



HASLEMERE TOWN COUNCIL

Small Grant / Green Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Imagine That Productions
Contact Name	Amanda O'Brien
Position in Organisation	Director
Address	
Telephone	
Email	

PROJECT DETAILS

Name of Project	Fully staged production of "Guys & Doll"
What aspect of the project will grant money be used for. Please be as specific as possible. ²	£200 for student band player; £450 for marketing materials using local printers (posters, leaflets, roadsides and leaflet inserts in local publications); £212 for printing of programme; social media advertising £100. TOTAL: £962
What benefits for the Haslemere community do you expect will result from the project? ³	Local productions bring friends and family to support the Arts community of Haslemere. ITP brings high quality productions for amateur performers of all ages. Haslemere Hall continues to be supported as an excellent local live venue. Music adds vibrancy to communities, engages the brain and strengthens the sense of belonging to the area and also with others. It also possibly helps to boost the emotional and physical health of older adult participants and audience members. The depth of musical talent found in a community certainly adds to the fabric of life for the local community and is especially important as our community recovers from the periods of lockdown in 2020/21.
Scheduled project start and finish date	Prep from January 2022. Rehearsals & Production Aug 22.

FUNDING DETAILS

Total estimated cost of the project	£18, 465
Amount of grant requested from the Town Council	£962

Have you or will you be applying to other bodies for financial assistance? ⁴	Yes
If yes please state: To whom applied	Community Foundation for Surrey, Humphrey Taylor Richardson Fund, Waitrose Community Matters, Magic Little Grants
Amount(s) applied for	£7922
Amount(s) received	All applications pending

¹ Delete as appropriate

² Use a separate sheet if required

³ Use a separate sheet if required

⁴ HTC will not accept applications for 100% of project funding

Have you received a grant from the Town Council before? If so for how much and for what purpose? ¹	Yes. £500 for a production of Die Fledermaus in 2018
What fundraising activities will your organisation be doing to fund this project?	A performance of "Iolanthe" in a private barn in June 2022 . The event will be combined with Open Gardens weekend in Milland. All ticket proceeds to ITP.

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes CIC: 10070877
Is it affiliated to a National Body? If yes please specify.	No
What are the aims and objectives of the organisation?	Imagine That Productions (ITP) is a CIC established to provide public performances in classic music, operetta and music theatre with local amateur singers. Its aims are to educate by offering opportunities for these singers to develop performance and stage craft skills through focused rehearsals with expert direction, choreography and music rehearsals. It has a particular aim of involving young people and children and encouraging the development of good quality vocal technique. (This is done through appropriate repertoire choice; careful balance of accompanying instruments; casting which is voice appropriate and with thorough musical preparation). ITP has an "all ages" policy so the cast regularly ranges from age 7 to beyond retirement age. In practice, the solo roles will go to more experienced singers but this could be skilled teenagers or keen amateur adults. The choruses are sung by adults and children together. ITP aims to develop the skills of the younger singers so that they can take the roles as they get older. ITP aims to put on about 4 or 5 events a year: a Christmas showcase to include all the singers in solo and chorus capacity in a local church, a large music theatre production in Haslemere Hall, a semi-staged opera or operetta in a local church, a fully staged production in

¹ HTC will not accept applications from organisations which have been awarded a grant in the last two years.

	Haslemere Hall in the summer months. Rehearsals are held in local community centres. ITP also aims to commission new works as regularly as possible. An example of this is 2019 Beggar's Opera written by Clive Osgood (Director of Music at Haslemere Parish Churches) staged as part of the Haslemere Festival.
What is the geographical area covered by your organisation?	Waverley, East Hampshire, West Sussex
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	

VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	Y
You hold a bank account in the name of the organisation applying, not an individual	Y
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	Y
The grant is not for a project already completed	Y
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	Y
You consent to acknowledge HTC's contribution in your marketing / promotional material	Y

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. This application and all supporting information may be made publicly available	Signed: <i>Amanda O'Brien</i> Print name: AMANDA O'BRIEN
Date	18.9.21

NOTES FOR APPLICANTS

Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least ten (10) working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.