

MEETING: 04/07/2013

Ref: 11655

ASSESSMENT CATEGORY - Accessible London

English Folk Dance & Song Society

Adv: Tania Bronstein

Amount requested: £50,000

Base: Camden

Amount recommended: £50,000

Benefit: London-wide

Purpose of grant request: The installation of a lift; refurbishment of the main foyer; refurbishment to outside entrance surface.

Background

Formed in 1931 from the merger of two much older organisations, the oldest dating back to 1898, the English Folk Dance and Song Society (EFDSS) works to promote, preserve, and develop the English folk arts. It runs the Vaughan Williams Memorial Library (the national research centre for folk arts); offers a year-round programme of performances, training, and education; works as a publisher; operates an online shop selling music and books; and runs programmes for schools and community groups. Cecil Sharp House (CSH), its venue which hosts concerts, lectures and events by EFDSS and by others, was voted London's second best music venue by readers of Time Out magazine in 2012.

Funding History

In 2004 you awarded EFDSS a grant of £5,000 to commission an access audit of CSH. The grant was satisfactorily monitored.

Current Application

CSH was purpose-built in the 1930's and is Grade II listed. Its main floor houses the library and a large hall with capacity for seated concerts for up to 420 people and social dances for up to 300 people. On other floors there are several spaces for classes, performances and meetings, and there is a café and a bar on the lower ground floor. Following the access audit in 2004, EFDSS installed a stair-lift to the main entrance and accessible toilet facilities on the main floor, the only works it could afford at the time. Currently wheelchair users can access only the main hall and library but the café, bar and smaller spaces and meeting rooms can only be used by those able to use stairs.

Since 2011 an Access User Group, which includes people with sensory impairments and wheelchair users, has been advising on improvements relating to signage, programming, course materials, and adjustments. In consultation with this Group and CSH's users (and informed by the access audit carried out in 2004) the Society's architects have drawn proposals for improving access. The plans in turn, have been subject to a design appraisal by an external access consultant. The original proposals

included the installation of a lift accessed at street level going to all floors, refurbishment of the foyer and external works. Further to receiving this application, and acting on advice from the external consultant, revised plans now include additional accessible toilet facilities on the lower ground floor. LB Camden has granted planning consent for the works. Total project costs (including the addition above) come to £499,943. EFDSS has so far secured £419,492. The balance yet to be raised is £80,451.

Financial Observations

Audited accounts for the year ended 31st March 2012 show a surplus of £49,821 (4.8% of turnover of £1,031,371). EFDSS has a free reserves policy to hold £150,000, which equates to 1.3 months' worth of current year expenditure. As at 31st March 2012, free unrestricted reserves stood at £353,838, equal to 3.1 months' worth of current year expenditure. The target level of free reserves set by EFDSS' Trustees at £150,000 is seemingly low in proportion to annual turnover, EFDSS has traditionally generated over 50% of its income (from commercial lettings, performances, sales, and its 4,000 members' fees), and has been less vulnerable to risks associated with dependency on grants. However, the current budget shows fundraising income (grants and donations) representing 54% of incoming resources, a higher proportion than previously, which warrants a review of the policy above.

Draft accounts for year ended 31st March 2013 show a deficit of £18,345 (1.5% of turnover of £1,224,255). Free unrestricted reserves can be seen to fall to £290,468, which equates to 2.6 months' worth of current year expenditure.

The current year budget for 2013-2014 forecasts a deficit of £99,315 on expenditure of £1,363,240. Total income of £1,263,925 is anticipated of which £678,841 (54%) comes from grants and donations - at the time of writing all is secured except for £20,000. The remaining income of £585,084 (46%) is earned, mainly from commercial lettings and membership subs. This budget reflects that EFDSS recently gained status as Arts Council England's National Portfolio Organisation, which translates into core funding of £300,000 per year (plus inflationary increases) for three years to 31st March 2015. The Society is also receiving a large (restricted) grant of £585,400 over three years from the Heritage Lottery Fund.

Officer's Appraisal

Although EFDSS is a national organisation, CSH is eminently a London venue with an impressive annual footfall of 50,000 and much loved by music and by folk arts enthusiasts, hence the rating by Time Out readers last year. The Society comes across as efficiently run, and as genuinely concerned with offering disabled people the ability to independently access the facilities and enjoy them on equal terms. The refurbishment plans maximise what is possible within a listed building, accommodates

health and safety restrictions, and makes full uses of the budget provided. However, over three quarters of the target sum is now secured, and a grant from your Committee can now be recommended.

Recommendation

£50,000 towards access-related building costs.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11655

Date Received:

19.02.13

Programme
Area:

1b

1. About your organisation

Name of organisation applying for grant: English Folk Dance and Song Society	
If the organisation is part of a larger organisation, what is its name? n/a	
Address for correspondence Cecil Sharp House 2 Regent's Park Road London	
Postcode: NW1 7AY Is this your home address? No	
Contact person: Ms Katy Spicer	Position: Chief Executive
Phone: 020 7485 2206	Fax: 020 7284 0534
E-mail: katy@efdss.org	
Website: www.efdss.org	
Legal status of organisation: Charity and Company Limited by Guarantee	
If registered, please give charity number: 305999	
Year and month organisation established: 1932	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London - buildings
Purpose for which funds are requested: (25 words maximum) The installation of a lift; refurbishment of the main foyer; refurbishment to outside entrance surface.
How much funding is requested? Year 1: £50000 Year 2: £0 Year 3: £0 Total: £50000

3. Aims of your organisation

To support a living tradition through the use of its resources - Cecil Sharp House, the Vaughan Williams Memorial Library, its professional staff and members - the English Folk Dance and Song Society will maintain itself as a centre of excellence in the development of traditional English folk dance, song and music by providing national and local outreach services which enable and increase access to all and celebrate diversity and promote equality.

4. Main activities of your organisation

The English Folk Dance and Song Society (EFDSS) is the national agency for the promotion, preservation and development of the English folk arts. It delivers activities throughout England and also internationally seeking to support artists and engage more people in the folk arts through participation and performance.

Our national learning programme includes working with schools, teachers, young people and adults. It involves both the Education and Library departments (MLA Designated Library). Our aims are to introduce more people to the folk arts as audiences and participants, and improve teaching standards for the delivery of education projects.

As a venue Cecil Sharp House was voted 2nd best London music venue Time Out magazine readers 2012). It enables us to present an exciting folk arts performance programme and support artists through rehearsal space and showcase platforms, alongside our programme of creative bursaries, commissions and international collaboration projects.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
11	14	16	25

6. How do you support your volunteers?

They are provided with training relevant to the volunteer activity they are undertaking. If and where applicable helped with relevant job applications and encouraged to apply for EFDSS jobs.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Owned	n/a

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - ^{31st} MARCH Month: **Please select** Year: ²⁰¹² **Please select**

Income received from:	£
Voluntary income	335281
Activities for generating funds	236601
Investment income	6861
Income from charitable activities	452628
Other sources	0
Total Income	1031371

Expenditure:	£
Charitable activities	778843
Governance costs	18773
Cost of generating funds	183748
Other	0
Total Expenditure	981364
(Deficit)/surplus for the year:	50007

Asset position at year end	£
Fixed assets	1837780
Investments	6820
Net current assets	422338
Long-term liabilities	(5343)
*Total A	2261595

UNREALISED LOSS ON INVESTMENTS (186)

Reserves at year end	£
Endowment funds	0
Restricted funds	1747637
Unrestricted funds	513958
*Total B	2261595

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
19%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

EFDSS received an increase of £101,044 in its annual grant from the Arts Council England 2011/12 to 2012/13 and is now a National Portfolio Organisation. A Heritage Lottery Grant of £585400 has been awarded for a 30 month national project to digitise 10 significant early 20th collections of the folk arts and to undertake related learning programmes in the nine English regions.

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: Jan	/	2004	Ref:	Grant received: £17000	OR application rejected <input type="checkbox"/>
Month/Year: -	/	-	Ref:	Grant received: £	OR application rejected <input type="checkbox"/>
Month/Year: -	/	-	Ref:	Grant received: £	OR application rejected <input type="checkbox"/>

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i) Arts Council England (RFO)	200000	200000	198956
(ii) Arts Council England (G4A)			55000
(iii) Heritage Lottery Fund	84000		15000
(iv)			
(v)			
(vi)			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
RVW Trust	25000	25000
Esmeé Fairbairn Foundation	40000	30000
National Folk Music Fund	4000	0
Mercers' Company		3000
D'Oyly Carte Trust		4900
Youth Music		29990

14. What steps is your organisation taking to reduce its carbon footprint?

As an Arts Council NPO, EFDSS signed up with Julie's Bicycle in 2012 to using IG tools (Industry Green Tools) to measure annual energy and water, and to benchmark our energy use against similar buildings and organisations. This will inform our targets for energy reduction, adjustments to boilers, heating and water systems, and any of change of energy supplier in 2013-14. Mixed recycling was introduced to Cecil Sharp House in 2010, so that all clean paper, card, plastic, tin, tetrapacks, glass and food packaging could be recycled. In May 2012, the number of mixed recycling collections increased from 1 per week to 2 per week, and the number of general waste collections reduced from 3 to 2. This represents a 50% rise in the amount of waste we recycle and a 25% decrease in the amount of general waste going to landfill. We installed bicycle racks in 2010 and actively encourage staff, volunteers and users to cycle to the venue and surveyed our staff on their modes of travel, over 50% walk or cycle. Print material is sourced from FSC accredited companies and our cleaning company uses eco-friendly products. Our garden is used by Perma-culture and Transition Primrose Hill for community food growing projects.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

Background: Cecil Sharp House (CSH) is an iconic 1930s arts centre, and is the only dedicated folk arts centre in England. It is the home of the English Folk Dance and Song Society and the Vaughan Williams Memorial Library, the designated national depository and research centre for folk arts, and houses three flexible spaces providing for seated concerts of 60 to 420, social dances for up to 300 people, and participatory classes, plus café, bar and meeting room facilities. Our annual programme comprises weekly classes for adults (folk dance, folk instruments, singing/choir, lectures); children and young people's holiday courses; school visits/projects; professional folk music performances; artists' research and development projects; social dancers, visual art exhibitions. Hires for orchestral, dance and theatre rehearsals, other regular classes, workshops and performance; seminars, meetings and conferences. Some 50,000 people attend some activity or research in the Library during the year, and a further 140,000 research on our free-access library website.

Need and assessment of: access to Cecil Sharp House is by steps or an external stair lift to its main entrance, there being no street level access to the building. This means that building users can only access activities taking place in our main hall, the library, and disabled toilet facilities. The bar, café and our smaller halls where the majority of classes and increasingly performance events take place are accessible only to people who can use stairs. We have worked closely with our Access Users Group, established in 2010, in the planning and decision making; this voluntary group includes visually impaired people and people in wheelchairs. An external access audit has also been written.

Delivery: We have been working for the past year with architects arts lettres techniques limited. They are a small firm, local to Cecil Sharp House with both a track record in working with listed and historic buildings and a personal knowledge of CSH through their and their children's involvement in EFDSS' participatory activities. We have surveyed our staff and regular users and involved our Access Users Group in the planning and decision making. We are also working with quantity surveyors ChandlerKBS. The plans have been approved by Camden Council and an access audit and design appraisal has been carried out.

Aims, Objectives and Measures: 1-To install a lift to all floors including a street level access, leading to DDA compliance and increase involvement in our activities by people with mobility difficulties and become an equal opportunities employer: 2-To improve the main foyer to improve access, visibility and appearance and so attract more users of all abilities: 3-To re-surface the main entrance from the public pavements/roads on either side of CSH to improve access into the building for all users and particularly those with visual and mobility impairments, and improve the appearance of the building.

Meeting the Trust's themes: This project will improve facilities for people with disabilities, particularly those with mobility issues. It will make our building fully accessible thereby enabling people of all ages and abilities to engage in all our activities – performances, workshops, lectures, exhibitions, dances – and to fully use our facilities – four studios/performance spaces, library, café, bar. It will enable EFDSS to increase its activities with and for people with disability; already possible as demonstrated by a week-long residency project with Folk in Motion, a group of 12 dances/artists using wheelchairs and working to adapt traditional English social dances for use by people using wheelchairs. But the participants were reliant on EFDSS staff to bring them lunch etc... as the café is located on a non-accessible floor. It will enable EFDSS to be an equal opportunities employer by enabling physical access to all areas of the building.

Good practice: Access users group; range of activities for all ages and abilities and working with eg low income groups, and disability groups and disabled artists; sign language interpretation, accessible formats for signs, publicity and lecture notes; volunteering and training opportunities for volunteers.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

The capital project will be managed by the Chief Executive with support from the Operations Director and working closely with the architects and quantity surveyor. There will be weekly meetings of the above people plus contractors to monitor progress against timetable, quality and budget.

Out Access Users Group will continue to be involve in the process throughout and will also input on plans to develop the use of Cecil Sharp House by people with physical impairments and groups working with mixed ability and physically disabled users. This will impact on the programming and education plans and the marketing of our activities and hiring of the building.

As an Arts Council England National Portfolio Organisation we are developing our access and equality policy and report annually to ACE on our progress with this and its implimentation.

17. Beneficiaries

How many people will benefit from the grant per year? **50,000 average visitors/users per year**

In which local authority is your organisation based?
Camden

Which borough(s) of Greater London will benefit from this grant?
(if more than one, please give % for each)
Our users come from across London and beyond. Approximately 75% come from Greater London.

At what address will the activity be located? **Cecil Sharp House, 2 Regent's Park Road, London, NW1 7AY**

What age group will benefit? **all**

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

	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			100

What proportion of the beneficiaries will be disabled people?
1% of current users but over 50% of our users are over 65 years of age

18. Funding required for the project

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

(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Lift shaft and lift installation	155754			
Basement works	28647			
Ground floor plan	21836			
Entrance hall works	35190			
First floor plan	16683			
Second floor plan	11926			
External works	39362			
Main contract preliminaries	30496			
Toilets fixtures and fittings	2800			
Display vitrine, reception furniture	8140			
Professional fees	40453			
Planning and building regs fees	2500			
Contingency @ 5%	16758			
VAT	78974			
TOTAL	489492			

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Headley Trust	5000			
Legacy	35650			
Arts Council England	378842			
TOTAL	419492			

What other funders are currently considering the proposal?

Trusthouse Charitabel Foundation £10,000

Coral Samuel Charitable Trust £5,000

Ernest Kleinwort Charitable Trust £5,000

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Lift shaft and lift installation	40000			
Entrance hall works	7500			
External works	2500			
TOTAL	50000			

20. Funding requested from the Trust (continued)

When will the funding be required? **June 2013**

Is the activity to continue beyond the period for which funding is requested?
If so, how will it be resourced? **n/a**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **Planning permission has been received from Camden Council.**

Declaration on behalf of applicant organisation

I, **Katy Spicer** (your name)

am an authorised representative of

English Folk Dance and Song Society (your organisation)

within which I am **the Chief Executive** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct

Signature



Date **25 February 2013**

Return the completed form to: The City Bridge Trust

City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight