

De La Warr Pavilion Community Groups Concessions Details and Application Form



Applications for hire charge funding from 1 April 2020 to 31 March 2021 for community group use of the De La Warr Pavilion are available from Rother District Council Cultural Development.

Applications are welcomed from community groups currently living and working in the Rother District area wishing to hire the De La Warr Pavilion.

Funding guidelines:

- Concessions are only available to offset the costs of hiring appropriate space within the Pavilion.
- We will expect a provisional booking and fee to have been agreed with the Pavilion prior to making an application for concession.
- Concessions will only be awarded to community groups, applications cannot be made by individuals.
- Projects will be expected to fit the Pavilion's stated purpose and key objectives and should contain an element of visual art or performance. Please note the Pavilion's exhibition galleries are not available for public hire.
- Concessions will only be awarded to events that are open to the general public, these can be ticketed events.
- Projects should make clear why using the Pavilion is the most appropriate location.
- Concessions are awarded to support local organisations and encourage them to develop, with the eventual aim of becoming self-sustaining. To this end the Council will support organisations who can demonstrate how the concession helps them achieve this.
- Community groups need to have their own public liability insurance before applying. This should be for £5m per claim but higher if the event is of a more risky nature or involving food.
- If the project involves working with children the community groups need to have the appropriate policies and checks in place.
- Funding is project based and fixed term. Funding in one financial year is not a guarantee of future support. Money from one project cannot be rolled forward to support another project.
- Any projects receiving funding will be expected to complete detailed evaluation. **No further grant funding will be considered until outstanding evaluation forms are returned.**

Community group definition:

A community group as defined in the funding agreement, means a group of persons who the Council and the Trust have agreed will have benefit from the contribution. Community groups are expected to be:

- formally-constituted
- self-governing
- non-profit-making and distributing i.e. does not distribute any surpluses but reinvests in the development of the organisation for growth and future sustainability.
- non-political / non-religious i.e. we do not support organisations purely promoting their own faith
- have an element of involving volunteers

The concession is available to community groups both amateur and professional working in Rother.

Community groups will be required to submit end of year accounts and any policies relevant to their project (i.e. child protection).

The De La Warr Pavilion's key objectives:

1. The promotion of high quality modern and contemporary art, music and architecture.
2. Be a platform for artistic expression, enabling artists of every culture and discipline to create new work or present new experiences within an environment committed to excellence and best professional practice.
3. To be a nucleus for art education, participation and life-long learning and for people to realise their own creative potential as visitor, commentator or participant.
4. To preserve the Pavilion's fabric, its unique and important Grade 1 listed architectural status and to promote its public understanding, appreciation and enjoyment.
5. To be a catalyst for the cultural, economic, tourism and social regeneration of Bexhill and the surrounding region.

Application process:

Applications will be considered on an individual basis upon receipt of the application form and relevant documents, with results being made known within 6 weeks.

All applications are checked with the De La Warr Pavilion before an agreement on funding can be made.

On receiving a concession offer, you will be asked to provide copies of relevant documents and to sign an agreement. When these are returned the concession is agreed.

Please note, even if successful in your application, there is no commitment given by the Council that the grant will meet the full costs of the venue hire and associated costs.

If successful there is no guarantee that the grant will be as much as requested in the application form, as we try to make the concession pot as wide reaching as possible and expect to decrease the amount of support given to groups who have applied previously.

Concessions will be allocated in line with the following criteria:

- The group membership is at least 70% Rother residents
- The group promotes participation in a recognised form of art considered acceptable to the Council.
- Community groups developing new projects will be favoured.
- The amount of grant funding given per head will decrease over time (this applies to groups reapplying for funding and is based on evaluation figures).

Unsuccessful Applications

Unsuccessful applicants will be notified in writing and given the reason for having been refused funding.

Successful Applications

If your application is successful you will be notified in writing and asked to submit relevant paper work:

- Copy of your community group constitution
- Copy of your community group's most recent end of year accounts
- Relevant policies including:
 - Health and safety policy
 - Equal opportunities policy
 - Child protection policy (if the project involves those under 16 years of age)
- Copy of the community group's public liability insurance.

On receipt of these documents a funding agreement will be issued, detailing conditions of the grant, which you are requested to sign and return. Until this document is returned a funding decision can be revoked.

The DLWP will render an invoice for the booking to the Council where the contribution meets the cost of the booking.

Where the concession is less than the cost of the booking the DLWP will render an invoice for the amount of the concession to the Council and an invoice for the outstanding sum to the Community Group.

Monitoring

As part of the conditions of the concession the Council will require the Community Group to submit evaluation forms on completion of the project.

No further applications for concessionary funding will be considered until the previous year's evaluation is received.

Application Form

Please return completed forms to:

📧 **Cultural Development**, Community & Economy, Rother District Council,
Town Hall, Town Hall Square, Bexhill on Sea, TN39 3JX.

☎ Tel: 01424 787506

✉ Email: Cultural Development & Events Officer: melanie.powell@rother.gov.uk

For office use only

Ref No	
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Contact Details:

Main contact	
Contact address	
Telephone contact	
Mobile number	
Email address	

Organisation/ community group:

Community group name	
Group's main art form	
Number of members?	
% of members living in Rother?	
Does your organisation have its own public liability insurance?	

Event Details:

Project dates	Start date:	End date:
Project name		
Which area of the Pavilion are you looking to hire?		
Why is the Pavilion the most appropriate venue for your project?		

Please note not concessions will be awarded until a tentative booking has been agreed with the Pavilion.

No of people involved:	Estimated Number:
Artists / performers	
Participants (e.g. behind the scenes, excluding performers)	
Of the above (artists & participants) how many are volunteers?	
Anticipated audience number (this will be verified against evaluation figures after the event)	

Child protection:

Does your project involve working with children under 16 years of age?	
If yes, do you have relevant Disclosures in place?	
If yes, do you have a Child Protection Policy in place? (we will ask for a copy of this)	

Details of event:

Include here an outline of the project, any educational element to the project, any focus on particular age groups, any audience development (please continue on separate sheet if necessary).

Project Budget Breakdown

Income	Expected	Confirmed	£
Earned Income (Inc. ticket sales)			£
Private Income (sponsorship, donations)			£
Public Funding (grants from funding bodies, trusts or foundations) Please specify:			£
In Kind (service being offered without fee)			£
RDC Concession being applied for			£
Total income			£

Expenditure	
Total expected project expenditure	£
Of which venue hire	£
In Kind (should match the in kind income line)	£
Total expenditure	£

Declaration

I confirm that, as far as I know, the information in this application is true and correct.

Your signature

Name (in Capitals)

Date