

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Polka Children's Theatre Limited	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Merton	
Contact person: Miss Helen Hughes	Position: Fundraising Manager (freelance)
Website: http://www.polkatheatre.com	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 256979
When was your organisation established? 10/09/1968	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Making London More Inclusive
Which of the programme outcome(s) does your application aim to achieve? Community buildings that are more accessible and as a result Disabled people actively taking part in the arts or sport
Please describe the purpose of your funding request in one sentence. To improve and enhance disabled access at Polka and support inclusivity, diversity and audience development as part of our 2019/20 capital redevelopment.
When will the funding be required? 29/06/2018
How much funding are you requesting? Year 1: £100,000 Year 2: £0 Year 3: £0 Total: £100,000

Alms of your organisation:

Polka aims to give as many children as possible - regardless of background or ability - the opportunity to experience thrilling, innovative, world-class theatre and Creative Learning opportunities in a welcoming space that they can call their own. We stand by our original ethos of creating a wholly child-centred and integrated approach to visiting the theatre. We present work of the highest quality and aim to be pioneering as a leading international children's theatre company with a long-established international reputation. We contribute to the development of children's theatre as an art form, which includes ensuring we support emerging talent in the sector notably through our CPD programme PolkaLAB. We also aim to maintain a robust and sustainable position through sound management, by increasing earned income from a wider range of sources, and by investing adequately in our future including how we plan and deliver our proposed capital redevelopment.

Main activities of your organisation:

We present a year-round programme of new work, visiting shows, and Creative Learning activities for 0-12 year olds, and continue to pioneer developments in children's theatre and nurture talent in the children's arts sector as one of just a few UK venues exclusively dedicated to children. We commission/produce at least six new works a year, often with partner organisations from across London and the UK, and continue to lead the way in creating Early Years theatre for the under-fives with the input of our EU Small Size network colleagues from 15 partner countries and our academic partners here in London. Our Creative Learning programme for schools including special needs schools and disability groups offers theatre visits, tailored drama workshops, creative writing initiatives and work to support at-risk-of-exclusion children. Curtain Up!, our established free ticket initiative for children living in deprived locations across South London, enables around 2,500 children a year to experience live theatre for the first time.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
18	33	12	20

Property occupied by your organisation

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
Leased	59 years

Summary of grant request

Polka is requesting a grant towards the capital redevelopment of our Wimbledon home notably implementing the recommendations of our Access Audit (funded by City Bridge Trust). Our venue has had no significant capital investment since 1979 and is in a poor state of repair. We strive to make Polka wholly accessible meaning there are no barriers to disadvantaged or disabled children experiencing the magic of live theatre or to disabled artists creating and/or performing work here. Our plans include installing a new passenger lift, handrails, assisted listening, appropriate signage, WC alarm, refuge intercom, platform lift, sliding front doors, and an external ramp. Our plans significantly enhance how we serve our disabled audiences and their families/carers.

The work will be managed in-house with the input of Trustees, working groups lending specialist external expertise, our external Project Manager, and Architects Foster Wilson leading the Design Team. We will use Shape who conducted our Access Audit and disabled artist Daryl Beeton to advise on access. Daryl is joining Polka as our new Associate Director to develop a production here, inform our commitment to a more inclusive programme, review our access practice, and mentor our artists in residence.

Complementing in-house and visiting productions, Polka runs a substantial Creative Learning programme benefitting disadvantaged and disabled children from across Merton and the wider South London area. The Access Programme element currently reaches 2,000 individuals a year. Polka introduced relaxed performances to the sector (a model that continues to be widely replicated) and audio described shows for children with touch tours. We are conducting research into our approach to audio description, and our new CPD framework for artists PolkaLAB welcomes disabled artists to Polka to develop their children's theatre work and skills.

Our Equality Access Plan commits Polka to a range of diversity actions/targets including: 10% of our board being disabled; 5% of our workforce being disabled; regular disability awareness staff training; and applying diverse procedures in casting and in selecting our creative teams. PolkaLAB supports work led by BAME and disabled artists. We involve disabled people in how Polka is programmed and run by taking account of the written and anecdotal feedback we receive about our venue and our access work from audiences, community groups and schools. We take every opportunity to collect feedback. We also consult with external bodies eg Stagertext, Sight for Surrey, VocalEyes; some will have expertise around specific disabilities. There is a wide range of voices helping us to review and improve accessibility continuously.

Our main volunteers are: our Young Voices Panel (a group of 8-13 year olds who contribute to all aspects of Polka's creative and operational output (looked after by our Participation Officer); fundraising ambassadors; and advisors to our capital redevelopment and wider operations who have legal, HR, finance etc expertise and are fully briefed and supported through their volunteering. Volunteers are encouraged to attend Polka with their families and welcomed to special events.

Our cross-departmental Green Team develops/implements Polka's environmental Action Plan. We gained a Silver Award for Green Tourism in 2016. Our new combi condensing boilers are efficient, we run environmental education eg through our garden, we make props from recycled materials, we are planning for water saving, and are well advanced in our switch to 100% LED lighting. We sign up to a local waste initiative run by Wimbledon's Business Improvement District and display our monthly recycling reports Front of House. We continue to make a concerted effort to order minimum print runs. Our capital plans have a strong commitment to using sustainable technology where possible and are aimed at achieving a BREEAM Very Good rating.

If you need any planning or other statutory consents for the project to proceed, what stage have the applications reached?

Do you have a Vulnerable Adults policy? **No**

What Quality Marks does your organisation currently hold?

n/a

Outputs and outcomes

What are the main activities or outputs you want to deliver? Please include no more than 5. By activities or outputs we mean the services, products or facilities you plan to deliver. If you plan to deliver work over more than one year you should include activities over the full grant period requested. Try to be specific.

Install recommended physical access improvements during Polka's capital redevelopment build feb19-jun20 and establish a Polka disability-led User Group

Promotion of new access facilities around programming of new season's adapted shows to past, current and potential access audiences

Dedicated/targeted outreach to SEND schools/units Polka hasn't worked with before or that haven't visited Polka for at least three years

Dedicated/targeted outreach to disability/community groups Polka hasn't worked with before or that haven't visited Polka for at least three years

What main differences or outcomes do you hope the activities you have described above will achieve? Please include no more than 5. By differences or outcomes we mean the changes, benefits, learning or other effects that result from the work your project would deliver. These might be for individuals, families, communities or the environment.

Fulfil recommendations of the mar15 Shape Access Audit resulting in positive user feedback

All past and current adapted show audiences aware of new facilities resulting in good advance bookings pre-reopening and increased repeat and first-time bookers

Reach SEND schools/units across South London that haven't worked with Polka before or haven't attended Polka for at least three years enabling dozens of disabled children to experience live theatre for the first time

Reach community disability groups/charities that haven't worked with Polka before or haven't attended for at least three years enabling dozens of children and their families to experience live theatre for the first time

Do you plan to continue the activity beyond the period for which you are requesting funding? If so, how do you intend to sustain it? If not, what is your exit strategy?

Led by the recommendations of our Access Audit enabled by City Bridge Trust, we have prioritised improvements that need to be made ahead of our reopening in June 2020. This includes access for disabled artists and staff as well as audiences. Any improvements outside the scope of our immediate plans would be enabled through longer-term fundraising notably from trusts/foundations/events.

Who will benefit?

About your beneficiaries

How many people will benefit directly from the grant per year?

1,960

In which Greater London borough(s) or areas of London will your beneficiaries live?

Merton (13%)

Wandsworth (9%)

Sutton (7%)

Lambeth (7%)

London-wide (64%)

What age group(s) will benefit?

All ages

0-15

What gender will beneficiaries be?

All

What will the ethnic grouping(s) of the beneficiaries be?

A range of ethnic groups

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

91-100%

Funding required for the project

What is the total cost of the proposed activity/project?

Expenditure heading	Year 1	Year 2	Year 3	Total
Total cost of capital redevelopment (Inc VAT):	0	0	0	0
Development costs	429,878	0	0	429,878
Minor alteration works (closure costs, construction, fit-out, fundraising, professional fees)	854,671	0	0	854,671
Major alteration works (closure costs, construction, fit-out, fundraising, professional fees)	909,057	0	0	909,057
New build (closure costs, construction, professional fees)	3,853,964	0	0	3,853,964
New build fit out costs	222,512	0	0	222,512
New build theatre equipment	135,099	0	0	135,099
New build fundraising costs	124,855	0	0	124,855
	0	0	0	0
TOTAL:	6,530,036	0	0	6,530,036

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Arts Council England	2,500,000	0	0	2,500,000
London Borough of Merton	150,000	0	0	150,000
Major trusts and foundations	1,070,000	0	0	1,070,000
Other (Polka contribution, events, major donors)	165,000	0	0	165,000
TOTAL:	3,885,000	0	0	3,885,000

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
Various major donors in cultivation	1,195,000	0	0	1,195,000
Trusts/foundations (Sackler pending; other applications in the pipeline); we'll seek trust/foundation support for the remainder of our access costs	1,105,000	0	0	1,105,000
Public appeal, events and gala (in pipeline)	270,000	0	0	270,000
Corporate, Gift Aid, misc	75,000	0	0	75,000
TOTAL:	2,645,000	0	0	2,645,000

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
All our access costs are detailed in our proposal document; the following is a proportion of total access costs of £172,598	0	0	0	0
Contribution to handrails	6,000	0	0	0
Contribution to front doors	12,000	0	0	0
Contribution to signage	2,000	0	0	0
Contribution to assisted listening	3,000	0	0	0
Refuge Intercom	5,000	0	0	0
Contribution to lift and platform lift and installation	65,000	0	0	0
Ramp for outside play area	2,000	0	0	0
Contribution to fees (lighting design), design fees, prelims	5,000	0	0	0
TOTAL:	100,000	0	0	0

Finance details

Please complete using your most recent audited or independently examined accounts.

Financial year ended:	Month: March	Year: 2017
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Income received from:	£
Voluntary Income	819,848
Activities for generating funds	38,340
Investment Income	21,020
Income from charitable activities	1,116,726
Other sources	100,109
Total Income:	2,096,043

Expenditure:	£
Charitable activities	1,929,574
Governance costs	178,987
Cost of generating funds	61,059
Other	0
Total Expenditure:	2,169,620
Net (deficit)/surplus:	-73,577
Other Recognised Gains/(Losses):	73,577
Net Movement In Funds:	-73,577

Asset position at year end	£
Fixed assets	1,776,452
Investments	425,000
Net current assets	464,050
Long-term liabilities	254,604
*Total Assets (A):	2,410,898

Reserves at year end	£
Restricted funds	893,032
Endowment Funds	0
Unrestricted funds	1,517,866
*Total Reserves (B):	2,410,898

*** Please note that total Assets (A) and Total Reserves (B) should be the same.**

Statutory funding

For your most recent financial year, what % of your income was from statutory sources?
31-40%

Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts:

None

Previous funding received

Please list the funding received by your organisation from the following statutory sources during the last THREE years.

	Year 3 £	Year 2 £	Most recent £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	74,000	74,000	69,000
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	599,777	916,771	594,046

Previous grants received

Please list the grants received by your organisation from charitable trusts and foundations (other than City Bridge Trust) during the last THREE years. List source, years and annual amounts. Please include the 5 largest only.

Name of Funder	Year 3 £	Year 2 £	Most recent £
Monument Trust (cap)/Monument Trust (cap)/Clore Duffield Fdn (cap)	217,750	82,250	275,000
Mayor of Merton Trust/Stavros Niarchos Fdn/Stavros Niarchos Fdn	21,791	58,000	58,000
Esmee Fairbairn TASK Fund/Taylor Family Fdn (cap)/Wellcome Trust	15,000	25,000	39,900
People's Postcode Trust/BBC Children In Need/Cockayne (cap)	13,266	9,670	25,000
Equitable Trust/Esmee Fairbairn TASK Fund/Charles Skey Trust	10,000	8,500	10,000

Declaration

I confirm that, to the best of my knowledge, all the information I have provided in this application form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Please confirm: Yes Full Name: **Amanda Cropper**

Role within **Development Director**
Organisation: