

From 26-27 budget.



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) Please be aware that you will need to complete a grant monitoring and evaluation form once your event or project is finished or complete. See grant criteria for further information.

Your Details

Name of Organisation:

The Sarah Thorne Theatre Company CIC

Grant amount requested:

£4,500

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i>	9 Feb 2026
<i>Accounts Enclosed</i>	Yes
<i>Copy of Constitution</i>	n/a
<i>Grant Approved / Declined</i>	

1. Contact Name

Michael Wheatley-Ward

2. Position

Director

3. Address

Theatre Office, Fordoun Road, Broadstairs

Postcode CT10 2BN

4. Telephone

01843 863701

5. email

wheatleyward@btinternet.com or
bookings@sarahthornetheatre.co.uk

6. Website

www.sarahthornetheatre.co.uk

**7. Name & address
Of TREASURER**

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APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

We have on the Committee, the Theatre Director, Accountant and a Company Secretary.

9. What are the aims / objectives of your organisation?

To keep professional and community based affordable theatre alive for the benefit of the local Broadstairs Community and East Kent in general.

We recently acquired at an auction the freehold site from Kent County Council but this has increased operating costs as we now pay 100% of the gas, lights, water, cleaning and building improvements. To help offset these costs we license the day time use to Coastal Community Learning CIC who we helped to establish. They operate creative, health and fitness courses to adults in Thanet. In time as we upgrade the building we hope to re-open the pottery which currently is closed for health and safety reasons.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

We are the only live community theatre in Broadstairs and Thanet. We are home to many local community groups including our own in-house community drama and musical society. We also work with and stage shows for the Blues Bash, Broadstairs Dickens Festival, Broadstairs Food Festival, Broadstairs & St. Peter's Chamber of Trade, Broadstairs Folk Week, Thanet Music and Drama Adjudications and Awards Night. We also assist in raising funds, including quiz nights, for various local worthy concerns including, Friends of the QEQM Hospital, Yoakley Homes, Local Mayors, Thanet Rotary, Pancreatic Cancer, Demelza House, and various local schools. We are currently in our 19th year of operation.

11. Approximately how many people benefit from the activities of your organisation?

Members: 300+	Non-members:3,000+	Broadstairs & St. Peter's Residents: 25,500+	Visitors: 3,500+
Approximate overall TOTAL: 32,300 plus			

12. Amount of grant being requested

£ 4,500

13. For what purpose will the grant be used? *Please be specific.*

Certain productions (drama, classical music, some local community groups and experimental/try out shows) do not cover our increased operating costs from the Box Office so assistance is required to cover the costs of keeping the theatre open for these events.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

The grant will allow us to continue to offer a diverse selection of attractions to suit all tastes and by keeping seat prices affordable will encourage more patrons, including holiday makers, to attend the theatre. We also keep our on-line booking fees very low and do not charge personal callers to the Box Office.

15. Has your organisation previously received a grant from the Town Council? YES
If YES, how much during the past financial year and when ?

£ 3,500

Date(s) April 2024

16. How was this money spent?

The grant was therefore used for various productions that did not make enough to sustain as outlined in Question 13.

Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
A local supporter gives us a private donation.	£1,000
(b) Funding applied for: Name of funder:	Amount requested:
Coastal Community Learning Estimated Rent.	£7,000
(c) Funding being used from Reserves or Fundraising: Details	Amount
We receive various small donations from local shows.	£500

18. If this would be your only source of funding, please explain why? Unlike some theatres we like to be self supporting but we will apply for one of project grants for equipment, building works etc .,

19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

Question 18 answers this.

20. Is your organisation VAT registered? If so, please supply your VAT number:

No

21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Yes for £10 million.

22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?

The Director receives an Honorarium and we pay technical staff as and when on a freelance basis. The front of house staff are volunteers.

23. Do you have any volunteers assisting your event or project? If yes, how many volunteers do you have?

We have a core 10 people.

24. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on this type of event or project.

The Director has 60 years of professional theatre experience. Full career details are printed in the book "Surviving in the Theatre" by Michael Flagg.

25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:

No

FINANCIAL STATEMENT

Please complete the whole statement – both columns Current year and Next year, giving as much detail as space will allow. The form will be returned for completion if you fail to give enough information, which may delay your application.

You should also enclose the most recent set of audited accounts. (See checklist on front page)

INCOME	Current Year Estimated	Next Year Estimate	EXPENDITURE	Current Year Estimated	Next Year Estimate
SUBSCRIPTIONS			STAFF COSTS	14,800	15,900
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	1,500	1,500
BTC	4,500	4,500			
SPONSORSHIP or DONATIONS <i>Please specify:</i>			PREMISES		
Sponsorship	1,300	1,000	Light/Heat	10,000	11,000
Donations	2,600	600	Rates n/a		
			Services		
			Maintenance	3,000	3,000
			Licenses/Fees	1,174	1,200
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
<i>Piano Concert</i>			Telephone/Fax	756	900
			Printing/Stationery	400	400
			Postage	20	20
			Accountants/Bank	1,850	1,850
FEES & CHARGES <i>Please specify:</i>			ADVERTISING/Web	900	800
			INSURANCES	2,450	2,550
			Depreciation	3,400	2,900
OTHER Specify:			EQUIPMENT		
Box Office	79,000	80,000	Purchase	3,000	3,000
Bar Sales	15,200	18,000	Hire		
			Bar Purchases	7,600	9,000
Coastal Learning	7,000	8,000	OTHER <i>Specify:</i>		
			Production Costs	58,750	58,080
TOTAL: £	109,600	112,100	TOTAL: £	109,600	112,100

BANK BALANCES:

Balance at bank at the beginning of last financial year	£ 369	BALANCE
+ Add Income during the year	£109,600	£ 109,969
- Less Expenditure during the year	£ 109,600	£ 109,600
Balance at the beginning of this financial year	CARRIED FWD	£ 369
Reserves / Savings BOX OFFICE ADVANCES	£ 2000 aprx.	

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: No:

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

NO

I am an Employee: Please record your job title, department and line-manager.

n/a.

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

n/a.

I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up-to-date copy of the constitution or rules of the organisation and the latest audited accounts.

SIGNED:

Michael Wheatley-Ward

DATE:

6.2.2026

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk