**Frequently Asked Questions**

**and**

**Terms (UK)**

**Who can apply for a tw! grant?**

- schools or community groups where 30% or more children are Pupil Premium students. Preference is given to schools with higher PP%. We use the published government figures for each school.

- theatres where participating schools meet all our criteria

- children should be aged 7-16

- schools and community groups across the UK apart from within Greater London (M25). There are other resources available for these schools

**What does the charity pay for? How large are your grants?**

- we pay for theatre tickets, transport, and related educational activities such as workshops, Q&A sessions, and backstage tours. Typically, we do not expect to pay more than £15 per theatre ticket.

- our maximum grants are £2000 for schools and community groups, £5,000 for theatres. The minimum grant we give is £500.

- we encourage grantees to ensure they obtain at least the standard student reductions on theatre tickets and transport.

- if a grant is given for a curriculum-based play, we only pay for PP students, e.g. if students are studying Hamlet in class and will be attending a theatre performance of Hamlet.

- every effort should be made to ensure PP students are not singled out

- the play must be a professional production.

**How does the grant process work?**

- an independent Grant Review team looks at grant applications on a rolling basis

- we aim to provide a decision within 45 days of receiving your application. Please plan well ahead, particularly for Christmas shows.

- the number of PP students who attend should reflect the percent of PP students in the school. We will ask you to confirm this in an evaluation report.

- 80% of the agreed grant is paid prior to the event as required. Please submit an initial invoice for 80% of the grant, with a balancing invoice once a satisfactory evaluation report has been submitted. Please attach copies of invoices from the theatre and transport company, as relevant.

**How can I help my application succeed?**

Please specify in your application what efforts you will make to ensure a wide range of disadvantaged children benefit from this programme. These may well include children who don’t meet the PP definition but who for a variety of reasons do not have access to the theatre, for example SEN children. Preference will be given to applications that suggest the school has implemented plans to reach out to a wide range of children who may not have had the opportunity to attend theatre performances in the past.

**Should I book tickets before making my grant application?**

Please do not book and pay for tickets in advance as not all grant applications are funded. Where bookings are dependent upon our funding any reservations you make should only be provisional.

**Can I challenge the decision on my grant?**

The decision on a grant application is final; we do not engage in discussions on reasons for our decision. You may make a subsequent application.

**Can I apply every year?**

A school or community group is eligible to receive a grant every other year. Theatres can apply each year, but the schools involved must not have received a grant in the previous year.

**Do I need to provide feedback?**

Feedback from students and teachers is critical to the charity. People who are considering donating to the charity look at the evidence we provide to see if the charity is being effective. In the fundraising world, direct feedback from children is seen as being as effective as quantitative evidence.

We like direct quotes that talk about what the experience meant to the students. Please try to expand feedback quotes beyond simply indicating that a child liked the play. Feedback can be what children said immediately after the performance, or you might provide content from when you have a follow-up classroom discussion about the play. If related workshops or educational materials are created, please tell us about them. Extracts of written work or pictures they created could be included.

Video footage is welcome including from any workshops or post-event activities.

Please note that the quality of your feedback will be considered as part of the consideration given to any future applications to theatre works!

**Is there a time limit for grant payments?**

Yes, you have six months from the date of our approval to your application to claim your grant i.e. submitting your initial 80% invoice. Similarly, you must claim the balancing 20% within three months of the performance or you will forfeit payment.

**What else is required?**

We ask that theatre works! is credited in any accompanying communication material. Theatre publicity of our grant support should include the theatre works! logo where appropriate. Brand identity information is available in the Brand section at the bottom of our website home page.

We need to comply with various regulations. Please read the Fine Print section below. Your signature on the application form confirms you have read and agreed to these requirements.

**The Fine Print, Writ Large**

You confirm that a written Child Safety Policy equivalent to that adopted by the NSPCC (in the UK) is in place, including a Disclosure and Barring Service or equivalent checks for everyone who will be working with the children.

You confirm that the grant will only be used for the purpose outlined in the application, and any unspent funds will be returned to us.

If false information is provided or funds are used for purposed outside those outlined, we will require repayment of funds.

theatre works! will not accept responsibility for any claims arising from the events for which funding has been agreed.

You agree that we can make public the name of the school(s) or sponsoring organisation that receives a grant from us.

You agree that any information provided to us, including quotes and photos from children and teachers, can be used for the charity’s promotional purposes.

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