

Introduction

Arts Council National Lottery Project Grants

We will ask you questions about different parts of your activity:

- Some basic details about your project – when it’s happening, what it’s called
- What you want to do, why, and what you want it to achieve (we call this ‘Quality’)
- Who your project will engage, and how they’ll engage with it (we call this ‘Public engagement’)
- How you will manage the project
- The budget for the project

We will use the information you give us in this application to decide whether we will offer you a grant.

The first few screens are autofilled with information you have already provided in your applicant profile. If you need to make any amendments, go back to the ‘Applicants’ section and edit your applicant profile.

Throughout Grantium, any questions marked with an asterisk (*) must be answered otherwise you won’t be able to submit your form.

All our text boxes have a character limit. Please stick to this character limit as any additional text won’t be saved.

Applicant details

Applicant name: Sun Pier House

Applicant number: 50010080

Applicant type: Organisation

What is your organisation's legal name? Sun Pier House CIC

What name is your bank account registered in? Sun Pier House CIC

Please give any other names your organisation uses:

Which option most closely describes your organisation? Arts organisation

Which option most closely describes your organisation's status? Community Interest Company (CIC)

Which category most closely describes your organisation? Professional organisation

Are you a registered charity? No

Main art form: Not discipline specific

Are you based within the European Union? Yes

Address information

Non-UK address or address not found:

Address name or number: Sun Pier House,

Street: Medway Street

Locality:

Town / city: CHATHAM

Postcode: ME4 4HF

Main contact number: 01634 401549

Email address: open-arts@sunpierhouse.co.uk
**(Organisation email address
if applicant is an organisation)**

Website address: <http://www.sunpierhouse.co.uk>

Fax number: None

Your contact information

| Contact type | Main contact | First name | Last name | Primary contact number | Email |
|---------------------|--------------|------------|-----------|------------------------|----------------------|
| Grant administrator | Yes | Caren | Stafford | 07792 588560 | open-arts@sunpier... |
| Financial authority | No | Heather | Burgess | 01634 401549 | heather@sunpierho... |
| Financial authority | No | Edward | Gransden | 01634 401549 | info@sunpierhouse... |

Contact details

Contact type: Grant administrator
Is this the main contact for the applicant? X
First name: Caren
Middle name:
Last name: Stafford
Position: Fundraising and Development Officer
Primary contact number: 07792 588560
Alternate contact number: 01634 401549
Mobile phone number: 07792 588560
Email address: open-arts@sunpierhouse.co.uk
Fax number: None

Contact details

Contact type: Financial authority
Is this the main contact for the applicant?
First name: Heather
Middle name:
Last name: Burgess
Position: Director
Primary contact number: 01634 401549
Alternate contact number:
Mobile phone number: 07545 642581
Email address: heather@sunpierhouse.co.uk
Fax number: None

Contact details

Contact type: Financial authority

Is this the main contact for the applicant?

First name: Edward

Middle name:

Last name: Gransden

Position: Director

Primary contact number: 01634 401549

Alternate contact number:

Mobile phone number:

Email address: info@sunpierhouse.co.uk

Fax number: None

Financial background

In what year was your organisation formed? 23rd January 2013

**What is your organisation's company number?
(if applicable)** 08371902

What was your organisation's turnover in the last full financial year? (£) £205,047

If you are a new organisation, please estimate your income for the first year.

Actual

Basic details

Please give us a short summary of your project.

We'd like to know what your project is, what will happen and who it is aimed at. You can use up to 600 characters to answer this

Open Arts is specifically aimed at blind and visually impaired, deaf and hard of hearing people, children and their families. The project aims to investigate the value of socially engaged practice, concerned with improving wellbeing and engagement of those people at risk of social isolation. Participants will create and present work collaboratively, through an accessible Residency in MESS ROOM at SPH, Schools Outreach Programme, and curated exhibitions, interactive events and workshops at SPH, Chatham and No34, Sittingbourne with online content designed to reach audiences and invite dialogue.

Amount requested

Tell us the total amount you are applying to us for, including any personal access costs* (£): £28,000

How much of this request is for your / your collaborators' personal access costs?* (£): £0

***If there are extra costs relating to your own access needs, or those of the people you are working with, to help you deliver your project and manage your grant online, include them in this figure. For example, payment for a sign language interpreter to help you manage your project.**

If your personal access costs take your request over £15,000 we will still treat your application as an application for £15,000 and under, and make a decision within six weeks.

To find out more about personal access costs, please read the information sheet Access support.

Do you, or does your organisation object to receiving National Lottery funding for religious reasons? No

Project dates

Tell us the start and end dates for your project.

Make sure you allow enough time:

- for us to process your application
- for us to make a payment before your start date, if your application is successful
- to deliver all the stages of your project

The dates you give here should be the dates for the full project you're applying for.

We need twelve weeks to process applications for over £15,000.

Project start date: 07/09/2018

Project end date: 07/09/2019

Quality: what we want to know

Quality is one of our four criteria

In this section, we want you to tell us in more detail about the project you would like to do, how it will help you or your organisation develop, and what you want to achieve by doing it. We also ask about any other artists or practitioners you may be working with, what their role is, and why you have chosen to work with them.

Please read the Quality section of our How to Apply guidance for help on how to answer these questions.

When we look at your answers to these questions we will think about:

- how strong your idea is, and how clearly you have expressed your aims;- if you have demonstrated that your project is likely to achieve its ambition;- if the project will strongly develop the work/skills of the people/organisations involved;- if you have demonstrated that you or the people you are working with have a track record in delivering good quality work;- the quality of the experience for the people taking part in the project; and- whether the artists/organisations involved are high quality in the context you are working in.

As you are applying for over £15,000:

- If you have thought about how your project could help you to make a contribution to the Creative Case for Diversity.

Quality

Tell us about your (or your organisation's) relevant work and experience.

You can use up to 1500 characters to answer this.

SPH CIC was formed in 2013 to support Medway's creative industries. It provides a base for a community of artists and start-up creative businesses and was Winner of Best Visitor Attraction 2015 at the Medway Design, Culture & Tourism Awards. Split over three floors, SPH is home to a gallery, a characterful tearoom, stage area, events spaces, hire rooms and studios. There are 12 studios housing 18 resident artists and 5 businesses. A small, dedicated team and Advisory Board oversee the organisations activities

<https://sunpierhouse.co.uk/events/list/>

Gallery presents 12-16 exhibitions per year and monthly exhibitions in the Tea Room. Eg Sick! – Living with Invisible Illness, Aug '17

<https://vimeo.com/233947753>

Medway Open Studios and Arts Festival <https://medwayopenstudios.org>

Rats Bay Shindig' Festival Weekend <https://sunpierhouse.co.uk/rats-bay-shindig-56th-april/>

SPH Presents Open Mic, Poetry, Spoken Word, Music, Dance

Life Drawing, Dance classes & Rochester & West Kent Art Society

What's Next Kent? <http://www.whatnextculture.co.uk/about/>

Ideas Test, Young Mum's Skills Sharing

Funding & Development, Social Media, Business Development Tutorials

<https://www.a-n.co.uk/news/>

51zero/festival 2014 THE OTHER SIDE OF HERE

<http://www.51zero.org/festival/programme/>

Töne Festival University of Kent School of Fine Art and Music

<https://www.kent.ac.uk/smfa/events/tonefestivalpage.html>

Ideas Test, Black Antler, Blast Theory and Hydrocracker Theatre company

<http://ideastest.org.uk>

Tell us more about your project and what you want it to achieve.

We want to know what you aim to do and why, including the ideas behind your project. You can use up to 1500 characters to answer this.

MESS ROOM was founded by SPH resident artists Wendy Daws and Christopher Sacre in 2017. This innovative, creative, community hub on the ground floor at SPH in Chatham has facilitated a number of pilot sessions with community groups to test the idea and inform its work. Open Arts is a research and development project between Sun Pier House and MESS ROOM, with support from Ideas Test. It is underpinned by a consortium approach to working with community, arts and health partners. The project will establish a longer-term accessible programme at SPH, facilitated by MESS ROOM, to deliver a community residency, outreach schools programme, activity at No34, research and evaluation. Open Arts will enable SPH and MESS ROOM to acquire the appropriate skills to grow and diversify audiences, nurture dynamic curation and management skills, contribute to organisational development, and take MESS ROOM to the next stage of its development. MESS ROOM will become a fully accessible creative space, by refurbishing existing facilities and upgrading the interior to accommodate this project and making it fit for purpose for participants, audiences, artists and visitors who benefit from it. SPH and MESS ROOM will benefit from mentoring and wrap around support from Ideas Test to help people get more involved in Open Arts as audiences, participants and community organisations, and artists and creatives working with our communities.

You can use up to 1500 characters to answer this.

NA

Tell us how this project will help to develop your work.

You can use up to 1500 characters to answer this.

Sun Pier House CIC has worked hard to become a sustainable arts organisation in North Kent. It has contributed to place making and local priorities, and responded to the cultural needs of external organisations and local demands. The time is right for SPH to build on this work and reach beyond its original aims, to promote and support creative industries and entrepreneurial creative businesses, which started in 2013 with Medway Open Studios and Arts Festival. Open Arts has commitment from SPH CIC Advisory Board, with members such as Liz Moran, Director of Arts and Culture, University of Kent School and Paivi Seppala Director of LV21. SPH will programme activity and experiences that take artistic risks and attract new audiences. It will expand opportunities for artists by nurturing artist led activity. It will work in collaboration with artists and cultural partners that share similar cultural ambitions. It will be proactive in responding to the areas place making agenda and continue to be an active member of the Medway Cultural Partnership. Open Arts will help SPH to develop its work by testing a consortium approach, to nurture new ideas and present new cultural experiences, with MESS ROOM artists Daws and Sacre and project partners. This way of working will enable the organisation to grow and expand, with formal structures and partnerships in place.

You can use up to 1500 characters to answer this.

Open Arts will provide the opportunity for SPH CIC to take a strategic lead in developing its audiences and programme, and commission innovative arts projects, that contribute to its longer term aims and objectives. Open Arts is aimed at those who are at risk of social isolation and face multiple barriers to arts engagement in Kent. There is a high proportion of disabled people in the Medway area, higher than the national average, and second highest in Kent. A high proportion of those people are affected by mental health problems, particularly in young people and older people where there is an overwhelming issue of isolation and loneliness. Public Health Outcomes Framework, 2017 <https://democracy.medway.gov.uk/mgconvert2pdf.aspx?id=38294>. We know that older people, younger people, and families who have disabled family members are disproportionately affected by barriers to engagement. Social, economic and educational disadvantage are high in the area, making people subject to multiple barriers in their lives. There is often a lack of confidence to take part in events or travel to arts activities with family members whose access needs may not be met. Open Arts aims to respond to these barriers, by making it easier for those people and others to feel they can fully participate, shape and inform arts and cultural activity as artists or creators, consumers or audience. SPH takes a Creative Case approach in developing its response to inclusion and this is informed by close working relationships with people who are living these experiences and others who work with these communities.

Project focus

***What will your project focus on?**

If your application is successful we will ask you to reflect back on this at the end of your project as part of your final activity report.

Pick as many as you feel are relevant to your project.

This project will focus on: undertaking organisational development, trying out new approaches, reaching new or different audiences, creating or commissioning new work

Who else is involved

Artists, creatives and museum specialists

If your project involves working with additional artists, creatives and museum specialists, list them and tell us a bit about them using the tool below. You can include up to ten. You don't need to include yourself.

If you are working with anyone who is helping to deliver or manage your project, please tell us about them later in the separate Partners section.

Please read the quality section of our How to Apply guidance for information on how to complete this section.

To add a name
 To add names, click the 'Add new item' icon on the left of the screen to add names. To add more than one name, use the 'Save and Add Another' button.

| Artist, creative or museum specialist's name | Role in project | Confirmed or expected | What will they be doing? |
|--|---------------------------|-----------------------|--|
| Wendy Daws | MESS ROOM artist | Confirmed | The project will foster a creative collaboration between Wendy Daws, MESS ROOM founder ... |
| Christopher Sacre | MESS ROOM artist | Confirmed | Christopher Sacre, MESS ROOM artist and founder of SEE and CREATE will be working colla... |
| Matt Bray | Artist mentor and advisor | Confirmed | Matt Bray studied Fine Art (MA) at the University of Kent in 2012 and Fine Art (BA) at ... |
| Zoe Fudge | Photographer | Confirmed | Zoe Fudge is a Deaf Disabled Photographer (Usher's syndrome) & Co-founder of BRIGHT Dea... |
| Bim Ajadi | Film-maker | Confirmed | Bit Ajadi is a Deaf Film-maker, TV Director, Videographer and editor. Bim will work clo... |
| Mark Barnes | Designer | Confirmed | Mark Barnes will be working with Wendy Daws and Christopher Sacre to design marketing, ... |

Artists

Artist, creative or museum specialist's name: Wendy Daws

Role in project: MESS ROOM artist

Confirmed or expected: Confirmed

Artist's website: <http://www.wendydaws.co.uk>

How will they contribute to the project? Give a brief description of their work:

The project will foster a creative collaboration between Wendy Daws, MESS ROOM founder and artist and Christopher Sacre. Wendy thrives on working with other people, sharing ideas, exploring hidden stories and making things happen. Sometimes she works in educational settings, at other times community projects. Wendy volunteers with the Kent Association for the Blind. She established and run two art groups for blind and partially sighted residents of Medway and Gravesend. You can read more about this work on her blog site KAB Medway Art Group. She is passionate about this work and it feeds directly into her practice. She was involved in Rochester Cathedral's research into creating a tactile interpretation of the Baptismal Fresco by Sergei Fyodorov, and subsequently commissioned to create the bronze tactile interpretation now on permanent display. She is currently working with The Beaney House of Art and Knowledge and Canterbury Cathedral as part of the 'Sensing Culture' project, aiming to open the arts and heritage to blind and partially sighted artists, participants and visitors. She believes strongly that disability is not an impairment to creativity and that art is for all regardless of age, ability or background.

Artists

Artist, creative or museum specialist's name: Christopher Sacre

Role in project: MESS ROOM artist

Confirmed or expected: Confirmed

Artist's website: <http://www.christophersacre.com>

How will they contribute to the project? Give a brief description of their work:

Christopher Sacre, MESS ROOM artist and founder of SEE and CREATE will be working collaboratively with Wendy Daws. Christopher is a Deaf artist based in Rochester and works part-time for Sense as a support worker for two people in their supported living service. Christopher works in various museums, galleries and organisations such as Tate and Royal Opera House, as an artist, artist educator and British Sign Language (BSL) Interpreter with deaf and hearing children by leading and assisting regular workshops and activities. Christopher has exhibited work in solo and groups exhibitions and has developed his practice in the public realm. He was awarded a public art commission for Aperture Project - IN-SITE Public Art Commission, Rochester Riverside, Kent in 2015, funded by Arts Council England and Medway Council.

Artists

Artist, creative or museum specialist's name: Matt Bray

Role in project: Artist mentor and advisor

Confirmed or expected: Confirmed

Artist's website: <http://mattbrayarts.com>

How will they contribute to the project? Give a brief description of their work:

Matt Bray studied Fine Art (MA) at the University of Kent in 2012 and Fine Art (BA) at Ashford School of Art in 2010. He has gone on to exhibit widely in solo sea group exhibitions and has curated and managed a number of high profile exhibitions and arts events. He has develop this practice and mentored several artists and published critical writing.

Artists

Artist, creative or museum specialist's name: Zoe Fudge

Role in project: Photographer

Confirmed or expected: Confirmed

Artist's website: <https://www.facebook.com/zlfroggy/about>

How will they contribute to the project? Give a brief description of their work:

Zoe Fudge is a Deaf Disabled Photographer (Usher's syndrome) & Co-founder of BRIGHT Deafblind BSL. She will be working closely with Wendy Daws and Christopher Sacre to document the project and capture the experiences of the artists, participants and audiences who engage in the project.

Artists

Artist, creative or museum specialist's name: Bim Ajadi
Role in project: Film-maker
Confirmed or expected: Confirmed
Artist's website: <http://www.bimajadi.co.uk>

How will they contribute to the project? Give a brief description of their work:

Bit Ajadi is a Deaf Film-maker, TV Director, Videographer and editor. Bim will work closely with Wendy Daws and Christopher Sacre and photographer Zoe Fudgde, to create accessible film content that provides in insight into the project and how people have experienced it as artists, creatives, consumers, participants, audiences and visitors. Film material will be used on multiple web-based and social media platforms and at events to promote the project.

Artists

Artist, creative or museum specialist's name: Mark Barnes
Role in project: Designer
Confirmed or expected: Confirmed
Artist's website: <http://www.markbarnesillustration.com>

How will they contribute to the project? Give a brief description of their work:

Mark Barnes will be working with Wendy Daws and Christopher Sacre to design marketing, promotion and interpretation materials for the project. Mark has worked with Wendy previously as a designer and illustrator.

Public engagement: What we want to know

Public engagement is one of our four criteria.

In this section, we want you to tell us who your project is aimed at, how they will experience and engage with it, and how you're going to make sure your project reaches people.

Please read the Public engagement section of our How to Apply guidance for help on how to answer these questions.

When we look at your answers to these questions we will think about:

- **how strong the case for public engagement with the activity is;**
- **if the target audiences for the activity are clearly identified;**
- **if the activity increases opportunities for people who don't currently get involved in the arts and culture or are involved a little in arts and cultural activity;**
- **if the activity increase opportunities for people already engaged in arts activity;**
- **if plans to market the activity to audiences/participants are well defined, and are likely to achieve your aims;**
- **if there is no immediate opportunity to involve people (for example, research and development), whether there is potential for the public to get involved in the future; and**
- **where relevant, whether access and diversity been considered effectively.**

Audience and participants

Is your project aimed at any of the groups below as audiences or participants?

By 'audience' we mean people who are going to experience your project as viewers, listeners or readers but are not actively involved in the project.

By 'participants' we mean people who are actively involved in your project (other than the artists or others leading the project) by devising, creating, making, presenting or performing.

Tick here if your activity is specifically aimed at any particular age group.

Tick the age group(s) that you expect to be significantly represented among audience and participants. Audience type - Age - Aged 65 and over, Audience type - Age - Aged 60 to 64, Audience type - Age - Aged 25 to 59, Audience type - Age - Aged 12 to 15

Tick here if your activity is specifically aimed at any identified ethnic groups.

Tick here if your activity is specifically aimed at disabled people.

Tick the categories of disabled people that you expect to be significantly represented among audience and participants. Audience type - Disability - Visual impairment/Blind, Audience type - Disability - Cognitive or learning disabilities, Audience type - Disability - Hearing impairment/Deaf

Tick here if your activity is specifically aimed at individuals or groups with a particular sexual orientation identity.

Tick here if your activity is specifically aimed at either male, female or trans people.

Public engagement

Please read the Public engagement section of our How to Apply guidance for information on how to complete this section.

Who will engage with your project?

Think about the audiences or the people who will take part. You can use up to 1000 characters to answer this.

Deaf Families & Medway Deaf Club - will engage in Open Arts supported by a BSL interpreter. Deaf families are invited through RAD and Sacre's SEE and CREATE project.

Sight Loss art group - Wendy Daws has worked with an informal group of blind and visually impaired Medway residents for 20 years, informing her practice and commissions. People with sight loss across a larger geographical area of Medway, Gravesend and Canterbury will formally engage in Open Arts.

Peer Arts Artists - Up to 10 learning-disabled and older people will work with Daws and Sacre in Open Arts to shape the Programme and promote themselves with Outside In <http://www.outsidein.org.uk>

Outreach Schools Programme - Sept 2018 to Feb 2019, Daws and Sacre will work with 2 schools over 6 months. They will receive Arts Award sessions by Bronze, Silver, Gold Award Advisor and create and exhibit work in April 2019 at SPH Gallery.

SPH and partners will promote the project attracting new audiences to fuel a wider public dialogue.

How will people engage with your project and what experience do you want them to have?

Tell us about the ways audiences or people taking part will engage, and what they will get from your project.

You can use up to 1000 characters to answer this.

Open Arts invites people to engage in the project at multiple entry points. Open Arts Residency, is an inclusive artist studio environment that welcomes messy, creative, large scale and expressive work. Schools Outreach takes the artist studio to the school, by employing Daws and Sacre's creative methods of working with teachers and pupils. Schools benefit from Arts Award sessions and families are invited to see work at SPH Gallery. Curated exhibitions and interpretation invites visitors to interact with ideas and work presented at three locations, MESS ROOM, SPH Gallery and Ideas Test, No34. Public workshops and learning experiences respond to participant's emergent themes and curated exhibitions. Audiences explore the ideas and creative processes presented in the work. Social media invites audiences to share content and experiences and contribute to a wider dialogue about outcomes relating to the value of socially engaged practice, concerned with improving wellbeing and engagement.

Tell us how you will make sure your project reaches people.

We want to know how you will make sure that the people you plan to engage will be able to experience your project. You can tell us about any planned marketing activities if this is relevant. You can use up to 1000 characters to answer this.

Target participants for Open Arts Residency: Medway Deaf Club and those who have deaf and hearing family members & Deaf families in Kent. Deaf families through SEE and CREATE. Royal Association for Deaf people (RAD) will promote Open Arts via its networks, as a Deaf Friendly arts programme and organisation. It has welcomed this project as it has the potential to expand across the region.

Sight Loss art group - Daws has worked with a group of blind and visually impaired Medway residents for the past 20 years. She aims to expand this group to include new members from across North Kent (Medway, Gravesend, Canterbury).

Peer Arts Group - Daws will invite a group of up to 10 participants from Peer Art Group to engage in and inform Open Arts Residency. Those taking part will play a role in shaping activities, alongside creating work collaboratively with Outside In <http://www.outsidein.org.uk>

You can use up to 2000 characters to answer this.

Schools Outreach - MESS ROOM and SPH aim to establish longer term partnerships with two schools with Deaf and VI units for pupils. Schools contact parents/carers with SPH/MESS ROOM marketing material in-line with school safeguarding policy; Danecourt Community School, Gillingham - Sarah Mann, All Faiths Children's Academy, Strood, Deaf provision and Year 6 Deaf Pupils - Ruth Everingham.

Marketing materials will be distributed to community groups via known lead contacts (KAB, Medway Deaf Club, RAD) and by direct mail to SPH subscribers and artist mailing lists.

SPH and MESS ROOM websites will promote Open Arts Project and events with listings and details of how to get involved across the 3 main locations.

Artists will contribute to Blogs detailing their experience and activity as it takes place with photographs and film content to be shared with Ideas Test website.

Social Media platforms will be used to create events for the project with links to MESS ROOM Open Arts, SPH & Ideas Test websites. Listings for public events, exhibitions and workshops will be promoted alongside photographs and film.

Updates will be TWEETED by SPH, Ideas Test and MESS ROOM Artists with the aim of attracted re-Tweets by new and existing followers.

Posters and printed materials will be distributed to project partners, local supporters and community venues by volunteers and project team staff. A Press Pack will made available online and sent to local, regional and national press (Meridian News, Kent Messenger, BBC South East). Press opportunities, photographs, interview slots detailed.

Evaluation will be disseminated via arts, health and academic networks by Public Health Team, Medway Council Arts Development Team, UoK and Ideas Test.

In numbers: people benefiting from your project

Estimate how many people will engage with your project.

People who will benefit from your project

| Beneficiary Type | How many people will benefit from this project? |
|--|---|
| Artists/ creatives/ museum specialists | 8 |
| Participants | 576 |
| Audience (live) | 10,240 |
| Audience (broadcast, online, in writing) | 135,000 |
| Total | 145,824 |

Finance: what we want to know

Finance is one of our four criteria.

In this section we will ask you to fill in a budget for your project, and to answer some questions about how you have put your budget together. We'll also ask about how you will manage your budget. We understand that budgets can change over the life of a project, but we need to see that you have planned your budget.

Please read the Finance section of our How to Apply guidance for help on how to answer these questions.

Key things to remember about budgets:

- Your budget has to balance, so your income needs to be the same as your expenditure**
- We expect you to find at least 10% of the total cost of your project from sources other than the Arts Council**
- We need to be able to see how you have worked your figures out**
- Your budget should be for the total cost of the project you are applying to do**

When we look at your answers to these questions we will think about:

- whether the budget is appropriate for the activity that is planned (for example; is the amount of money being asked for suitable for the scale and type of activity? And how appropriate are the areas of income and spending?);**
- whether all items in the budget are relevant and reasonable (for example; are fees or wages appropriate to the context? And have quotes for assets been appropriately researched for any asset purchases?); and**
- whether the application demonstrates that the activity is attracting income from other sources; is any other income confirmed? If not, do potential income sources seem realistic?**

Income

Enter all your cash income on this page, as well as any Support in kind you will receive.

Use the tool at the bottom of the page. Make sure that you show how your figures have been calculated in the 'Description' field, for example:

Ticket sales (7 dates @ 60% of 100 capacity x £8 ticket price) £3,360

The table at the top of the page is a snapshot of the information you enter, and will calculate your total income for you as you work. This table is not editable. The table already includes the amount you are requesting from Arts Council England so you do not need to add this.

To add an income line
 To add each income line, click the 'Add new item' icon on the left of the screen. To add more than one line of income, use the 'Save and Add another' button.

Income summary

| Income heading | % Project value | Amount (£) |
|-------------------------------------|-----------------|----------------|
| Earned income | 0.00% | £0 |
| Local authority funding | 0.00% | £0 |
| Other public funding | 12.85% | £7,500 |
| Private income | 12.59% | £7,350 |
| Income total (cash) | 25.45% | £14,850 |
| Support in kind | 26.57% | £15,508 |
| Arts Council England Funding | 47.98% | £28,000 |
| Income total | 100.00% | £58,358 |

Expected / confirmed summary

| Income heading | % Project income | Amount (£) |
|---------------------|------------------|----------------|
| Expected | 6.18% | £1,875 |
| Confirmed | 93.82% | £28,483 |
| Income total | 100.00% | £30,358 |

Please tick the box if you have less than 10% funding from sources other than the Arts Council.

| Income heading | Description | Expected or confirmed | Amount |
|----------------------|--|-----------------------|--------|
| Other public funding | Ideas Test Swale and Medway | Confirmed | £2,000 |
| Support in kind | Medway Council Public Health Officer time | Confirmed | £1,000 |
| Support in kind | Medway Council Arts Development Team Officer time | Confirmed | £1,000 |
| Other public funding | Kent Association for the Blind | Confirmed | £700 |
| Support in kind | Artist Fees support in-kind | Confirmed | £4,000 |
| Support in kind | Volunteer time (KAB volunteers) | Confirmed | £783 |
| Support in kind | Materials provided by MESS ROOM in-kind | Confirmed | £500 |
| Other public funding | Grant from Access Needs for Artists | Confirmed | £4,800 |
| Private income | Medway Deaf Club & Families £5 x 10 participants x 6 sessions - Par... | Confirmed | £300 |
| Private income | Sight Loss Art Group £5 x 10 x 15. Participants pay a small fee per... | Confirmed | £750 |
| Private income | Peer Art Group £5 x 10 x 15. Participants pay a small fee per sessi... | Confirmed | £750 |
| Private income | MESS ROOM artists paying reduced hire rate for Ground Floor of SPH.... | Confirmed | £4,800 |
| Support in kind | Reduced hire rate for Ground Floor of SPH for MESS ROOM Open Arts p... | Confirmed | £6,000 |
| Support in kind | SPH to waiver Gallery Hire Fee and tech costs for installation and ... | Confirmed | £350 |
| Support in kind | Evaluation supported by The Research Development Team at University... | Expected | £1,875 |
| Private income | Contingency & refreshments for events provided by SPH | Confirmed | £750 |

Income details

Income heading: Other public funding
Description: Ideas Test Swale and Medway
Expected or confirmed: Confirmed
Amount (£): £2,000

Income details

Income heading: Support in kind
Description: Medway Council Public Health Officer time
Expected or confirmed: Confirmed
Amount (£): £1,000

Income details

Income heading: Support in kind
Description: Medway Council Arts Development Team Officer time
Expected or confirmed: Confirmed
Amount (£): £1,000

Income details

Income heading: Other public funding
Description: Kent Association for the Blind
Expected or confirmed: Confirmed
Amount (£): £700

Income details

Income heading: Support in kind
Description: Artist Fees support in-kind
Expected or confirmed: Confirmed
Amount (£): £4,000

Income details

Income heading: Support in kind
Description: Volunteer time (KAB volunteers)
Expected or confirmed: Confirmed
Amount (£): £783

Income details

Income heading: Support in kind
Description: Materials provided by MESS ROOM in-kind
Expected or confirmed: Confirmed
Amount (£): £500

Income details

Income heading: Other public funding
Description: Grant from Access Needs for Artists
Expected or confirmed: Confirmed
Amount (£): £4,800

Income details

Income heading: Private income

Description: Medway Deaf Club & Families £5 x 10 participants x 6 sessions - Participants fee per session from personal care allowance or contribution.

Expected or confirmed: Confirmed

Amount (£): £300

Income details

Income heading: Private income

Description: Sight Loss Art Group £5 x 10 x 15. Participants pay a small fee per session from their care allowance or contribution.

Expected or confirmed: Confirmed

Amount (£): £750

Income details

Income heading: Private income

Description: Peer Art Group £5 x 10 x 15. Participants pay a small fee per session from their care allowance or contribution.

Expected or confirmed: Confirmed

Amount (£): £750

Income details

Income heading: Private income

Description: MESS ROOM artists paying reduced hire rate for Ground Floor of SPH. Usual rate is £900 per/month. SPH is reducing this by £500 per/month for 12 month project duration.

Expected or confirmed: Confirmed

Amount (£): £4,800

Income details

Income heading: Support in kind

Description: Reduced hire rate for Ground Floor of SPH for MESS ROOM Open Arts project of £500 per/month for 12 months

Expected or confirmed: Confirmed

Amount (£): £6,000

Income details

Income heading: Support in kind

Description: SPH to waiver Gallery Hire Fee and tech costs for installation and take down. Exhibition fee £350 for a 4 week show.

Expected or confirmed: Confirmed

Amount (£): £350

Income details

Income heading: Support in kind

Description: Evaluation supported by The Research Development Team at University of Kent, interested in matching PhD students to SPH & MESS ROOM as arts partners. In-kind based on research budget of £125 p/d.

Expected or confirmed: Expected
Amount (£): £1,875

Income details

Income heading: Private income
Description: Contingency & refreshments for events provided by SPH
Expected or confirmed: Confirmed
Amount (£): £750

Income questions

Tell us how you have raised, or plan to raise, the income from other sources you have included in the income table.

This is to help us understand how realistic your budget is, and the partnership support that is in place. Income from other sources could include other grant applications, donations or crowdfunding.

Don't include any income that won't be used specifically for this project.

You can use up to 1500 characters to answer this.

Income from other sources include confirmed match funding from partner organisations Ideas Test and Kent Association for the Blind. Income is expected from participants attending sessions by paying a small fee from their care allowance or personal contribution. Access Needs for Artists to deliver activity is confirmed by Christopher Sacre. Ground floor reduced hire rate will be paid by MESS ROOM artists and contingency and refreshments will be paid by Sun Pier House.

Tell us about the support in kind in your budget

Tell us how you have worked out your support in kind, and why it benefits your project.

You can use up to 1500 characters to answer this.

Support in-kind in the project budget has been confirmed as staff time from Medway Council Public Health Programme Manager Su Ormes to promote the project and support research capture, case study materials and evaluation. Robyn Goldsmith, Arts Development Team Officer will provide staff time to promote the project, give support and advice, and act as a key strategic partner in SPH and MESS ROOM development. Artist Fees are reduced due to time being offered in-kind, along with artist materials. Kent Association for the Blind have confirmed volunteer time with DBS checks to support participation across project activity. SPH have confirmed Ground Floor room hire rate reduction and Gallery Hire fee waived. Evaluation support from the Research Development Team and staff at the University of Kent is expected following interest in linking PhD students with SPH and MESS ROOM as arts partners.

Ideas Test has confirmed support in-kind as:

Wrap around mentoring and support in realising the project and presenting the project and public events at No34, Sittingbourne to Swale based audiences, such as Age UK, Sittingbourne older people's partnership, Ideas Test Young At HeART programme created for those aged 55+

Reaching audiences through digital platforms, local networks, Audience Finder Increasing opportunities with networks Family Arts Network's Age Friendly Standards and Case Studies

Possible field worker to be linked to the project with opportunity to support the project administratively or as audience development assistant.

Monitor and evaluate participation and engagement numbers and feedback from participants

Work with SPH, MESS ROOM, Public Health Team to implement art and health good practice research and evaluation.

Expenditure

Please enter all your cash expenditure for your project on this page.

The table at the top of the page is a snapshot of the information you are entering, and will calculate your total expenditure for you as you work. This table is not editable. The table already includes any Support in kind you added on the Income screen so you do not need to add this.

The details about each item of expenditure that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field. For example, you should show the number of days and the daily rate for any fees shown.

To add an expenditure line
 To add each expenditure line, click the 'Add new item' icon on the left of the screen. To add more than one line of expenditure, use the 'Save and Add another' button.

Spending (expenditure) summary

| Expenditure heading | % Project value | Amount (£) |
|---|-----------------|----------------|
| Artistic and creative costs | 34.96% | £20,400 |
| Making your work accessible | 25.96% | £15,150 |
| Developing your organisation and people | 9.94% | £5,800 |
| Marketing and developing audiences | 1.71% | £1,000 |
| Overheads | 0.00% | £0 |
| Assets - buildings, equipment, instruments and vehicles | 0.00% | £0 |
| Other | 0.86% | £500 |
| Personal access costs | 0.00% | £0 |
| Expenditure total (cash) | 73.43% | £42,850 |
| Support in kind | 26.57% | £15,508 |
| Expenditure total | 100.00% | £58,358 |

Total income (for information): £58,358

| Expenditure | Description | Amount |
|-----------------------------|--|---------|
| Artistic and creative costs | Artist Fees. Based on 2 artists working 80 days in total, 2 days a ... | £16,000 |
| Artistic and creative costs | Artist Mentor & Assistant Artist Fees. £200 p/d Matt Bray / £100 p/... | £1,400 |
| Making your work accessible | Subsistence based on £10 p/d expenses for travel or subsistence | £150 |
| Making your work accessible | Access Needs for Artists to deliver activity. Paid BSL Interpretor ... | £4,800 |

| | | |
|------------------------|---------|------------|
| Application submission | Page 35 | 06/06/2018 |
|------------------------|---------|------------|

Applicant: Sun Pier House

50010080

Project: MESS ROOM - Open Access R&D Project

ACPG-00103792

| | | |
|---|--|---------|
| Artistic and creative costs | Art materials for engagement | £3,000 |
| Developing your organisation and people | Ground Floor hire rate for MESS ROOM | £4,800 |
| Marketing and developing audiences | Audience development and marketing / commissioning Film-maker and P... | £1,000 |
| Making your work accessible | MESS ROOM Ground Floor Access improvements. Refurbishment to existi... | £10,200 |
| Developing your organisation and people | Evaluation of project, with focus on value of socially engaged prac... | £1,000 |
| Other | Contingency provided by SPH | £500 |

Expenditure details

Expenditure heading: Artistic and creative costs

Description: Artist Fees. Based on 2 artists working 80 days in total, 2 days a week for 40 weeks over 12 months at £250/day. Artists are giving time in-kind up to the value of £50 per day towards administration for the project.

Amount (£): £16,000

Expenditure details

Expenditure heading: Artistic and creative costs

Description: Artist Mentor & Assistant Artist Fees. £200 p/d Matt Bray / £100 p/d for Assistant Artists.

Amount (£): £1,400

Expenditure details

Expenditure heading: Making your work accessible

Description: Subsistence based on £10 p/d expenses for travel or subsistence

Amount (£): £150

Expenditure details

Expenditure heading: Making your work accessible

Description: Access Needs for Artists to deliver activity. Paid BSL Interpreter using Access to Work Grant provided to Christopher Sacre for all workshops and meetings.

Amount (£): £4,800

Expenditure details

Expenditure heading: Artistic and creative costs
Description: Art materials for engagement
Amount (£): £3,000

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Ground Floor hire rate for MESS ROOM
Amount (£): £4,800

Expenditure details

Expenditure heading: Marketing and developing audiences
Description: Audience development and marketing / commissioning Film-maker and Photographer to ensure integrated multiple access needs.
Amount (£): £1,000

Expenditure details

Expenditure heading: Making your work accessible
Description: MESS ROOM Ground Floor Access improvements. Refurbishment to existing ground floor of SPH, updating facilities in studio to accommodate participants needs to access the project. Costings and quote obtained.
Amount (£): £10,200

Expenditure details

Expenditure heading: Developing your organisation and people

Description: Evaluation of project, with focus on value of socially engaged practice on social and wellbeing outcomes, captured and measured with support from Ideas Test and Public Health Team at Medway Council.

Amount (£): £1,000

Expenditure details

Expenditure heading: Other

Description: Contingency provided by SPH

Amount (£): £500

Expenditure questions

Tell us how you will manage the budget for this project, and about your previous experience of managing budgets.

You can use up to 1500 characters to answer this.

Sun Pier House CIC, Directors will be responsible for managing the project budget, monitoring actual expenditure and income against the budget, and providing budget updates to MESS ROOM and Ideas Test partners as appropriate every quarter and to funders as necessary.

Income will be obtained by SPH CIC on raising an invoice and sending to third parties (Ideas Test, KAB) at the start of the project, or as detailed in the partnership agreements.

SPH will receive invoices directly from artists or suppliers as per contract agreements made in writing. Freelancers will pay their own TAX and NI contributions. All quotes for services or purchases are to include an itemised breakdown and VAT.

MESS ROOM will invoice SPH CIC in accordance to payment schedules outlined in relevant partner contractual agreements, to ensure the timely delivery of the project. MESS ROOM will provide SPH Directors with local finance updates against expenditure in fortnightly meetings.

Support in-kind is to be monitored by SPH to ensure this has been accounted for.

SPH CIC has extensive experience of managing project and programme budgets for past events and activity. SPH CIC Advisory Board oversee the organisations financial management and records. An independent Accountant manages the financial accounts for SPH CIC providing reports for financial returns.

Tell us how you have worked out the costs in your project budget, including the costs of any purchases.

You can use up to 1500 characters to answer this.

Calculations for budget costs:

Artist Fees - 2 artists working 80 days in total, 2 days p/wk x 40 weeks x 12 months at £250/day. Artists giving time in-kind up to the value of £50 per day
Artist Mentor - Artist Mentor £200 p/d x 7 days / £100 p/d Assistant Artists.
Volunteer hours - 100 hours at £7.83 p/h / 7hrs per day. Volunteer time calculated using minimum wage as guide for claiming out of pocket expenses
Commission Film-maker and Photographer - incorporating subtitles and audio description. Full day shoot £350 plus Editing £200 per day
University of Kent - Research linking PhD student and staff to SPH/MESS ROOM as arts partner, 15 days at £125 p/d university research budget.

Ground Floor Access Improvement work quoted as:

1 Summary

Demolitions 2290
External Windows and Doors Internal Walls 150
Internal Doors 600
Wall Finishes 800
Floor Finishes 440
Ceiling Finishes 100
Fixtures and fittings 1500

2 Plumbing and Electrical

Plumbing 500
Electrical 950

4 Provisional Sums

5 Preliminaries 1099.50

6 Overheads, Profit, & Insurance
Add OH&P & Insurance @

Sub-Totals £8429.50
20% VAT £1685.90

Totals £10,115,40

Fair pay

We are committed to making sure that those who work in arts and culture are properly and fairly paid.

Please read the fair pay section of our How to Apply guidance for more information.

Have you used any recognised pay guidelines to work out pay for those involved in your project (including you)? Yes – if so, which guidelines have you used?

Please explain in more detail.

You can use up to 600 characters to answer this.

a-n Guidelines Guidance on fees and day rates for visual artists 2016
https://static.a-n.co.uk/wp-content/uploads/2015/11/Guidance_on_fees_and_day_rates_for_visual_artists_2016.pdf

Artists' Rates of Pay, Artists' Union England 2015
<http://www.artistsunionengland.org.uk/wp-content/uploads/2015/03/Draft-Rates-of-Pay-doc-March-25th-2015-AUE2-1.pdf>

Voluntary Arts Network
<https://www.voluntaryarts.org/Pages/Category/Roles-and-responsibilities>

<https://www.voluntaryarts.org/Handlers/Download.ashx?IDMF=9625333c-64ed-4003-b885-624fcb539c48>

GOV.UK <https://www.gov.uk/national-minimum-wage-rates>

There are other people included in the delivery of my project, as workers or volunteers. I am aware of my statutory responsibilities.

X

The latest government guidance on employing people is here.

Management: what we want to know

Management is one of our four criteria.

In this section we want you to tell us how you will manage your project. We will ask you to tell us about any partners involved in the project, where it will be taking place and how you will evaluate the project. We will ask you to fill in a timeline of the key stages of your project, and tell us about the planning you've done to date.

Please read the Management section of our How to Apply guidance for help on how to answer these questions.

When we look at your answers to these questions we will think about:

- if the activity is realistic and well planned (including having a realistic tour schedule, where appropriate);**
- if the application shows your ability to manage the activity successfully;**
- if the team delivering the project has a track record of managing similar activity;**
- if the activity is supported by appropriate partnerships; and**
- if plans to evaluate the activity are appropriate.**

Project partners

If you are working with other people or organisations to support the management and/or delivery of your project, we'd like to know about their role and whether their involvement is confirmed.

The table at the bottom of the page will populate with the information you enter about the partners involved in your project.

Tell us about your, and your partners', recent experience in managing similar types of projects.

You can use up to 1500 characters to answer this.

Sun Pier House CIC has established a reputation for managing successful, high-profile and complex projects, arts festivals and events. Many of these have been in partnership with multiple stakeholders, artists, cultural and community organisations. SPH has hands-on experience of managing arts projects and overcoming the challenges and complexities of delivering public events and community projects. SPH is experienced in working with and supporting artists, and engaging local communities to engage in arts activities. SPH has experience of working with multiple stakeholders in its role as Lead organisation for the Prosperity, Working Group within Medway's Cultural Partnership.

Ideas Test has a track record of managing similar types of projects. As an Arts Council England, Creative People and Places funded Action Research programme, it has developed substantial experience of developing and managing creative participatory projects and programmes, that engage wide audiences across the Swale and Medway area. Ideas Test will bring its experience of working within a consortium and its commissioned projects such as Out of the Ordinary People & Places, where it worked with target communities and local residents to develop and create work for wider audiences. <http://ideastest.org.uk/what-we-do/ideas-test-presents/out-of-the-ordinary-places/>

Medway Council Arts Development Team and Public Health Teams have both been involved in commissioned Arts and Wellbeing projects that have demonstrable outcomes such as EDNA commissioned BY the North Kent Local Authority Arts Partnership. See the final report http://dementiafriendlykent.org.uk/wp-content/uploads/2016/05/edna_report_2014_web.pdf

To add a partner

To add a partner, click the 'Add new item' icon on the left of the screen. To add more than one partner, use the 'Save and Add another' button.

| Partner name | Main contact | Email address | Role in project | Confirmed or expected |
|-------------------------------|--------------------------------|--------------------------------|--------------------------------|-----------------------|
| Ideas Test Swale and Medway | Lucy Medhurst, Director | lucy@ideastest.co.uk | Engagement and Evaluation P... | Confirmed |
| Medway Voluntary Action | Jane Howard, Chief Executiv... | jane@mva.org.uk | Support in providing wider ... | Expected |
| Medway Council | Su Ormes, Public Health Pro... | su.ormes@medway.gov.uk | Public Health expert suppor... | Confirmed |
| Medway Council | Robyn Goldsmith, Arts Devel... | robyn.goldsmith@medway.gov.uk | Strategic partner supportin... | Confirmed |
| Danecourt Community School | Sarah Mann | roylk001@medway.org.uk | School Outreach partner | Confirmed |
| All Faiths Children's Academy | Ruth Everingham | office@allfaithschildrensac... | School Outreach partner | Confirmed |

Partners details

Partner name: Ideas Test Swale and Medway
Main contact (if organisation): Lucy Medhurst, Director
Email address: lucy@ideastest.co.uk
Role in project: Engagement and Evaluation Partner
Confirmed or expected: Confirmed

Partners details

Partner name: Medway Voluntary Action
Main contact (if organisation): Jane Howard, Chief Executive Officer
Email address: jane@mva.org.uk
Role in project: Support in providing wider community and voluntary sector engagement in the project
Confirmed or expected: Expected

Partners details

Partner name: Medway Council
Main contact (if organisation): Su Ormes, Public Health Programme Manager
Email address: su.ormes@medway.gov.uk
Role in project: Public Health expert supporting implementation of wellbeing assessments and evaluation and case study outcomes
Confirmed or expected: Confirmed

Partners details

Partner name: Medway Council

Main contact (if organisation): Robyn Goldsmith, Arts Development Officer
Email address: robyn.goldsmith@medway.gov.uk
Role in project: Strategic partner supporting development of SPH and MESS ROOM
Confirmed or expected: Confirmed

Partners details

Partner name: Danecourt Community School
Main contact (if organisation): Sarah Mann
Email address: royk001@medway.org.uk
Role in project: School Outreach partner
Confirmed or expected: Confirmed

Partners details

Partner name: All Faiths Children's Academy
Main contact (if organisation): Ruth Everingham
Email address: office@allfaithschildrensacademy.org.uk
Role in project: School Outreach partner
Confirmed or expected: Confirmed

Location

We are interested in where the projects we support are happening, and whether they involve touring. It's important for deciding where we will make a decision on your application, and for getting a fuller picture about where our investment reaches. We report to our funders on where the activities we fund happen.

Activity that involves touring

A project that includes presenting the same programme of work in a number of different locations.

Activity that doesn't involve touring

A project that happens in just one place, that happens in several different places but isn't about touring work, or doesn't happen in any specific place (for example online work)

Some touring and other types of activity

A project that involves showing the same work in a number of locations, and some work that isn't touring (eg a tour and some organisational development work).

My project: doesn't include any touring at all

Non-touring

Location details

Using the tool below, please enter the location(s) where your non-touring activity is happening. To add a location, click the 'Add new item' icon on the left of the screen. To add more than one location, use the 'Save and Add another' button.

If your project is not happening in a specific place, please enter your home postcode.

| Name of the location | Local authority |
|--|-----------------|
| Sun Pier House, Chatham | Medway |
| No34 Ideas Test, Sittingbourne | Swale |
| Danecourt Community School, Gillingham | Medway |
| All Faith's Children's Academy, Strood | Medway |

Non-touring location details

Name of the location (e.g. Oneplace Arts Centre): Sun Pier House, Chatham
Enter postcode: ME4 4HF
No postcode available:
Local authority: Medway
Have you received any advice from this local authority? Yes
Local authority staff: Robyn Goldsmith

Non-touring location details

Name of the location (e.g. Oneplace Arts Centre): No34 Ideas Test, Sittingbourne
Enter postcode: ME10 4PB
No postcode available:
Local authority: Swale
Have you received any advice from this local authority? No

Non-touring location details

Name of the location (e.g. Oneplace Arts Centre): Danecourt Community School, Gillingham
Enter postcode: ME8 6AA
No postcode available:
Local authority: Medway
Have you received any advice from this local authority? Yes
Local authority staff: Robyn Goldsmith

Non-touring location details

Name of the location (e.g. Oneplace Arts Centre): All Faith's Children's Academy, Strood

Enter postcode: ME2 4UF

No postcode available:

Local authority: Medway

Have you received any advice from this local authority? Yes

Local authority staff: Robyn Goldsmith

Project plan

Planning to date

Tell us about the planning and preparation you have already done.

This work should not be included as a cost in your budget; we cannot fund activity that has already taken place.

You can use up to 1500 characters to answer this.

Consortium have provided letters of support detailing match and support in-kind. Sun Pier House Advisory Board will share knowledge and experience with MESS ROOM/SPH. Ideas Test confirmed £2000 match and support in-kind and have started developing plans with SPH. MVA will liaise with members and promote activity via their networks. Kent Association for the Blind confirmed £700 match, volunteers and staff time. Royal Association for the Deaf are supportive of the project becoming a BSL and Deaf friendly hub in SE. Medway Deaf Club will promote project across membership. SEE and CREATE Deaf Families indicate interest as have KAB members. Medway Council Public Health Team, Arts Team, Deaf/Blind Service offer support in-kind. Two Medway schools have confirmed involvement and are planning logistics.

Daws and Sacre have spent time planning engagement and their creative collaboration. The project will investigate how participants and audiences identify with emergent themes concerning communication, social exchange and sensibility of art. It will do this by exploring peoples understanding and response to complex emotional or aesthetic influences, by adopting creative methods of exchange through communication/signing and the sharing of ideas and artistic expression in groups. Artist/curator Matt Bray confirmed role as mentor. Deaf and disabled Photographer Zoe Fudge and Deaf Film-maker Bim Ajadi confirm their roles to present an accessible project across multiple platforms. Evaluation methods have been discussed with Public Health, Ideas Test and University of Kent are in conversation about linking PhD research to SPH/MESS ROOM as arts partners.

* Project Timeline

Please use the table to list the main stages and tasks of the project from the start date onwards, and to show who will lead on each part of the project.

Enter at least one stage, and add each project stage in order.

To create the table, click the 'Add new item' icon on the left of the screen to add a project stage. To add more than one stage, use the 'Save and Add another' button.

The table at the bottom of the page will populate with the information you enter.

| Start date | End date | Activity or task details | Task lead |
|------------|------------|--|-----------------|
| 07/09/2018 | 14/09/2018 | SPH formally initiate project with consortium - aims, budget, timeframe, approach | Heather Burgess |
| 10/09/2018 | 14/09/2018 | Agree Project Plan - key milestones, risks, responsibilities, comms and evaluation plans | Heather Burgess |
| 10/09/2018 | 14/09/2018 | Establish Delivery Framework for MESS ROOM Residency and Outreach with partners | Wendy Daws |
| 17/09/2018 | 21/09/2018 | Establish Arts & Wellbeing Evaluation framework with Ideas Test & Public Health | Wendy Daws |
| 17/09/2018 | 21/09/2018 | Engage / Contract Artists, Suppliers, Services | Heather Burgess |
| 24/09/2018 | 31/10/2018 | Ground Floor Access Improvements work takes place | Heather Burgess |
| 24/09/2018 | 30/08/2019 | Implement Audience Development, Marketing and Communications plans with suppliers and partners | Heather Burgess |
| 10/09/2018 | 28/02/2019 | Schools Outreach Programme sessions take place over 6 months in 2 schools | Wendy Daws |
| 01/10/2018 | 28/02/2019 | MESS ROOM Residency sessions at SPH (VI and Deaf participant groups) | Wendy Daws |
| 04/03/2019 | 30/03/2019 | Curation and presentation of work for exhibition, wider access and interpretation | Wendy Daws |
| 01/04/2019 | 31/05/2019 | Final Curated Exhibitions, workshops, events in SPH Gallery, MESS ROOM, No34 Ideas Test | Wendy Daws |
| 03/06/2019 | 31/07/2019 | Evaluation of project and research outcomes, collation of case study materials | Heather Burgess |
| 01/08/2019 | 06/09/2019 | Final reporting to ACE and partners | Heather Burgess |
| 07/09/2019 | 07/09/2019 | Project close with thanks to partners and supporters | Heather Burgess |
| 11/03/2019 | 15/03/2019 | Quarterly Monitoring - quality, public engagement, finance and management | Heather Burgess |
| 26/11/2018 | 30/11/2018 | Quarterly Monitoring - quality, public engagement, finance and management | Heather Burgess |
| 13/05/2019 | 17/05/2019 | Quarterly Monitoring - quality, public engagement, finance and management | Heather Burgess |
| 12/08/2019 | 16/08/2019 | Quarterly Monitoring - quality, public engagement, finance and management | Heather Burgess |
| 01/04/2019 | 30/04/2019 | MESS ROOM organisational development, governance, business and financial strategy, audience dev plan | Wendy Daws |

Project plan details

Start date: 07/09/2018

End date: 14/09/2018

Activity or task details: SPH formally initiate project with consortium - aims, budget, timeframe, approach

Task lead: Heather Burgess

Project plan details

Start date: 10/09/2018

End date: 14/09/2018

Activity or task details: Agree Project Plan - key milestones, risks, responsibilities, comms and evaluation plans

Task lead: Heather Burgess

Project plan details

Start date: 10/09/2018

End date: 14/09/2018

Activity or task details: Establish Delivery Framework for MESS ROOM Residency and Outreach with partners

Task lead: Wendy Daws

Project plan details

Start date: 17/09/2018

End date: 21/09/2018

Activity or task details: Establish Arts & Wellbeing Evaluation framework with Ideas Test & Public Health

Task lead: Wendy Daws

Project plan details

Start date: 17/09/2018

End date: 21/09/2018

Activity or task details: Engage / Contract Artists, Suppliers, Services

Task lead: Heather Burgess

Project plan details

Start date: 24/09/2018

End date: 31/10/2018

Activity or task details: Ground Floor Access Improvements work takes place

Task lead: Heather Burgess

Project plan details

Start date: 24/09/2018

End date: 30/08/2019

Activity or task details: Implement Audience Development, Marketing and Communications plans with suppliers and partners

Task lead: Heather Burgess

Project plan details

Start date: 10/09/2018

End date: 28/02/2019
Activity or task details: Schools Outreach Programme sessions take place over 6 months in 2 schools
Task lead: Wendy Daws

Project plan details

Start date: 01/10/2018
End date: 28/02/2019
Activity or task details: MESS ROOM Residency sessions at SPH (VI and Deaf participant groups)
Task lead: Wendy Daws

Project plan details

Start date: 04/03/2019
End date: 30/03/2019
Activity or task details: Curation and presentation of work for exhibition, wider access and interpretation
Task lead: Wendy Daws

Project plan details

Start date: 01/04/2019
End date: 31/05/2019
Activity or task details: Final Curated Exhibitions, workshops, events in SPH Gallery, MESS ROOM, No34 Ideas Test
Task lead: Wendy Daws

Project plan details

Start date: 03/06/2019

End date: 31/07/2019

Activity or task details: Evaluation of project and research outcomes, collation of case study materials

Task lead: Heather Burgess

Project plan details

Start date: 01/08/2019

End date: 06/09/2019

Activity or task details: Final reporting to ACE and partners

Task lead: Heather Burgess

Project plan details

Start date: 07/09/2019

End date: 07/09/2019

Activity or task details: Project close with thanks to partners and supporters

Task lead: Heather Burgess

Project plan details

Start date: 11/03/2019

End date: 15/03/2019

Activity or task details: Quarterly Monitoring - quality, public engagement, finance and management

Task lead: Heather Burgess

Project plan details

Start date: 26/11/2018
End date: 30/11/2018
Activity or task details: Quarterly Monitoring - quality, public engagement, finance and management
Task lead: Heather Burgess

Project plan details

Start date: 13/05/2019
End date: 17/05/2019
Activity or task details: Quarterly Monitoring - quality, public engagement, finance and management
Task lead: Heather Burgess

Project plan details

Start date: 12/08/2019
End date: 16/08/2019
Activity or task details: Quarterly Monitoring - quality, public engagement, finance and management
Task lead: Heather Burgess

Project plan details

Start date: 01/04/2019
End date: 30/04/2019
Activity or task details: MESS ROOM organisational development, governance, business and financial strategy, audience dev plan

Applicant: Sun Pier House

50010080

Project: MESS ROOM - Open Access R&D Project

ACPG-00103792

Task lead: Wendy Daws

Evaluation

Results of your project

Please estimate the results of your project in the categories below. Enter '0' (zero) for any item that is not relevant.

| Project Results | Estimated |
|---|-----------|
| Number of new products or commissions | 7 |
| Period of employment for artists (in days) | 102 |
| Number of performance or exhibition days | 91 |
| Number of sessions for education, training or participation | 576 |

Divide the day into three sessions (morning, afternoon and evening). A session is any one of these.

Tell us how you will evaluate your project.

Tell us how you plan to monitor the progress of your project, and evaluate your outcomes throughout the project. Think about all the parts of your project, including quality, public engagement, finance and management. If we give you a grant, we will ask you to evaluate your work and fill in an activity report at the end of your project.

You can use up to 1500 characters to answer this.

SPH have overall responsibility of monitoring the progress of the project and evaluate its outcomes throughout the project. They will work closely with Daws and Sacre, with monthly catch ups, to ensure the project delivery plan is on track and any new developments can be responded to efficiently. SPH will provide progress updates every quarter to the consortium, and invites consortium members to contribute their skills and experience, relating to their involvement in:

- Project Quality - ensuring the project delivers against its aims, develops the organisation and achieves its outcomes
- Public Engagement - making sure the project engages its target audiences and new audiences, questions how they are experiencing and engaging with it, and how successful the project is at reaching people
- Finance - clear and well managed processes for budget and financial management by SPH, regular monitoring of budget against actual expenditure and income, with monitored in-kind support.
- Management - ensuring the project is being managed effectively, with robust processes in place to oversee the project from start to finish, with clear roles and responsibilities, agreed aims and objectives, and channels for communication and reporting.

Public Health Manager and Ideas Test will work with SPH/MESS ROOM, to coordinate the implementation and collation of participant responses, information and data, against wellbeing and engagement outcome measures. Daws and Sacre will be responsible for implementing wellbeing questionnaires and arts evaluation appropriate to the groups and their ages, with help from artists, volunteers and project partners. Participant data will be collected for audience profiling and reporting.

Financial attachments

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept PDF, MS Word, MS Excel, MS PowerPoint and JPEG files.

| Document Type | Required? | Description | Date attached | Attachment type |
|----------------------------|------------------|--|----------------------|---------------------------|
| Click to add attachment... | No | SPH & MESS ROOM Open Arts budget | 05/06/2018 | Detailed budget breakdown |
| Click to add attachment... | No | Letter of support_Ideas Test match funding | 05/06/2018 | Detailed budget breakdown |
| Click to add attachment... | No | Letter of support_KAB match funding | 05/06/2018 | Detailed budget breakdown |
| Click to add attachment... | No | | | |

Attachment details

Description: SPH & MESS ROOM Open Arts budget
Financial attachment type: Detailed budget breakdown

Attachment details

Description: Letter of support_Ideas Test match funding
Financial attachment type: Detailed budget breakdown

Attachment details

Description: Letter of support_KAB match funding
Financial attachment type: Detailed budget breakdown

Attachment details

Description:
Financial attachment type:

Other attachments

The application form is designed to give us the information we need to come to a decision on your application. However, you can upload supporting documents or web links in addition to any mandatory attachments we have asked for.

You can attach up to three web links or documents.

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

Web link:

Web link:

Web link:

| Document Type | Required? | Document description | Date attached | Attachment type |
|----------------------------|-----------|--|---------------|-----------------|
| Click to add attachment... | No | | | |
| Click to add attachment... | No | Artist Biographies Daws & Sacre | 06/06/2018 | Other |
| Click to add attachment... | No | Danecourt Community School letter of support | 05/06/2018 | Other |
| Click to add attachment... | No | All Faith's Children's Academy letter of support | 05/06/2018 | Other |

Attachment details

Document description:

Other attachment type:

Attachment details

Document description: Artist Biographies Daws & Sacre

Other attachment type: Other

Attachment details

Document description: Danecourt Community School letter of support

Other attachment type: Other

Attachment details

Document description: All Faith's Children's Academy letter of support

Other attachment type: Other

Governance document

Please note - if you need to update the Governance document for your organisation, this must be done on your Applicant profile. The new version will then update on this form.

| Document Type | Required? | Document description | Date attached | Attachment type |
|----------------------------|-----------|--|---------------|---------------------|
| Click to add attachment... | Yes | Sun Pier House Articles of Association | 13/02/2018 | Governance document |

Attachment details

Document description: Sun Pier House Articles of Association
Other attachment type: Governance document

Monitoring information

We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application. If you do not know some of the information or you would prefer not to provide it, you can fill in the 'Not known/Prefer not to answer' box. Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

How many members are there in senior management and on your management committee, board, governing body or council? 6

Ethnicity:

| White: | Number of ethnicity |
|----------------------------|---------------------|
| British | 5 |
| Irish | |
| Gypsy or Irish traveller | |
| Any other white background | 1 |

| Mixed: | |
|--|--|
| White and Black Caribbean | |
| White and Black African | |
| White and Asian | |
| Any other Mixed/Multiple ethnic background | |

| Asian/Asian British: | |
|----------------------------|--|
| Indian | |
| Pakistani | |
| Bangladeshi | |
| Chinese | |
| Any other Asian background | |

| Black/Black British: | |
|--|--|
| African | |
| Caribbean | |
| Any other Black/African/Caribbean background | |

| Other: | |
|-------------------|--|
| Arab | |
| Prefer not to say | |

Age:

| Age | Number of age |
|-------------------|---------------|
| 16-19 | |
| 20-24 | |
| 25-59 | 5 |
| 60-65 | |
| 65 and over | |
| Prefer not to say | 1 |

Disability status:

| Disability type | Number with disability |
|------------------------------------|------------------------|
| Visual impairment/Blind | |
| Hearing impairment/Deaf | |
| Physical impairment | |
| Mental health | |
| Invisible disabilities | |
| Cognitive or learning disabilities | |
| Not disabled | 6 |
| Prefer not to say | |

Gender identity:

| Gender | Number of gender |
|---|------------------|
| Male (including female-to-male trans men) | 2 |
| Female (including male-to-female trans women) | 4 |
| Non-binary (for example, androgyne people) | |
| Prefer not to say | |

Gender assumed to be at birth:

| | Number of gender |
|-------------------|------------------|
| Male | 2 |
| Female | 4 |
| Prefer not to say | |

Sexual Orientation:

| Sexual Orientation | Number with Sexual Orientation |
|---------------------------|--------------------------------|
| Prefer not to say | 1 |
| Heterosexual | 5 |
| Lesbian, Gay and Bisexual | |
| Other | |

Taking into account the person (or people) who take the key strategic decisions relating to your organisation, do you consider your organisation to be:

BME led: No
Disability led: No
Female led: No
LGBT led: No

To update any of this information please return to your applicant profile.

Declaration

Data Protection and Freedom of Information

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on Arts Council National Lottery Project Grants and how we will use your application form and other documents you give us. We are happy to provide you with copies of the information we hold about you, including our appraisal of your application.

We comply with all aspects of the Data Protection Act 1998 – to find out more about how we use your information please read our data protection policy which is available from our website.

As a public organisation we also have to follow the Freedom of Information Act 2000.

You must read the Freedom of Information Act section of our How to Apply guidance before you sign your application. This information is also available from our website.

By signing this application form, you agree to the following:

1. We will use this application form and the other information you give us, including any personal information, for the following purposes.
 - a) To decide whether to give you a grant.
 - b) To provide copies to other individuals or organisations who are helping us assess and monitor grants, including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
 - c) To hold in our database and use for statistical purposes.
 - d) If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of the Department for Culture, Media and Sport (DCMS) and any partner organisations who have funded the activity with us.
 - e) If we offer you a grant, you will support our work to campaign for the arts, contributing (when asked) to important publicity activities during the period we provide funding for. You will also give us, when asked, case studies, images and audio-visual materials that we can use to celebrate artistic excellence.

I confirm that, as far as I know, the information in this application is true and correct.

X

I confirm that I am 18 years old or over (or will be at the time of accepting any grant offer made)

X

Name: Caren Stafford

2. You have read and understood the section 'How we treat your application under the Freedom of Information Act'. You accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000. You accept that the information sheet does not cover all cases, as we have to consider each request for information based on the situation when we get the request.

Tick this box if you consider your application or any supporting documentation to be confidential information and would expect us to treat as such on receipt of a request for information under the Freedom of Information Act.

Please be aware that if we do receive a request for information we will contact you in the first instance to obtain your views on disclosing the information relating to your application and whilst we will take on board your response above, we cannot guarantee that information will not be provided in response to a request as we are required to approach each case individually and ultimately meet our legal obligations.

3. Tick this box to confirm you meet our bank account requirements as set out in our Bank Details guidance.

4. Tick this box if you or any individual involved in the delivery of this activity - has worked for Arts Council England in the last three years - is an Arts Council (Area or National) council member - is related to a current member of staff or council member

I am happy to be contacted by Arts Council England, or by a third-party organisation on behalf of Arts Council England, for feedback to help evaluate the programme.

Submission summary

The submission summary displays a list of all the steps you've worked through. If you have completed a step successfully, there will be a green tick beside it. If a step is incomplete or has not been completed successfully, this will be indicated by a red tick. A hyperlinked statement will tell you what part of each step needs attention. Click on this hyperlinked statement to take you to the step and make your amendments.

By clicking submit, you are submitting your completed application form for our consideration.

The submission summary displays a list of all the steps you've worked through. If you have completed a step successfully, there will be a green tick beside it. If a step is incomplete or has not been completed successfully, this will be indicated by a red tick. A hyperlinked statement will tell you what part of each step needs attention. Click on this hyperlinked statement to take you to the step and make your amendments.

By clicking submit, you are submitting your completed application form for our consideration.

| Page | Last Updated |
|----------------------------------|-------------------|
| Introduction | No Input Required |
| Applicant details | 20/03/2018 |
| Address information | 20/03/2018 |
| Contact information | 20/03/2018 |
| Financial background | 20/03/2018 |
| Basic details | 06/06/2018 |
| Quality | No Input Required |
| Quality | 05/06/2018 |
| Project focus | 05/06/2018 |
| Who else is involved | 05/06/2018 |
| Public engagement | No Input Required |
| Audience and participants | 05/06/2018 |
| Public engagement | 05/06/2018 |
| Beneficiaries | 05/06/2018 |
| Finance | No Input Required |
| Income | 05/06/2018 |
| Income questions | 05/06/2018 |
| Expenditure | 06/06/2018 |
| Expenditure questions | 05/06/2018 |
| Management | No Input Required |
| Partners | 05/06/2018 |

| | |
|-------------------------------|------------|
| Location | 05/06/2018 |
| Non-touring | 05/06/2018 |
| Project plan | 06/06/2018 |
| Evaluation | 05/06/2018 |
| Financial attachments | 05/06/2018 |
| Other attachments | 06/06/2018 |
| Governance document | 20/03/2018 |
| Monitoring information | 20/03/2018 |
| Declaration | 05/06/2018 |



Ideas Test
c/o Swale CVS
Central House
Central Avenue
Sittingbourne, Kent
ME10 4NU

13 April 2018

Caren Stafford
Fundraising and Development Officer
Sun Pier House CIC
Medway Street
Chatham
ME4 4HF

To whom it may concern,

This is to confirm the partnership between Ideas Test and Sun Pier House and our support in respect of your Arts Council National Lottery Project Grants application.

Ideas Test is very happy to offer match funding to a total value of **£2,000** as part of the bid involving artists Wendy Daws and Chris Sacre, with wrap around support in-kind for the project, including engagement and development, marketing and evaluation support.

If you require any further information do please let me know.

With best wishes

Lucy Medhurst
Director

lucy@ideastest.co.uk
Office: 07713 865955
Direct: 07384 466166
www.ideastest.co.uk

CREATIVE
AND PEOPLE
PLACES



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Head Teacher:
Deanne Daburn BEd, MA, NPQH
Email: royk001@medwaymail.org

4th June 2018

Dear Wendy,

'All In' Award - Inclusive School Project

Danecourt School is currently participating in the 'All In' Award (inclusive schools project) sponsored by Royal Mencap. The idea of the project is that 10 children from an SEN setting work alongside 10 children from a mainstream setting through a range of activities.

Each term there is a different focus (e.g. hobby, life-skill or fitness activity) but the overall aim of the project is to support teamwork, communication and skills development and encourage the children to establish inclusive peer groups and friendships by taking part in joint activities with a shared common goal.

Thank you for considering a future partnership with our school, we welcome the opportunity to collaborate with yourself and Christopher in the provision of some wonderful art activities with our students .at your MESS ROOM studios where the children would be able to work collaboratively.

Please feel free to get in touch if you have any further questions.

Look forward to hearing from you soon.

Yours sincerely,

Sarah Mann
All In Award - Inclusive School project



danecourtschool.com

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹
of
SUN PIER HOUSE C.I.C.

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

INDEX TO THE ARTICLES

| | |
|---|----|
| INTERPRETATION..... | 1 |
| 1. Defined Terms | 1 |
| 2. Community Interest Company | 1 |
| 3. Asset Lock | 1 |
| 4. Not for profit | 2 |
| OBJECTS, POWERS AND LIMITATION OF LIABILITY | 2 |
| 5. Objects | 2 |
| 6. Powers | 2 |
| 7. Liability of members | 2 |
| DIRECTORS | 2 |
| DIRECTORS' POWERS AND RESPONSIBILITIES | 2 |
| 8. Directors' general authority | 2 |
| 9. Members' reserve power | 3 |
| 10. Chair | 3 |
| 11. Directors may delegate | 3 |
| DECISION-MAKING BY DIRECTORS | 3 |
| 12. Directors to take decisions collectively | 3 |
| 13. Calling a Directors' meeting | 3 |
| 14. Participation in Directors' meetings | 4 |
| 15. Quorum for Directors' meetings | 4 |
| 16. Chairing of Directors' meetings | 5 |
| 17. Decision-making at meetings | 5 |
| 18. Decisions without a meeting | 5 |
| 19. Conflicts of interest | 5 |
| 20. Directors' power to authorise a conflict of interest | 6 |
| 21. Register of Directors' interests | 6 |
| APPOINTMENT AND RETIREMENT OF DIRECTORS | 7 |
| 22. Methods of appointing Directors | 7 |
| 23. Termination of Director's appointment | 7 |
| 24. Directors' remuneration | 7 |
| 25. Directors' expenses | 8 |
| MEMBERS | 8 |
| BECOMING AND CEASING TO BE A MEMBER..... | 8 |
| 26. Becoming a member | 8 |
| 27. Termination of membership | 8 |
| DECISION MAKING BY MEMBERS | 9 |
| 28. Members' meetings | 9 |
| 29. Written resolutions | 9 |
| ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS | 10 |
| 30. Means of communication to be used | 10 |
| 31. Irregularities | 10 |
| 32. Minutes | 10 |
| 33. Records and accounts | 11 |
| 34. Indemnity | 11 |
| 35. Insurance | 12 |
| 36. Exclusion of model articles | 12 |
| SCHEDULE..... | 13 |

The Companies Act 2006

Articles of Association

of

SUN PIER HOUSE C.I.C.

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

1.2 COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

2.1 The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: MEDWAY CREATIVE COMMUNITY INTEREST COMPANY

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body

is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)

Company Registration Number: 06485832

Registered Office:

MEDWAY CITY COUNCIL, GUN WHARF, DOCK ROAD, CHATHAM, KENT, ME4 4TR

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects³

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to small and start up 'creative' businesses in the Medway area.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁴

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁵

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁶

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:
 - 11.1.1 to such person or committee;
 - 11.1.2 by such means (including by power of attorney);
 - 11.1.3 to such an extent;
 - 11.1.4 in relation to such matters or territories; and
 - 11.1.5 on such terms and conditions;as they think fit.
- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁷

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:
 - 13.2.1 all the Directors agree; or
 - 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁸
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings⁹

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹⁰

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.¹¹

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹²

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹³

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

- 19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.
- 19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 19.3.2 not be counted in the quorum for that part of the meeting; and
 - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
 - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
 - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in

a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁴

22. Methods of appointing Directors

22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁵

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) the Directors reasonably believe he or she is suffering from mental disorder and incapable of acting and they resolve that he or she be removed from office;
- (e) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (f) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (g) the Director ceases to be a member.

24. Directors' remuneration¹⁶

24.1 Directors may undertake any services for the Company that the Directors decide.

24.2 Directors are entitled to such remuneration as the Directors determine:

- (a) for their services to the Company as Directors; and
- (b) for any other service which they undertake for the Company.

24.3 Subject to the Articles, a Director's remuneration may:

- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁷

BECOMING AND CEASING TO BE A MEMBER¹⁸

26. Becoming a member¹⁹

- 26.1 The subscribers to the Memorandum are the first members of the Company.
- 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
- 26.3 Each member of the company shall be a Director.
- 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
- 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²⁰

- 27.1 Membership is not transferable to anyone else.

- 27.2 Membership is terminated if:
- 27.2.1 the member dies or ceases to exist;
 - 27.2.2 otherwise in accordance with the Articles; or
 - 27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²¹

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²²
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²³
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
- 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
 - 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:

- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and
- 32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

- 33.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²⁴

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

- 33.1 annual reports;
- 33.2 annual returns; and
- 33.3 annual statements of account.
- 33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

- 34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:
 - (a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;
 - (b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and
 - (c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE
INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

| <u>Term</u> | Meaning |
|------------------------------------|--|
| 1.1 “Address” | includes a number or address used for the purposes of sending or receiving Documents by Electronic Means; |
| 1.2 “Articles” | the Company’s articles of association; |
| 1.3 “asset-locked body” | means (i) a community interest company, a charity ²⁵ or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those; |
| 1.4 “bankruptcy” | includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy; |
| 1.5 “Chair” | has the meaning given in Article 10; |
| 1.6 “Circulation Date” | in relation to a written resolution, has the meaning given to it in the Companies Acts; |
| 1.7 “Clear Days” | in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect; |
| 1.8 “community” | is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit Investigations and Community Enterprise) Act 2004; |
| 1.9 “Companies Acts” | means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company; |
| 1.10 “Company” | [] [Community Interest Company/C.I.C.]; |
| 1.11 “Conflict of Interest” | any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company; |

| | | |
|------|---|--|
| 1.12 | “Director” | a director of the Company, and includes any person occupying the position of director, by whatever name called; |
| 1.13 | “Document” | includes, unless otherwise indicated, any document sent or supplied in Electronic Form; |
| 1.14 | “Electronic Form” and “Electronic Means” | have the meanings respectively given to them in Section 1168 of the Companies Act 2006; |
| 1.15 | “Hard Copy Form” | has the meaning given to it in the Companies Act 2006; |
| 1.16 | “Memorandum” | the Company’s memorandum of association; |
| 1.17 | “participate” | in relation to a Directors’ meeting, has the meaning given in Article 14; |
| 1.18 | “Permitted Industrial and Provident Society” | an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006; |
| 1.19 | “the Regulator” | means the Regulator of Community Interest Companies; |
| 1.20 | “Secretary” | the secretary of the Company (if any); |
| 1.21 | “specified” | means specified in the memorandum or articles of association of the Company for the purposes of this paragraph; |
| 1.22 | “subsidiary” | has the meaning given in section 1159 of the Companies Act 2006; |
| 1.23 | “transfer” | includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and |
| 1.24 | “Writing” | the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise. |

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁴ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁵ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁶ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁷ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁸ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

⁹ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹⁰ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹¹ You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹² Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹³ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁴ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁵ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁶ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁷ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁸ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

¹⁹ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application

form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: <http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.) Article 26.3 provides that the Directors are also members of the company.

²⁰ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²¹ The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²² Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²³ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁴ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.) On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁵ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”