

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Royal Court Theatre</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Kensington &amp; Chelsea</b>	
Contact person: <b>Mrs Lucy Buxton</b>	Position: <b>Deputy Development Director</b>
Website: <b>http://www.royalcourttheatre.com</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>231242</b>
When was your organisation established? <b>01/05/1956</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Making London More Inclusive</b>		
Which of the programme outcome(s) does your application aim to achieve? <b>Community buildings that are more accessible and as a result Disabled people actively taking part in the arts or sport</b>		
Please describe the purpose of your funding request in one sentence. <b>To improve the accessibility of the Royal Court, enabling disabled people to engage fully with the theatre's work as audiences, participants, creators and staff members.</b>		
When will the funding be required? <b>13/06/2017</b>		
How much funding are you requesting?		
Year 1: <del>£73,277</del> <b>73,660</b>	Year 2: <b>£0</b>	Year 3: <b>£0</b>
<b>Total: £73,277 73,660</b>		

**Aims of your organisation:**

The Royal Court was founded in 1956 as the writers' theatre and this mission still drives us today. We seek stories from everywhere and create theatre for everyone, inviting and enabling conversation and debate, allowing our writers and their ideas to resonate beyond the stage. Representation, social equality and diversity are our core strategic, artistic and operational imperatives. We aim to expand and diversify our reach, to engage with people of all backgrounds and from the widest walks of life. We will do this through choices we make in the plays we present; through marketing and engagement points we offer around our shows; through our community programme; through our programme of work with young people and through making our building and productions as accessible as possible for anyone who faces a barrier to engaging with us. We want to make the Royal Court a theatre for everyone.

**Main activities of your organisation:**

The Royal Court creates theatre for everyone, producing new plays that are original, contemporary and provocative. We invite writers to tackle big ideas and tell extraordinary stories and produce a minimum of 12 plays per year in our two theatres. Over 120,000 people see shows in our London home each year and thousands more use our iconic building for workshops, meetings, sessions, access to artists, as a bar and kitchen, a place for socialising and a public space. Our groundbreaking writers' programme provides a home for the next generation of talented writers. We read over 3,000 unsolicited scripts a year, and work with playwrights and theatre-makers in 70 countries, in over 30 languages, running 10 writers' groups per year. Our Young Court programme marks our commitment to engage our diverse London community of young people in writing and theatre, and our Beyond the Court project sees us engage London's communities in the work of our theatre.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>56</b>	<b>46</b>	<b>26</b>	<b>26</b>

**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?
<b>Leased</b>	<b>4 yrs - 20 yr renewal expected</b>

## Summary of grant request

We seek funding to carry out a programme of capital works to improve the accessibility of the Royal Court, enabling disabled people to engage fully with the theatre's work as audiences, participants, creators and staff members. This work will support our strategic approach to inclusiveness that is at the heart of our artistic and engagement programme.

Disabled people face multiple barriers to engaging with the arts, including practical issues with physical venue accessibility. They are also severely under-represented within the arts and cultural sector workforce across creative and management functions at all levels. ACE reported that just 1.9% of the workforce across their National Portfolio Organisations in 2014-15 were disabled.

We work closely with our Access User Group, a committed group of theatre attenders with whom we have close relationships, to collect feedback about our services. Sadly, due to the current limitations of our building, many have had recent experiences that create an exclusive environment. In order to establish the full extent of works and actions required to bring our building to an appropriate standard of practical accessibility, we also carried out a full Access Audit with support from City Bridge Trust, which resulted in a comprehensive and prioritised list of recommendations. Some of these we have begun to address from our own funds. However, to fully address the issues identified by our Access User Group and the Access Audit, we need to undertake a comprehensive programme of improvements, including

- Repairs and upgrades to our Front and Back of House lifts to create step-free access
- Additional assisted hearing equipment
- Improved signalling and signage for easier navigation around the building
- Upgrades and supplements to our emergency evacuation system.

The work will transform our ability to support disabled people to access the opportunities we provide through our artistic, community and learning programmes, as well as the creative, technical and administrative processes necessary to deliver them. As a result, we will be able to commit to:

- Step-free access to both Front and Back of House, leading to greater equality and an enhanced visitor/user experience through users being able to move freely and independently through the building
- At least two relaxed performances per year in 2017-18 (dependent on artistic programme), ideally building to a total of at least eight over three years, an increase of 800% over three years
- At least 12 additional captioned performances in the Jerwood Theatre Upstairs, and increase of 100% from our current position.

The work will be carried out in summer 2017 around the theatre's production schedule. It will be led by an in-house team with significant experience of delivering capital projects, including our Executive Producer, Finance Director, Head of Productions and Theatre Manager.

**Volunteers** - For day-to-day running purposes, our organisation is entirely professionally staffed. However, as a registered charity we have a non-executive Board of Directors of 14 volunteers, and a Development Council of 12.

**Service User Involvement** - We have an Access User Group who regularly feedback to us, both verbally and in writing, about how they experience our building, and significant informal user feedback.

**Equality & Diversity** - Innovation and new voices are at the heart of what the Royal Court is for. Opening access, being representative, and diversifying talent are core strategic aims.

**Reducing Our Carbon Footprint**

We operate an Environmental Policy supported by a detailed Action Plan for all areas of our work, covering artistic programming, production practices, communications and marketing, collaborations, our Front of House and catering operation, general resource management, travel, procurement, energy management, consumption and reduction, water and waste management.

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?

**The Royal Court has been graded a Creative Green Organisation, with a rating of 4 out of 5. Creative Green is a certification providing creative organisations with a systematic, achievable and inspiring approach to environmental sustainability. Creative Green is compatible with, and complementary to, other environmental certification schemes including BS8901, ISO20121, ISO14001 and the Carbon Trust Standard.**

### **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.

**To make the theatre easily accessible for users with mobility impairment: Repair of the Front of House lift to make the Royal Court Theatre more accessible for those who are less mobile. Back of House lift repair/replacement, allowing greater access for disabled staff members, participants and audiences.**

**To make theatre performances and the full theatre experience more accessible for those who are D/deaf or hard of hearing or visually impaired: Install induction loop in Bar and Kitchen. Buy additional infra-red headsets and necklace hearing loops. Buy caption boxes.**

**To make theatre emergency evacuation procedures accessible for those with special or additional needs: Buy 2 additional evacuation chairs. Repairs to evacuation system in Back of House lift. Upgrading of fire alarm system to include visual as well as audio signal.**

**To make the theatre easy to navigate for all users, including those with special or additional needs: Demarking the step-free access side entrance and accessible toilet facilities with clearer flag signage. Creating clearer signage within the building.**

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.

**Users feel more confident in accessing our building, and are able to attend independently without feeling isolated from other audience members. Audiences with mobility impairments are able to attend performances in unusual, Back of House locations, enabling all audience members to access this ground-breaking work for the first time.**

**Users are more able to access performances in the Jerwood Theatre Upstairs. Users are able to communicate more clearly with Bar and Kitchen staff and other patrons using these areas.**

**Users are able to access twice as many captioned performances in both the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs, enabling D/deaf and hard of hearing audience members much wider access to experience excellent theatre.**

**Users are able to access infra-red headsets and necklace loops without prior arrangement, allowing more equal access to high quality and groundbreaking theatre for all our patrons. We no longer need to hire additional sets for assisted performances, freeing up funds for additional captioned performances.**

**Users are better able to identify the accessible entrance from the street, allowing those with mobility difficulties to access our theatre and facilities with greater ease. Users are better able to identify and reach accessible facilities they need within our building.**

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?

**Project outcomes will be sustained in a number of ways. The upkeep of our new and upgraded facilities has been incorporated into our maintenance plan. Wider outcomes will be sustained through our ongoing artistic programme, audience development, customer service and Diversity & Equality Action Plan. These measures will be funded from our core budget.**

## Who will benefit?

### About your beneficiaries

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

**20,000**

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
Front of House lift repairs	7,185	0	0	7,185
Back of House lift repairs	31,592	0	0	31,592
Induction loop for Bar & Kitchen	2,783	0	0	2,783
12x Sennheiser headsets & 12x necklaces	3,245	0	0	3,245
2x additional evacuation chairs	1,311	0	0	1,311
Caption boxes, software & training	15,950	0	0	15,950
Upgrading of fire alarm system	2,100	0	0	2,100
Signage upgrades	1,995	0	0	1,995
Monitoring, evaluation & overhead costs	12,500	0	0	12,500

<b>TOTAL:</b>	<del>78,277</del> 78,661	0	0	<del>78,277</del> 78,661
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**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
Rose Foundation	5,000	0	0	5,000
	0	0	0	0

<b>TOTAL:</b>	5,000	0	0	5,000
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**What other funders are currently considering the proposal?**

Source	Year 1	Year 2	Year 3	Total
N/A	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	0	0	0	0
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**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Front of House lift repairs	7,185	0	0	7,185
Back of House lift repairs	26,592	0	0	26,592
Induction loop for Bar & Kitchen	2,783	0	0	2,783
12x Sennheiser headsets & 12x necklaces	3,245	0	0	3,245
2x additional evacuation chairs	1,311	0	0	1,311
Caption boxes, software & training	15,950	0	0	15,950
Upgrading of fire alarm system	2,100	0	0	2,100
Signage upgrades	1,995	0	0	1,995
Monitoring, evaluation & overhead costs	12,500	0	0	12,500

<b>TOTAL:</b>	<del>73,277</del> 73,661	0	0	<del>73,277</del> 73,661
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## Finance details

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

Financial year ended:	Month: <b>March</b>	Year: <b>2016</b>
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Income received from:	£
Voluntary income	3,778,282
Activities for generating funds	1,227,964
Investment income	6,372
Income from charitable activities	2,099,679
Other sources	391,393
<b>Total Income:</b>	<b>7,503,609</b>

Expenditure:	£
Charitable activities	6,423,989
Governance costs	0
Cost of generating funds	1,351,067
Other	917,640
<b>Total Expenditure:</b>	<b>7,775,056</b>
<b>Net (deficit)/surplus:</b>	<b>-1,189,006</b>
<b>Other Recognised Gains/(Losses):</b>	<b>1,334</b>
<b>Net Movement in Funds:</b>	<b>1,190,340</b>

Asset position at year end	£
Fixed assets	4,782,529
Investments	0
Net current assets	1,113,589
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>5,896,118</b>

Reserves at year end	£
Restricted funds	4,825,227
Endowment Funds	137,455
Unrestricted funds	933,436
<b>*Total Reserves (B):</b>	<b>5,896,118</b>

**\* 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.

	<b>Year 3 £</b>	<b>Year 2 £</b>	<b>Most recent £</b>
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	2,601,893	3,568,926	2,324,651

### 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.

<b>Name of Funder</b>	<b>Year 3 £</b>	<b>Year 2 £</b>	<b>Most recent £</b>
Genesis Foundation	215,812	150,000	150,000
Garfield Weston Foundation	100,000	0	100,000
Jerwood Charitable Foundation	50,000	100,000	50,000
Esmee Fairbairn Foundation	5,000	75,000	75,000
Andrew Lloyd Webber Foundation	75,000	30,000	30,000

### 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: **Lucy Buxton**

Role within                      **Deputy Development Director**  
Organisation: