

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Artsadmin	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Tower Hamlets	
Contact person: Ms Jennifer Tomkins	Position: Head of Marketing & Development
Website: http://www.artsadmin.co.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1044645
When was your organisation established? 04/01/1979	

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. For capital works to improve and promote the accessibility of Toynbee Studios.
When will the funding be required? 26/09/2016
How much funding are you requesting? Year 1: £71,541 Year 2: £18,994 Year 3: £0 Total: £90,535

Aims of your organisation:

Established in 1979, Artsadmin enables artists to create without boundaries, producing bold interdisciplinary work, that connects with local, national and international audiences. At Toynbee Studios in Aldgate East, Artsadmin has established a centre for the creation and presentation of new work. The organisation's advisory service supports artists at every stage of their development with free advice and opportunities. Artsadmin's values are:

- **Sustainable.** Raising awareness of environmental issues through the arts and seeking greener ways of working.
- **Collaborative.** Developing long-term relationships with diverse audiences, artists and partners.
- **Bold.** Encouraging artists to take risks, supporting radical approaches and promoting experimentation.

Main activities of your organisation:

Artsadmin produces and tours the work of a portfolio of artists, creating ground-breaking new work, and its Artist Support service helps a growing number of contemporary artists through information and training, providing development opportunities and curating projects with young people.

At Toynbee Studios a 280-seat theatre, rehearsal spaces, technical facilities, and the Arts Bar & Café host performances and events throughout the year, and Artsadmin offers these facilities to other London-based arts and charitable organisations at very affordable rates.

Since 2013, Artsadmin has delivered the Arts Council funded Unlimited commissions programme for disabled artists in collaboration with Shape Arts.

In 2014/15 Artsadmin worked with 19 artists to produce 327 performances and 608 exhibition days, which were seen by 115,952 people globally. 1070 local residents visited Toynbee Studios, attending performances and events hosted by Artsadmin and other London based charities, arts organisations and social enterprises, including Tower Hamlets Education Business Partnership, Crisis, Cardboard Citizens, and On Purpose.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
16	10	9	10

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	Until 2038

Summary of grant request

Toynbee Studios is an important venue for devising, rehearsing and presenting new artistic work in London, and also provides affordable event and meeting space for charities, organisations and social enterprises.

THE NEED

The project will ensure that all visitors feel welcome, empowered and able to use Toynbee Studios independently, in the way they want to, for as long as they need to. It will create spaces that are accessible, safe and welcoming for people with visible and non-visible disabilities.

Artsadmin is committed to equality and diversity - a significant strand of its work is the Unlimited commissions programme (www.weareunlimited.org.uk) which aims to embed work by disabled artists within the UK cultural sector, reach new audiences and shift perceptions of disabled people. Artsadmin delivers Unlimited in partnership with disability-led arts organisation Shape Arts.

Since the programme began in 2013, Unlimited has worked with 98 disabled artists and companies. In doing so, Artsadmin has developed its understanding of the challenges disabled artists, performers and audiences face in making, showing and attending performances. Through qualitative and quantitative feedback, Artsadmin learned that a lack of fully accessible theatre and rehearsal spaces is a major barrier to disabled people taking part in performing arts activities. This impacts on the artistic development of disabled professional artists, leading to an underrepresentation of disabled people in the contemporary performing arts sector.

WHY ARTSADMIN

Following this learning, Artsadmin undertook an access audit. Findings showed that although Toynbee Studios, having been renovated in 2005, more than meets statutory accessibility standards for a building of its age, there are improvements that can be made. Alongside the audit, Artsadmin consulted disabled building users and colleagues, seeking specialist insight from its partners at Shape Arts to ensure that the works consider and respond to the needs of the people who use the spaces. This research directly informs the proposed capital works, which include:

- the installation of a new upgraded vertical platform lift backstage in the building's 250-seat theatre;
- the creation of a fully accessible Changing Places approved toilet facility, suitable for people whose access needs are greater;
- illuminated projecting signage to clearly welcome visitors to the building.

Aims:

- Ensure Toynbee Studios meets the accessibility needs of its existing users;
- Provide other London-based charities, organisations and social enterprises with affordable and accessible space;
- Fully embed learning from the Unlimited programme into Artsadmin's working culture;
- Improve access to artistic teaching, learning, sharing and development for disabled artists and audiences.

Impacts:

- Increased awareness and use of Toynbee Studios by local people and organisations;
- Greater independence for the building's existing disabled users;
- Increased number of disabled people using Toynbee Studios;
- Better WC and shower facilities for visitors with greater access needs;
- Toynbee Studios' hirers are able to offer better accessibility to their own audiences and communities

Work will commence in Autumn 2016 for two years, being carried out during quieter times to minimise disruption to the building and its users.

The project meets the outcomes of the Making London More Inclusive programme, by creating a building that is more accessible and as a result more widely used by disabled people, and results in more disabled people actively taking part in the arts, as audience members and artists.

Artsadmin confidently meets the Trust's 'Principles of Good Practice' by:

- welcoming people from all backgrounds, valuing diversity across its staff, artists and audiences, and consulting the relevant people in the development of projects;
- valuing and supporting its volunteers;
- actively minimising its environmental impact, using solar panels and green suppliers.

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? **Yes**

What Quality Marks does your organisation currently hold?

Green Tourism Gold Award, Arts Council England National Portfolio Organisation, Arts Council England Green Leader

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.

Improve Toynbee Studios' signage to clearly welcome all visitors, including installing a projected and illuminated sign that will ensure all visitors can confidently locate the entrance.

Improve the accessibility of through spaces in Toynbee Studios (corridors and entrances), including installing new flooring and press pad door entries.

Create a fully accessible WC and shower facility, registered with the 'Changing Places' website (www.changing-places.org).

Improve the accessibility of performance and meeting spaces in Toynbee Studios, including upgrading theatre stage access lift, replacing furniture, upgrading hearing enhancement.

Improve communication of accessibility offer, including new internal signage advertising availability of sound enhancement systems.

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.

More local people aware of and therefore using Toynbee Studios; visitors better able to locate and enter Toynbee Studios.

Increased number of disabled people able to use Toynbee Studios independently.

Disabled people with greater access needs able to spend more time in Toynbee Studios; a 'Changing Places' standard facility available for use by the public - the only one in a mile radius.

More disabled people taking part in the arts, as performers and audience members.

More people hiring Toynbee Studios' spaces for accessible events; existing hirers able to more confidently advertise their events as accessible.

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?

This is a discrete project which will be completed within the funding period. Further works which may be required in the future will be formed as new projects.

Who will benefit?

About your beneficiaries

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

3,700

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

London-wide (100%)

What age group(s) will benefit?

All ages

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
Marketing & Signage	1,115	3,200	0	4,315
Access & Evacuation	3,625	9,950	0	13,575
Spaces: Accessibility	15,650	0	0	15,650
Sanitary & Welfare	33,908	0	0	33,908
Hearing Enhancement	3,500	0	0	3,500
Digital/Remote Access	115	4,820	0	4,935
Project Management & Installation Support	10,937	4,946	0	15,882
Access Champion	3,900	3,900	0	7,800
Contingency	2,896	899	0	3,794
TOTAL:	75,646	27,715	0	103,360

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Artsadmin core funding	4,105	3,900	0	8,005
Arts Council England	3,920	0	0	3,920
TOTAL:	8,025	3,900	0	11,925

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
Adobe Foundation	0	900	0	900
	0	0	0	0
TOTAL:	0	900	0	900

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Marketing & Signage	1,025	3,200	0	1,025 4,225
Access & Evacuation	3,625	9,950	0	13,575
Spaces: Accessibility	15,650	0	0	15,650
Sanitary & Welfare	33,908	0	0	33,908
Hearing Enhancement	3,500	0	0	3,500
Digital/Remote Access	0	0	0	0
Project Management & Installation Support	10,937	4,946	0	15,882
Access Champion	0	0	0	0
Contingency	2,896	899	0	3,794
TOTAL:	71,541	18,995	0	90,536

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

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Marketing & Signage	£4,315			
Access & Evacuation	£22,075			
Spaces: Accessibility	£5,744			
Sanitary & Welfare	£46,936			
Hearing Enhancement	£3,500			
Digital/Remote Access	£4,935			
Project Management	£13,126			
In-house Installation Support	£4,500			
Access Champion	£7,800			
TOTAL	£112,931			

What income has already been raised?

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Artsadmin - secured	£8,005			
Arts Council England - secured	£3,920			
Adobe Foundation - secured	£900			
TOTAL	£12,825			

What other funders are currently considering the proposal?

Funders	Year 1 £	Year 2 £	Year 3 £	Total £
TOTAL				

How much is requested from the Trust?

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Marketing & Signage	£4,225			
Access & Evacuation	£22,075			
Spaces: Accessibility	£5,744			
Sanitary & Welfare	£46,936			
Hearing Enhancement	£3,500			
Digital/Remote Access	£0			
Project Management	£13,126			
In-house Installation Support	£4,500			
Access Champion	£0			
TOTAL	£100,106			

Finance details

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

Financial year ended:	Month: March	Year: 2015
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Income received from:	£
Voluntary income	1,035,939
Activities for generating funds	117,059
Investment income	3,510
Income from charitable activities	1,761,678
Other sources	0
Total Income:	2,918,186

Expenditure:	£
Charitable activities	2,283,439
Governance costs	12,188
Cost of generating funds	188,798
Other	0
Total Expenditure:	2,484,425
Net (deficit)/surplus:	433,761
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	433,761

Asset position at year end	£
Fixed assets	4,160,123
Investments	0
Net current assets	599,667
Long-term liabilities	0
*Total Assets (A):	4,759,790

Reserves at year end	£
Restricted funds	4,432,595
Endowment Funds	0
Unrestricted funds	327,195
*Total Reserves (B):	4,759,790

* 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?
51-60%

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.

	2012 £	2013 £	2014 £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	0	0	0
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	565,250	639,815	11,751,328

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	2012 £	2013 £	2014 £
The Wellcome Trust	0	80,000	74,000
Jerwood Charitable Trust	25,000	0	0
The Ashden Trust	0	15,000	25,000
Calouste Gulbenkian Foundation	25,000	0	0
Esmee Fairbairn Foundation	20,000	0	0

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: **Chloe Booth**

Role within **Development Officer**
Organisation: