



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant	
1	Name of Applicant/Organisation Saffron Walden Musical Theatre Company
2	Applicant contact name, address, email and telephone* Fiona Wilson Waterworth, Maple House, Sturmer Rd, New England, Halstead, ESSEX CO9 4BB fiona@parkerdavies.com 07799628977 <small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small>
3	Aims & Objectives of Applicant / Organisation Our constitution states that the society aims to enable performance of musical theatre shows for the benefit of entertainment and education of members and supporters in music and stagecraft and entertainment of a wider, local audience. I would also add that the organisation provides a vehicle for people to become involved, have a sense of belonging, make friends. Also the singing, dancing and sense of community have enormous benefits for mental health.
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? We are a non-profit making society owned by the members. We are not a registered charity If yes, please provide registration details:



SAFFRON WALDEN
TOWN COUNCIL

5 Does Your Organisation Have:

A constitution: Yes
Accounts: Yes
Equal opportunities policy: No
Safeguarding or child protection policy* Yes
Health and Safety policy Yes

Please include a copy of these documents where available.

If these documents are not supplied, please advise why these details are missing.

**If you are not able to provide a safeguarding or child protection policy, please advise how you will monitor and ensure the protection of children and vulnerable adults.*

→ Part of risk assessment sent to Town Hall

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Is your application for a reduced hire fee for any Town Council premises?

☐

NO

If yes, what is the date of your event and have you booked the facility with the Town Council?

If No, please proceed to question 7.



7	<p>Have you previously applied to SWTC for grant funding?</p> <p>Yes</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</p> <p>Yes, we were successful in an application for grant funding for our production of 'Kinky Boots' in 2022. This money was towards the cost of costumes. We received £300.</p>
	<p>For Office use only regarding questions 6 & 7:</p> <p>Commercial hire cost:</p> <p>Resourcing cost to Town Council:</p> <p>Potential Net loss / profit:</p> <p>Confirm details of any previous grants awarded to this Organisation:</p> <p>Additional Information:</p>
	<p style="text-align: center;">Section 2 – The Project</p>
8	<p>Project name: Production of 'Sister Act' a musical</p> <p>Project aim: See question 3.</p> <p>Start Date: Rehearsals Start September 21st 2022</p> <p>End Date: The production runs at Saffron Walden Town Hall from 7th to 11th March 2023</p>



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Please give details of the project activities and timeline

The adult members will put on an amateur musical production of Sister Act in March 2023.

Rehearsals begin on Wednesday September 21st, auditions for main roles are 9th and 10th October.

The cast will rehearse every Monday and Wednesday evening plus a number of Sundays in early 2023.

The project (involving a cast of approx. 30 - 40 plus a paid director, musical director, rehearsal pianist, and live band for show week) will begin with acting and learning music and dance in early autumn. In the background the costume, sound, set and lighting design start to take shape and everything is designed, sourced and built by members and friends of the society. The Committee organise fund-raising and promotional advertising and tickets go on sale online and in the SW TI.

Apart from the hire of musicians and creatives, other major expenses are score hire, royalties, hire of the rehearsal and performance venues plus advertising and promotion. Lighting, sound, costumes, make-up, set design and build, front of house, ticket sales are done by volunteer members and friends of the society with some small supplementary costs.

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What particular need do you consider the project will meet?

To quote a recent four-year study of amateur theatre in England, funded by the Arts and Humanities Research Council "amateur theatre brings extensive social, creative and cultural benefits to the people and community it serves, contributes to the creative economy and the nations theatre repertoire"

Indeed, SWMTC is now 100 years old, and we have a rich history of bringing people together in the community, as well as teaching singing, dancing, acting and stage craft which is then passed on to and inspires younger generations. In addition, the entertainment provided for the local town is essential to keep smaller venues and live theatre alive.

Our practise and values enabled us to set up a youth group 45 years ago which gives local 11 to 18 years olds the opportunity to enjoy and learn about theatre for a relatively small cost to their family.

11	<p>How have you identified the need for this project? Please include your experience in this field and research and scoping that has been carried out with the intended target group.</p> <p>The fact that the society is alive and well after 100 years shows the ongoing need for such an organisation in the local community.</p> <p>Speaking from personally experience (I have been a member for 20 years. I have performed, directed, produced and served as chair of the youth group for 12 years and now the main, adult group for 5 years.) The positive reactions from audiences and those members involved that I have witnessed over this period, and the fact that we continually get new members and sell tickets, is proof that such projects are needed.</p>
12	<p>Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area (the parish of Saffron Walden and Little Walden, see map attached for the area served by SWTC), the project will serve. If possible, please provide evidence of this within the Data Protection Act:</p> <p>Approximate figures Cast 30 - 40, musicians 12, creatives 3, committee 10, set, props, costumes, make-up 10/15, volunteers 20/30. Audience 900.</p>



	Local businesses involved in refreshments, ice cream, costume hire, programme production, sponsorship and advertising, set supply and build, printing, light and sound hire
13	<p>Please give a brief outline of:</p> <ul style="list-style-type: none">• How this project benefits the residents of Saffron Walden Town Council's area;• On the change you wish to see as a result of your project or activity for the residents of the Saffron Walden parish;• How your project will be measured <p>Please see answers in 11. and 12. for the benefits.</p> <p>To answer the second two points, I would say that the well-being, enjoyment and mental health benefits are hard to quantify but very plain to see.</p> <p>In addition, I would say that the activities of our society are part of the beating heart of the local community which we all want to keep alive and well</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>The society owns property in Fairycroft Road and has a fully comprehensive insurance policy.</p>



15	<p>Address where <u>main</u> activities will take place</p> <p>Performances Saffron Walden Town Hall Rehearsals mainly Saffron Walden Baptist Church</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>It is advertised locally and anyone over 18 can apply to be a member</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p><i>Attached</i></p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>£300 for the ensemble costume hire of nuns outfits</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input checked="checked" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, please indicate how much and who from</p> <p>£250 from the Round Table to contribute towards the set</p>



20	<p>Have you applied for funding from other sources for any other project which may relate to this funding request? If so, please give details of when, and if the application was successful, please give details of the grant received.</p> <p>See 7. above</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>The SWTC logo will be on all our promotional material. Tickets will be available in SW Tourist Information Office where the production will also be advertised in the window for two weeks in February 2023</p>



Section 4 – Contact Details

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Contact details for this application
(this must be someone who has full knowledge of the application and can answer questions about it). Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held

Name Fiona Wilson Waterworth

Tel No 07799 628977

Email address fiona@parkerdavies.com

Date of application September 2022

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Bank/Building Society Details:

Lloyds Bank, Account Number 00139200, Sort Code 30-97-24

Grants will ordinarily be made by cheque payment.

Name to appear on cheque payment:

Saffron Walden Musical Theatre Company

If this is not the name of the group applying, please provide an explanation for variance.

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Declaration – must be signed by at least 2 persons

We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:

Name of Organisation: Saffron Walden Musical Theatre Company

Signed: (1st person)

Name: Fiona Wilson Waterworth

Position in Organisation: Chair

Signed: (2nd person)

Name: Jason Austin-Guest

Position in Organisation: Secretary



Saffron Walden Musical Theatre Company Child Protection Policy – September 2022

Saffron Walden Musical Theatre Company recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

The society recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to practice which protects children from harm. All members of the society accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The society believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of the society should be clear on how to respond appropriately.

The society will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the society provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.

The society has child protection procedures which accompany this policy. This policy should also be read in conjunction with the society's Health & Safety Policy.

The society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Rachel Glibbery and she can be contacted on 07772419561 or rachelglibbery@me.com

This policy will be regularly monitored by the Executive Committee of the society and will be subject to annual review.

Date: 22.09.22

CHILD PROTECTION PROCEDURES

Responsibilities of the Society

At the outset of any production involving children the society will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person with designated responsibility for child protection.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary, in consultation with the local education authority).
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents

- The society believes it to be important that there is a partnership between parents and the society. Parents are encouraged to be involved in the activities of the society and to share responsibility for the care of children. All parents will be given a copy the society's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children home.

Unsupervised Contact

- The society will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure.

Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

- The society has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Suspicion of abuse

- If you see or suspect abuse of a child while in the care of the society, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Chairman.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the society, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

Disclosure of abuse

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.

- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Rights & Confidentiality

- If a complaint is made against a member of the society, he or she will be made aware of his rights under the society's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

Accidents

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the society, a designated first-aider will administer first aid and the injury will be recorded in the society's accident book. This record will be countersigned by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

Criminal Record Disclosures

- If the society believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel, it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised

access to children. An Enhanced disclosure will be required for anyone with unsupervised access.

- The society will have a written code of practice for the handling of disclosure information.
- The society will ensure that information contained in the disclosure is not misused.

Chaperones

- Chaperones will be appointed by the society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Chaperones are required to hold volunteer or professional chaperone licences. They will be required to supply photographic proof of this licence and will have it on view whilst caring for the children at all performances.
- Chaperones will be made aware of the society's Child Protection Policy and Procedures.
- Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents, or unless signed permission from parents has been received.
- Children will be adequately supervised while going to and from the toilets.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Social Media

- SWMTC recognises that social media can be a legitimate and effective way to communicate with children and young people. Current social media applications frequently used by members include

Facebook, Instagram, and Twitter. Contact with children and young people through such forums should only take place through SWMTC accounts. Current SWMTC accounts are as follows:

- FACEBOOK – Saffron Walden Musical Theatre Company – SWMTC
- INSTAGRAM - swmusicaltc
- TWITTER – @swmtcsaffwalden

Radicalisation

- SWMTC recognises the positive contribution it can make towards protecting children and young people from radicalisation to violent extremism. SWMTC will empower children and young people to create communities that are resilient to extremism and support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. It will also promote the development of spaces for free debate where shared values can be reinforced.
 - Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, SWMTC members and chaperones should use their judgement and discuss with other SWMTC members if they have any concerns:
 - Use of inappropriate language
 - Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
 - The expression of extremist views
 - Advocating violent actions and means
 - Association with known extremists
 - Seeking to recruit others to an extremist ideology

If SWMTC members or chaperones have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Child Protection Officer immediately.

Signed: Rachel Glibbery Date: 22/09/22

Rachel Glibbery
SWMTC Child Protection Officer

Saffron Walden Musical Theatre Company
Accounts for the year ended 30th April 2022
Main Society Income and Expenditure Account

	Year to 30th April 2022 Kinky Boots		Year to 30th April 2021 No Productions	
	£		£	
Income				
Tickets	13,028		0	
Programme sales	546		0	
Show raffles profit	402		0	
Bar/Ice Cream profit	1,926		0	
Production fees	1,740		0	
Sponsorship and advertising	830		0	
Grant Income	800	19,272	0	0
Expenditure				
Musical Director	1,240		0	
Music hire and performance royalties	4,799		383	
Orchestra	1,860		0	
Town Hall	2,856		0	
Rehearsal rooms hire	1,828		216	
Rehearsal pianist	980		0	
Scenery/Set/Props/Lighting/Sound	1,462		135	
Costumes/Wigs/Makeup/T-shirts	1,630		60	
Posters/Boards/Flyers/Programmes	888		0	
Consultancy fees	300		0	
Medical cover	80		0	
Other admin expenses	91	-18,014	0	-794
Profit/-Loss on show	£ 1,258		£ -794	
Other income				
Membership subscriptions	1,058		843	
100 Club (net income)	0		275	
Fundraising income	1,156		0	
Grant Income	382		0	
Summer Reunion	345	2,941	0	1,118
Other expenditure				
NODA subscription	185		163	
NODA insurance	359		359	
Grant purchase (lights)	382		0	
Legal expenses	0		690	
Advertising/PR	150		0	
Website	144		144	
Summer Reunion	228		0	
AGM room hire	29		0	
Other expenses	136	-1,613	0	-1,356
Fairycroft Services				
Income	1,300		450	
Expenses	-829	471	-652	-202
Fairycroft Road building				
Council tax	324		324	
Insurance	434		433	
Electricity	226		99	
Water	325		300	
Leak repairs	558	-1,867	0	-1,156
Depreciation of stage and set tools and equipment		-1,389		-1,389
Net -Loss	£ -199		£ -3,779	

BUDGET

(2022)

KB

Actual

↓
SA

Projected

(SISTER ACT)

Income

Ticket Sales	12400	13000
Programme Sales/Raffle and Bar	2800	2500
Programme Advertisements	800	800
Production Fees	1740	1800
Grants	800	0
	18540	18100

Expenditure

KB

SA

Hire of Town Hall	2850	3000
Hire of Rehearsal Rooms	1850	1800
Licence / Royalties	4800	3190
Director	0	1200
MD	1200	1300
Orchestra	1900	2178
Accompanist	980	1000
Set and Design/props	1000	1000
Sound and Lighting	240	500
Wardrobe	1450	1200
Make-up and Hair	200	200
Marketing / programmes	900	500
First Aiders and Front of House	80	0
Admin	90	100
Other	300	200
	17840	17368

Profit / Loss	700	732
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