

**MEETING 03/10/2013**

**Ref: 11757**

**ASSESSMENT CATEGORY - Bridging Communities**

**Chickenshed Theatre**

**Adv: J Grieve Combes**

**Amount requested: £46,042**

**Base: Enfield**

**Benefit: several London boroughs**

**Amount recommended: £38,100**

**Purpose of grant request:** Chickenshed are creating an outreach and training programme to engage cultural communities across London, using the performing arts as a vehicle to celebrate diversity.

**Background**

From humble beginnings in 1974, when a musician and a composer started a theatre company for everyone...in a chicken shed, Chickenshed Theatre is now Europe's largest inclusive theatre company for children and young people. Chickenshed presents regular productions for young children, families and adults; holds weekly theatre workshops; teaches accredited courses in inclusive performance arts at BTEC, Foundation Degree, BA(Hons) and MA levels; and takes its work out into the community to target those who would otherwise not be able to access its work. It has recently opened Chickenshed Kensington and Chelsea and launched Young Creators, a professional development programme in theatre skills for young people.

Inclusivity is at the heart of Chickenshed's work and all performances are fully integrated and accessible for performers, stage crew and audience alike. Most activities are based in the organisation's purpose built accessible theatre space in North London, for which you awarded a £5,000 access audit grant in 2008. Chickenshed's way of working allows them to bring together children and young people from all socio-economic backgrounds, races and abilities to study and learn from each other.

**Funding History**

In addition to the access grant detailed above, you awarded Chickenshed £31,300 in 2011 towards an inclusive theatre programme for young children and their families. This grant was well reported on and the application before you is to continue this work.

**Current Application**

This application is for 'Tales from the Shed', Chicken Shed's work with under-7s. 'Tales' is an interactive theatre show where there is 'no edge to the stage', meaning that the performers and audience share the same space. Your previous grant allowed Chickenshed to take 'Tales' on the road and into some of the capital's most deprived communities for the first time. 2450 children took part in 28 sessions and 230 early years

practitioners were trained in performance techniques. Inclusivity was embedded through stories and characters.

Building on the success of this work, Chickenshed have developed a programme that includes further elements to celebrate diversity and encourage cultural dialogue in and between communities. Working with voluntary organisations, local authorities, and other partners, Chickenshed plans to hold outreach performances with 500 families across five boroughs to develop 10 stories which will help children learn about and value different cultures. Using these stories Chickenshed will create a brand new 'Tales' performance. They will share the new 'Tales' to at least 2000 children through 15 performances and 10 workshops.

A core part of the work will be the relationships with local organisations. Chickenshed will recruit 10 cultural ambassadors from voluntary organisations to help shape the work and who would be trained by Chickenshed to deliver inclusive theatre in their communities. Chickenshed will also train up to 80 local practitioners which will help ensure the legacy of Chickenshed's work beyond the end of project funding. The whole project will culminate in a celebratory event: 'Tales Cultural Day Out' at Chickenshed including performances, discussions, Q&A sessions and family workshops.

### **Financial Observations**

Audited accounts for the year ended 31 March 2012 show a deficit of £4,654 (0.2% of turnover), comprising a deficit of £75,344 on restricted funds and a surplus of £70,690 on unrestricted funds. The reserves policy states that the organisation aims to hold three months' worth of operating expenditure which equates to £773,442 based on 2012/13 management accounts. At 31 March 2012 free unrestricted reserves stood at £140,512, which equates to 16.6 days' worth of 2012/13 expenditure.

Management accounts for the year ended 31 March 2013 show an operational surplus of £15,400 (0.5% of turnover), however, this comprises a surplus of £217,000 on restricted funds and a deficit of £201,600 on unrestricted activity. This brings the free unrestricted reserves to a negative position of £50,780. The organisation is aware of this situation and is using cashflow reporting to help manage its resources. It has strategized a number of activities to augment income including fundraising events and has established a Development Council to further safeguard the charity.

The forecast for 2013/14 is looking more positive with an expected surplus of £187,040 (5.1% of turnover) being projected, £154,800 of which is on unrestricted funds. This will potentially see the free unrestricted reserves position increase to £106,400. Total income is expected to be £3.6m, including a £1.93m fundraising target of which £1.1m (57%) has been secured to date. The balance comprises earned

income including membership and ticket sales and is in line with forecast and expectations based on previous years.

### **Officer's Appraisal**

The proposed project uses fun and creative methods to 'bridge' communities and help young children learn about and value different cultures. The project will leave a legacy of Cultural Champions and education professionals trained in inclusive performing arts. The request includes the costs of working with Fun Kids radio to broadcast the work and of creating an education resource pack. These elements are not critical to the project and have been excluded from the recommendation as they do not contribute directly to your Bridging Communities criteria.

### **Recommendation**

**£38,100 over one year towards the staffing and production costs of a new inclusive performance that helps children and families in five London boroughs learn about and value different cultures.**



# 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)

11757

Date Received:

10/04/2013

Programme  
Area:

02

### 1. About your organisation

|   |   |
|---|---|
| Name of organisation applying for grant:<br><b>Chickenshed Theatre</b>        |   |
| If the organisation is part of a larger organisation, what is its name?       |   |
| Address for correspondence:<br><b>290 Chase Side<br/>Southgate<br/>London</b> |   |
| Postcode: <b>N14 4PE</b><br>Is this your home address? <b>No</b>              |   |
| Contact person:<br><b>Mr. Adam Gallacher</b>                                  | Position:<br><b>Head of Fundraising</b> |
| Phone: <b>02082162740</b>   | Fax: <b>020 8292 0202</b>               |
| E-mail: <b>adamg@chickenshed.org.uk</b>                                       |   |
| Website: <b>http://www.chickenshed.org.uk</b>                                 |   |
| Legal status of organisation: <b>Registered Charity</b>                       |   |
| If registered, please give charity number: <b>1012369</b>                     |   |
| Date organisation established: <b>04/02/1974</b>                              |   |

### 2. Request for funds

|  |
|--|
| Under which of the Trust's themes are you applying (see our website or brochure for further details)?<br><b>Bridging Communities</b>   |
| Purpose for which funds are requested: (25 words maximum)<br><b>Chickenshed are creating an outreach and training programme to engage cultural communities across London, using the performing arts as a vehicle to celebrate diversity.</b> |
| How much funding is requested?<br><b>Year 1: £46,042 Year 2: £0 Year 3: £0 Total: £46,042</b>  |

### 3. Aims of your organisation

Chickenshed works using an inclusive creative process, which enables everyone to be welcomed, and each person valued. At the centre of our method is a commitment to each individual and an acknowledgement of their contribution and imagination. We use this process to create theatre, not only as art but also as a catalyst for change, instilling a keen sense of citizenship among those whose lives we reach and thus encouraging greater social cohesion. Because our work is accessible to everyone, we attract many who are unwelcome elsewhere in society and are excluded from theatrical activities where they can engage with peers on an equal footing.

Our aims:

- Use theatre and performance as a catalyst to bring about change in society
- Create a truly diverse and inclusive environment, with no barriers and no labels
- Build a community where everyone is valued and everyone is welcome
- Bring together disadvantaged communities to ensure everyone has access to our work

### 4. Main activities of your organisation

- 700 Children's and Youth Theatre members - Europe's largest. On average 1 in 4 members are from ethnic minorities, 1 in 6 are registered disabled and 1 in 5 who are significantly financially disadvantaged
- Interactive seasonal children's performances for 0-7 year olds - targeting diverse communities through performance workshops with children and their parents/carers
- Education courses in BTEC, Foundation Degree, MA and BA for 240 students. Recently received an Ofsted rating 1: Outstanding
- 1,000+ theatre performances showcased over 39 years - debuts at Edinburgh Fringe and nationally acclaimed performances tackling topical social issues
- Educational training programmes for teachers, carers and support workers - teaching the methodology behind inclusivity within different environments
- Workshop, performance and outreach projects targeting marginalised and excluded groups and tackling issues that lead to social exclusion
- Community outreach programme working with 'mainstream, 'special' and disadvantaged schools reaching more than 50,000 young people
- Development of our ShedLink programme - 19 Sheds in the UK and two in Russia
- Groundbreaking community projects reaching thousands of young people in London

### 5. Number of staff

| Full-time | Part-time | Management committee members | Active volunteers |
|-----------|-----------|------------------------------|-------------------|
| <b>60</b> | <b>35</b> | <b>14</b>                    | <b>300</b>        |

### 6. How do you support your volunteers?

Volunteers have ongoing support from the Volunteering Team who ensure motivations are fulfilled, their experience is a happy and successful one and any volunteers who have specific (mobility, disability, language, etc) needs are supervised within a professional environment.

### 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? |
| <b>Leased</b>   | <b>2094</b>   |

## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2012**

| <b>Income received from:</b>      | <b>£</b>         |
|-----------------------------------|------------------|
| Voluntary income                  | 0                |
| Activities for generating funds   | 1,402,207        |
| Investment income                 | 82               |
| Income from charitable activities | 1,404,516        |
| Other sources                     | 0                |
| <b>Total Income</b>               | <b>2,806,805</b> |

| <b>Expenditure:</b>                    | <b>£</b>         |
|--|------------------|
| Charitable activities                  | 2,147,159        |
| Governance costs                       | 84,396           |
| Cost of generating funds               | 579,904          |
| Other                                  | 0                |
| <b>Total Expenditure:</b>              | <b>2,811,459</b> |
| <b>(Deficit)/surplus for the year:</b> | <b>(4,654)</b>   |

| <b>Asset position at year end:</b> | <b>£</b>         |
|------------------------------------|------------------|
| Fixed assets                       | 2,715,065        |
| Investments                        | 0                |
| Net current assets (liabilities)   | 216,276          |
| Long-term liabilities              | 0                |
| <b>*Total A:</b>                   | <b>2,931,341</b> |

| <b>Reserves at year end:</b> | <b>£</b>         |
|------------------------------|------------------|
| Endowment funds              | 0                |
| Restricted funds             | 2,640,528        |
| Unrestricted funds           | 290,813          |
| <b>*Total B:</b>             | <b>2,931,341</b> |

\* 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?  
**10%**

## 10. Material changes

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

**In Autumn 2011, Chickenshed established a new branch in Kensington & Chelsea, enabling us to extend the geographical reach of our inclusive work, establish new partnerships and attract new supporters. This has contributed to an increase in income. Statutory income is in reality closer to 5%. We receive some funding for student support needs, and have received a couple of small grants from Enfield Council.**

## 11. Previous applications to the Trust

| Have you applied to the Trust before? If so, please give details: |       |      |       |   |
|---|-------|------|-------|---|
| Month/Year:   | 02/11 | Ref: | 10493 | Grant received: £31,300 OR application rejected? No |
| Month/Year:   | 08/08 | Ref: | 8600  | Grant received: £5,000 OR application rejected? No  |
| Month/Year:   | 12/01 | Ref: | 2129  | Grant received: £30,000 OR application rejected? No |

## 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)          |            |            |            |
| (ii) Enfield | 14,508     | 9,490      |            |
| (iii)        |            |            |            |
| (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 |
|--|------------|------------|
| EBM Charitable Trust                     | 35,000     | 25,000     |
| The Liz & Terry Bramall Charitable Trust | 20,000     | 20,000     |
| International Music & Art Foundation     | 18,000     | 18,000     |
| The Joseph Levy Charitable Foundation    | 10,000     | 10,000     |
| Old Possum's Practical Trust             | 10,000     | 10,000     |
| The Ernest Hecht Charitable Trust        | 10,000     | 10,000     |

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

Chickenshed is committed to reducing its carbon footprint. How we do it:

- An Environment Group to ensure we operate a friendly workplace
- Identify environmental impacts and develop ways of decreasing impacts *JGC*
- Encourage employees, members and students, supporters and stakeholders to follow good practice and communicate our environmental policy
- Comply with all relevant legislation and regulations that effect Chickenshed and maintain vigilance regarding the Company's "duty of care"

Examples of what we do: source as green as possible; use green electricity and greener gas supplies; ensure all new work is energy efficient. e.g. sensor lights, thermostatically controlled water.

More recently, we now recycle nearly all goods; continually monitor power usage and in the process of arranging an "energy contract" (gas & electricity savings). We are also waiting on a quote to change our theatre lighting (internal/external) to energy saving LED lights.

## 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.

Chickenshed is seeking to establish a leadership initiative which brings together cultural communities in London. The aim of 'Bridging London's Cultural Communities' project is to celebrate diversity in language, culture, traditions, values; using the performing arts as a vehicle.

Chickenshed last received funding from CBT in 2011. The project was praised for 'targeting diverse communities and disparate groups' by the government scheme Every Child a Talker. From discussions we've had with educational practitioners since, it's clear that our work is considered particularly vital for schools in social inclusion areas where there is a need for language and communication to inspire learning.

Following this, Chickenshed started devising a project to help bridge communities using an inclusive performance and outreach programme and the power of the performing arts to engage families from different backgrounds and celebrate cultural heritage in the capital.

Through engagement with these communities, Chickenshed's artistic team will produce an interactive performance; interweaving stories from different communities that will start a cultural dialogue amongst audiences. Performances will be suitable for 0-7 years as well as parents, carers and educational/outreach professionals.

Chickenshed demonstrates that the performing arts can breakdown cultural barriers, allowing us to experience the world of others and understand our own place in the world. Involvement from an early age is very powerful when shaping a child's understanding, appreciation and acceptance of others, especially in such a diverse city.

### DELIVERY

- 1) Identify cultural communities, research intercultural issues and revisit a number of organisations to allow for in-depth learning.
- 2) Invite representatives from partner organisations to Chickenshed for cultural exchange and creative thinking. Representatives will become cultural champions for their borough/community and be trained by Chickenshed.
- 3) Using the theme "Bridging Communities", Chickenshed will produce an interactive performance. Ten cultural stories will be told through performance, employing a range of styles so children's imaginations are stimulated throughout. Stories will be bespoke to match the needs of cultural groups.
- 4) 20 performances will be staged at partner sites and Chickenshed. Performance will reinforce the importance of retelling traditional stories, and will encourage children to recognise their own place within these stories.
- 5) 24 workshops will take place after the performance to further engage with children, looking at spoken storytelling, one-word stories and cultural heritage.
- 6) Training will be delivered for educational practitioners to ensure wider dissemination - involving up to 10 adults and focussing on using stories, songs, puppetry and other techniques.
- 7) Chickenshed will partner with FunKids Radio to broadcast Tales to 182,000 weekly listeners across London. Features will also be available to download.
- 8) Production of cultural education toolkit (also downloadable) for parents, teachers and professionals to use with children. Reaching a further 10,000+.
- 9) Celebratory event at Chickenshed - performances, discussions, Q&A sessions and family educational workshops showcasing the magical stories that will have been created.

### AIMS

- 1) Create a new theatrical piece that will offer contemporary approach to tackling diversity and appeal to children/families from different cultural groups and help overcome community impasse.
- 2) Reach new areas that are neglected or lack effective solutions to issues with cultural diversity, drawing on our expertise and knowledge and sensitivity of cultural needs.
- 3) Establish new routes into cultural communities and start a dialogue that equips communities to overcome cultural myths.
- 4) Train representatives and organisations to consolidate their own knowledge and understanding of cultural communities as well as equipping them with inclusive strategies, methods of engagement and educational tools.
- 5) Establish a project legacy through online broadcasting and dissemination of cultural pack/educational toolkit.
- 6) Develop long-term engagement with communities in London and an on-going partnership with Chickenshed's work.



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

Chickenshed take a structured approach to evaluation, ensuring that we measure and maximise impact. Working closely with partner organisations and stakeholders, we will gather data at the start and end of the project. Using both quantitative and qualitative methods, we will measure the progress of children throughout the project using a combination of questionnaires, observation, interviews, and written materials.

More recently, Chickenshed have been using the 'August Scale', a model developed in 2012 by the Chelsea and Westminster Health Charity to evaluate the impact of performing arts activities. The model measures children's behaviour and development over a time-limited period. It is an entirely non-invasive way of assessing the effect of the arts as it is completed by an observer, who will study group developments such as knowledge, interpretation and understanding of new cultures. In this way, we can gauge the impact of the project on the participants.

**17. Beneficiaries**

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

|   |   |                                 |            |
|---|---|---------------------------------|------------|
| How many people will benefit from the grant per year?   |   |                                 |            |
| <b>4,660</b>  |   |                                 |            |
| What age group will benefit? Adult, Under 5, Over 5 years   |   |                                 |            |
| In which local authority is your organisation based?  |   |                                 |            |
| <b>Enfield</b>  |   |                                 |            |
| Which borough(s) of Greater London will benefit from this grant?<br>(if more than one, please give % for each)  |   |                                 |            |
| <b>Brent; Hackney; Enfield; Haringey; Waltham Forest</b>  |   |                                 |            |
| At what address will the activity be located?   |   |                                 |            |
| <b>Workshops will take place at Chickenshed and partner locations. Performances at Chickenshed and five different borough sites, as will the outreach and training.</b> |   |                                 |            |
| What will the ethnic grouping(s) of the beneficiaries be?   |   |                                 |            |
|   | % |                                 | %          |
| White - British   |   | Black - Caribbean               |            |
| White - Irish   |   | Black - African                 |            |
| White - Other (please describe)<br>White European (eg. Cypriot, Turkish, Polish)  |   | Black - Other (please describe) |            |
| Asian - Indian  |   | Black - British                 |            |
| Asian - Pakistani   |   | Chinese                         |            |
| Asian - Bangladeshi   |   |                                 |            |
| Asian - Other (please describe)   |   | Other (please describe)         |            |
| Open to everyone  |   |                                 | <b>100</b> |
| What proportion of the beneficiaries will be disabled people?   |   |                                 |            |
| <b>20%</b>  |   |                                 |            |

### 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<br>£   | Year 2<br>£ | Year 3<br>£ | Total<br>£    |
|---|---------------|-------------|-------------|---------------|
| Research and development                                  | 1,000         |             |             | 1,000         |
| Outreach performances                                     | 3,000         |             |             | 3,000         |
| Cultural Exchange Day                                     | 1,000         |             |             | 1,000         |
| Training - inclusive method for practitioners             | 2,500         |             |             | 2,500         |
| New performance (design, development and creation)        | 10,582        |             |             | 10,582        |
| Outreach - new performances                               | 9,000         |             |             | 9,000         |
| Outreach - cultural exploration workshops                 | 4,000         |             |             | 4,000         |
| Training - theatre-in-education methods for practitioners | 4,000         |             |             | 4,000         |
| Recording of production (with FunKids Radio)              | 5,500         |             |             | 5,500         |
| Resource - create an interactive education pack           | 2,500         |             |             | 2,500         |
| Cultural event at Chickenshed                             | 2,960         |             |             | 2,960         |
|   |               |             |             |               |
|   |               |             |             |               |
| <b>TOTAL</b>  | <b>46,042</b> |             |             | <b>46,042</b> |

What income has already been raised? (List amounts and main sources)

| Source       | Year 1<br>£ | Year 2<br>£ | Year 3<br>£ | Total<br>£ |
|--------------|-------------|-------------|-------------|------------|
|              |             |             |             |            |
|              |             |             |             |            |
|              |             |             |             |            |
|              |             |             |             |            |
| <b>TOTAL</b> |             |             |             |            |

What other funders are currently considering the proposal?

| Funder       | £ |
|--------------|---|
|              |   |
|              |   |
|              |   |
|              |   |
| <b>TOTAL</b> |   |

### 19. Funding requested from the Trust

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

| Expenditure heading                                       | Year 1<br>£   | Year 2<br>£ | Year 3<br>£ | Total<br>£    |
|---|---------------|-------------|-------------|---------------|
| Research and development                                  | 1,000         |             |             | 1,000         |
| Outreach performances                                     | 3,000         |             |             | 3,000         |
| Cultural Exchange Day                                     | 1,000         |             |             | 1,000         |
| Training - inclusive method for practitioners             | 2,500         |             |             | 2,500         |
| New performance (design, development and creation)        | 10,582        |             |             | 10,582        |
| Outreach - new performances                               | 9,000         |             |             | 9,000         |
| Outreach - cultural exploration workshops                 | 4,000         |             |             | 4,000         |
| Training - theatre-in-education methods for practitioners | 4,000         |             |             | 4,000         |
| Recording of production (with FunKids Radio)              | 5,500         |             |             | 5,500         |
| Resource - create an interactive education pack           | 2,500         |             |             | 2,500         |
| Cultural Festival at Chickenshed                          | 2,960         |             |             | 2,960         |
|   |               |             |             |               |
| <b>TOTAL</b>  | <b>46,042</b> |             |             | <b>46,042</b> |

## 20. Funding requested from the Trust (continued)

|  |
|--|
| When will the funding be required?<br><p style="text-align: center;"><b>01/07/2013</b></p>   |
| Is the activity to continue beyond the period for which funding is requested?<br>If so, how will it be resourced?<br><b>The outreach element of the project is dependent on funding. FunKids will continue to programme Chickenshed's work via their network, and we will continue to disseminate the resulting cultural education pack. The new stories produced will form part of the Tales from the Shed performance offer - for take-up by schools, theatres and community venues.</b> |
| If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?<br><b>N/A</b>   |

### Declaration on behalf of applicant organisation

|  |
|--|
| I, <u>Adam Gallacher</u> _____ (your name)   |
| am an authorised representative of<br><u>Chickenshed Theatre</u> _____ (your organisation)   |
| within which I am <u>Head of fundraising</u> _____ (your position)   |
| <b>To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.</b> |
| Signature <u>a. gallacher</u> _____ Date <u>10 April 2013</u>  |

#### How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

**By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.**

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

#### Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email [raiseyourconcern@cityoflondon.gov.uk](mailto:raiseyourconcern@cityoflondon.gov.uk)

**Return the completed form to: The City Bridge Trust**

City of London  
PO Box 270  
Guildhall  
London EC2P 2EJ