT YT CH64 2018-19	Invoice	£2,000.00
2112		01/04/2018	Neston 2018-19	Invoice	£2,000.00
2083	Chairs	03/01/2018	Admin cost 2017-18	Invoice	£300.00
1854		16/02/2017		Invoice	£249.00
1853		16/02/2017		Invoice	£1,251.00
1834		01/04/2017		Invoice	£1,000.00
1833		01/04/2017		Invoice	£1,000.00
	Christmas		Neston Young Writers 2016-		
1806	Commission	18/10/2016	17	Invoice	£480.00
1777		08/09/2016		Invoice	£1,500.00
1612		01/04/2016		Invoice	£700.00
1563		06/08/2015		Invoice	£318.60
1562		06/08/2015		Invoice	£210.60
1561		06/08/2015		Invoice	£1,000.00

The Town Council's funding priorities	
We look for projects that support the funding priorities detailed in the Town Council's Grants Policy. Which of these priorities does your project support?	
To enable local people to participate in voluntary groups and activities.	Yes
To help the Neston area's voluntary and community groups to improve the impact on the community.	Yes
To ensure the provision of services, needed by the residents of the Neston area, via the voluntary sector.	Yes
To support organisations which meet the needs of people experiencing social and economic difficulties.	Yes
To ensure that there is equality of access and opportunity for all Neston area residents to the services it provides and funds.	Yes
To improve or enhance the local environment.	

Checklist	
Latest annual accounts	Yes
Copies of written estimates or catalogue pages (if applicable)	N/A
Policies for the protection of children and/or vulnerable adults (if applicable)	Yes

NTC already has these documents on file. Each year as we update I will automatically send them to you for your records.

Declaration
<ol style="list-style-type: none"> 1. I am authorised to make the application on behalf of the above organisation. 2. I have read Neston Town Council's Grants Policy and Funding Agreement. 3. I certify that the information in this application is correct. 4. If the information in the application changes in any way I will inform Neston Town Council.

5. I confirm that our organisation has the necessary governance in place to ensure accountability for the spending of any grant money allocated by Neston Town Council.	
6. I understand that information provided in this application (with the exception of contact details and signatures) will be in the public domain and will be uploaded to the Town Council's website.	
7. I agree to participate in monitoring, auditing and reporting feedback related to Neston Town Council grant funding.	
Name	Samantha Giblin
Signature	
Date	19 th January 2022

GRANTS PROGRAMME UPDATES	
If you would like to receive periodic updates from Neston Town Council about the Council's grants programme, please provide an email address below.	
By providing this information you agree to the Town Council storing and using your email address to provide you with grants programme updates. The Town Council will not use the email address you provide for any purpose other than to send you information about the grants programme and will not share your email address with any other organisations. You can ask to be removed from this mailing list at any time by contacting Neston Town Council.	
Email address	mail@littleactorstheatre.com

Applications to the main grants programme are considered twice a year and the deadlines for submission of applications are **31 March** and **30 September**.

You can submit your application electronically to council@nestontowncouncil.org.uk or by post to Neston Town Council, Town Hall, High Street, Neston CH64 9TR.

<p>NESTON TOWN COUNCIL PRIVACY NOTICE FOR APPLICANTS TO THE TOWN COUNCIL'S GRANTS PROGRAMME</p> <p>The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 govern how we handle personal data.</p> <p>Why are we collecting your information?</p> <p>On our grant application forms most of the information we need relates to your organisation. However, we are often provided with names, email addresses, contact telephone numbers and addresses relating to named individuals who are submitting the form on behalf of the group. We are processing the data under Article 6 of the General Data Protection Regulations, Section 1e, Public Task. We will only use the personal data supplied for the means of administering the grants programme.</p> <p>How will we use your information?</p> <p>The information you provide to us in connection with your grant application (including personal contact details) will be held securely as hard copy originals and as electronic data on Neston Town Council's shared drive. We will only use this information to assess, process and award community grants. For those successful in obtaining a grant award, we will use information about the project in publicity to promote the grants programme but will not share any personal data. If we want to use any photographs showing people at your events we will ensure we gain consent from them at the time in order to use images of them.</p>

Who will we share your information with?

The information may be shared with other Council Officers and Town Councillors as part of our grant assessment and monitoring process. A redacted version of your grant application (removing private addresses, private telephone numbers, private email addresses and applicant signatures) will be considered at a grants meeting and, as such, will be uploaded to the Town Council website alongside other papers detailed on the agenda. Your contact details will not be passed on to third parties. Please note that Neston Town Council is subject to the Freedom of Information Act and other legislation.

How long will we keep your information?

Information from successful applicants will be retained for the current financial year plus six years. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).

Information from unsuccessful grant applicants will be kept for 12 months from the point of application. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).