

THE LIGHTBOX – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>An application for capital support has been received from The Lightbox, Woking’s premier community arts and heritage organisation which seeks to improve the wellbeing and quality of life of the community through engagement with arts and heritage activity. It hosts widely accessible programmes in its building for visitors of all ages, staging exhibitions and activities throughout the year.</p> <p>The Lightbox has applied for capital funding of £2,000 to cover the costs of replacing Tudor and Victorian costumes which younger visitors to the ‘Woking’s Story’ exhibition are able to wear. The existing costumes are over 11 years old and are in a poor state of repair, and have led to negative feedback from visitors to the exhibition.</p> <p>It is proposed that the application is supported. The Council’s criteria for capital awards state that capital awards will be limited to 50% of the costs unless exceptional circumstances can be demonstrated. In this case, it is not felt that there are exceptional circumstances to justify a contribution greater than 50% of the costs. Based on the quotes provided, it is therefore recommended that a grant of 50% of the costs of new costumes should be awarded up to a maximum of £1,100. The funding will be met from the Council’s Community Fund.</p>	

Recommendations	
The Executive is requested to:	RESOLVE That a one-off grant of 50% of the costs of replacing costumes is awarded up to a maximum of £1,100 from the Community Fund.
Reason for Decision	To support the learning programme established by the Lightbox.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
Conditions	<p>Accounts. The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p>Monitoring Information. The Organisation must submit monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p>Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p>Payment Period. Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date</p>

The Lightbox – Application For Financial Assistance

	<p>unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p>Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>Invoices / Receipts. In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p>Homelessness Reduction Act 2017 – with the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new ‘duty to refer’. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p> <p>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> ○ Basic details should be recorded to include speakers address, mobile phone number & organisation details. ○ Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you? ○ Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event? ○ Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites. ○ How many people are likely to attend (check previous or similar events either locally or online).
Performance Indicators	<p>Publicity. The Organisation to advise how the Council's support has been publicised.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The grant is awarded on a one-off basis and the Lightbox is to be advised that it is unlikely that further funding for the project will be awarded in future years.</p>

The Executive has authority to determine the above recommendations.

The Lightbox – Application For Financial Assistance

Background Papers:

2019/20 Application Form.

Reporting Person:

Douglas Spinks, Deputy Chief Executive
Extn: 3440, Email: douglas.spinks@woking.gov.uk

Contact Person:

Frank Jeffrey, Democratic Services Manager
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer
Extn: 3018, Email: doug.davern@woking.gov.uk

Portfolio Holder:

Cllr Ayesha Azad
Email: Cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder:

Cllr Ian Eastwood
Email: cllrian.eastwood@woking.gov.uk

Date Published:

4 December 2018

The Lightbox – Application For Financial Assistance

The Lightbox – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	<p>The Lightbox is a community arts and heritage organisation with a social purpose to improve the wellbeing and quality of life of its community through engagement with arts and heritage activity. It hosts widely accessible programmes in its building.</p> <p>The Lightbox has a history of working with the whole community to offer a diverse, high quality programme centred on the visual arts and local heritage. The Centre encourages exploration and learning through play for younger audiences, including under 5's activities and holiday workshops, whilst giving knowledge and allowing for experimentation for older audiences, including those living with dementia and isolated older people. The Centre works in partnership with Woking Borough Council to deliver arts and heritage services to promote a vibrant and healthy community.</p> <p>The Lightbox tells the story of the local community through a museum and stages 20 exhibitions a year in 3 galleries. The Lightbox has in 10 years become a central part of the life of the town.</p>
1.2 Employees	23 including the Director, Officer manager, Schools Programme Coordinator, Development Manager, Learning and Engagement Officer and Exhibitions Manager.
1.3 Volunteers	102, whose activities include front of house, education and engagement, administration, gardening, oral history / heritage, exhibitions and collections, events and marketing.
1.4 Clients/Users	100,000. 72% of visitors are from within the Borough. The main Gallery and Upper Gallery are entered with a day pass (£5) or an Annual Pass (£7.50). The rest of the building, including the Museum, is free to enter.
1.5 Members	400, comprising: 150 male 250 female
1.6 Sum Requested	£2,000 (Capital)
1.7 Project	<p>'Woking's Story' is the permanent museum at The Lightbox which explores the town's fascinating history covering themes such as the 'mad, the bad and the dead'. This family friendly space has eight main displays which are interactive, with some having oral history listening points. Visitors can listen to people's personal memories of life in the town and watch historic films. Group tours of the museum are offered to schools and local groups. Projects are run within the space with MIND, people living with dementia, people with mental health issues and SEN schools. Free story-telling for under 5's can also take place in the space, engaging children from a very young age.</p> <p>There are nine main themes which are explored within 'Woking's Story consist of :</p> <ul style="list-style-type: none"> • Woking Palace (former Tudor palace on the banks of the River Wey).

The Lightbox – Application For Financial Assistance

- The Shah Jahan Mosque (the UK's first purpose built mosque).
- Brookwood Cemetery (famous for being the London overflow cemetery during the 19th Century).
- Behind Closed Doors (revealing the changing attitudes to mental health at Brookwood Hospital).
- The Coming of the Railway (the importance of the railway to Woking and the story of its development).
- The Changing Face of Woking (from commerce and industry to sport and entertainment).
- Local Tales (display about local heroes and interesting stories from people's memories of the town).
- Saving our Heritage (details of heritage sites in the town and the surrounding area).
- Queen's Royal Surrey Regiment (a changing display from the Museum of The Queen's Royal Surrey Regiment at Clandon House).

The museum opened in 2007 and after 11 years of constant use the exhibition is showing obvious signs of general wear and tear. The Lightbox is currently seeking funding to work on the project of renewing and rejuvenating various elements of the exhibition. One such element is the replacement of the Children's historic costumes. These costumes are available for use by the general public on a daily basis and by visiting schools and groups. The costumes are very popular and serve as a fantastic interactive resource used to immerse younger visitors in Woking's Story.

The Lightbox would like to purchase Tudor costumes to tie-in with Woking Palace and Victorian/Railway related costumes for the Coming of The Railway. From an exhibition point of view, telling of stories is fundamental to the ethos at The Lightbox. To enable the Centre to carry on with this success, the interactive elements need to be kept fresh and engaging.

The costumes were provided by original funding for Woking's Story when it was opened in 2007. Although maintained by volunteers, the costumes are now not in a state to be repaired any further.

1.8 Cost breakdown:

Two quotes have been provided – it should be noted that the figures and designs are estimates as the final cost will depend on the styles, fabrics and decorations chosen.

Victorian

Girl's bustled skirt and luxury bodice jacket - £250

Luxury bonnet - £150

Boy's tailcoat - £200

Top hat - £120

Tudor

Luxury girl's dress - £200

Luxury bonnet - £100

Boy's padded velvet jacket - £300

1 velvet hat - £100

Girl's dress and apron - £200

The Lightbox – Application For Financial Assistance

	<p>Girl's cotton cap - £50 Brown wool waistcoat - £80 Hat - £50 Child's jacket - £200 Child's waistcoat - £80 Bespoke peaked cap - £150 Total - £2,230</p>
<p>1.9 Community Benefit</p>	<p>The applicant has advised that the younger community will benefit from this project, including younger families, visiting school groups and community groups and clubs such as cubs and brownies. They would benefit by being able to immerse themselves within Woking's Story using costumes that are suitable and engaging.</p> <p>Academic research has shown that dramatic play is essential to a child's social (or emotional) development and can play a large part in their physical development. Children make sense of the world in which they live by acting out situations before they happen and by copying what they see around them. Pretend (or dramatic) play contributes to a child's emotional development as they learn to see life from a different viewpoint and allows them to 'trial' situations before they happen.</p> <p>Most children are naturally imaginative and will happily talk away to someone on their toy phone or drive the sofa to the shops, and this creativity should be actively encouraged. This type of play also develops children's imaginations which are closely linked to intellectual development."</p> <p>Though a simple activity, there are in fact many benefits to a child's development through dressing-up, including developing vocabulary, problem solving, empathy, emotional development, imitation and socialisation</p>

<p>2.0 Financial Background</p>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £529,243 in the bank. The sum includes a pre-paid amount for services to be delivered in 2018/19. Restricted funds of £300,000 and a long term reserve of £180,000 are included.</p> <p>The Group has submitted a budget for its charitable activities for 2018/19 which shows an anticipated income of £657,611 against an anticipated expenditure of £702,926, resulting in an anticipated deficit of £45,315. The Group has also submitted a budget for its trading activities for 2018/19 which shows an anticipated income of £177,338 against an anticipated expenditure of £131,805, resulting in an anticipated surplus of £45,533.</p> <p>Anticipated income includes fundraising (£139,700), directorate (£400,000), exhibitions (£72,506), learning (£16,860), and warehouse facility (£16,345). Items of expenditure include directorate (£48,355), fundraising (£48,883), exhibitions (£156,206), learning (£55,330), administration (£82,524), building (£137,290), warehouse facility (£49,725) and marketing (£119,094).</p>

The Lightbox – Application For Financial Assistance

2.2 Accounts	The Group has submitted accounts for 2017/18 which show an income of £890,185 (£802,495 in 2016/17) against expenditure of £891,578 (£898,843 in 2016/17), resulting in a deficit of £1,393 (a deficit of £96,348 in 2016/17). The sum of £343,057 was carried forward at the end of the 2017/18 year.
2.3 Support over the past five years	New application.

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes Yes Yes No Yes Yes Yes N/A
3.2 Consultee Comments	<p><u>Sylvie Marshall, Community Development Manager</u></p> <p>The Lightbox is a community arts and heritage organisation in the centre of Woking with a social purpose to improve the wellbeing and quality of life of its community through engagement with arts and heritage activity.</p> <p>The Lightbox has requested £2,000 Community Funding to work on the project of renewing and rejuvenating various elements of the 'Woking Story' exhibition, in particular the replacement of the Children's historic costumes. These costumes are available for use by the general public on a daily basis and by visiting schools and groups. This element of the Museum is incredibly popular and serves as a fantastic interactive resource used to immerse our younger visitors in Woking's Story. In addition to this The Lightbox would like to purchase Tudor costumes to tie-in with Woking Palace and Victorian/Railway related costumes for the 'Coming of The Railway'.</p> <p>I would recommend that a grant be provided to The Lightbox in order to replenish their stock of costumes.</p>	
3.3 Assessment	<p>The application before the Council has arisen as it has become evident that the quality and variety of costumes available for use to the general public and visiting groups at other local attractions was higher than the current stock held by the Lightbox. The wear and tear over 11 years of use of the costumes has left them in a poor state of repair,</p>	

The Lightbox – Application For Financial Assistance

lowering their popularity and leading to negative feedback from visitors. The Lightbox has provided two similar quotes for new costumes from the Tudor and Victorian periods, though the final cost will depend on the design, fabrics and decoration of the costumes.

The Lightbox has become one of Woking's key attractions, with over 100,000 visitors each year. It provides a wide range of exhibitions and activities, building around the interaction between the arts and heritage. The Lightbox welcomes children from under five through primary education and secondary education and builds on the view that the early years up to age 8 are crucial to form habits for later in life. This element of Woking's Story is one which provides a great deal of benefit to local schools and local families and fits well with the Council's support for healthy living and benefits the well-being of local families.

The Lightbox undertakes fundraising for all activities delivered for the community, with funding received through the membership scheme, from individual donors and from charitable trusts. The organisation is a charity serving the local community that operates on a very restricted budget that seeks each year to break even (as can be seen from the accounts). In order to further its work with the local community, the Lightbox has to fundraise to cover the costs of all activities delivered free to the community.

The Lightbox works in partnership with a number of community organisations who support those in need of special services. The Centre also works with schools, sixth form colleges and universities. Major partners include Woking Mind, Alzheimer's Society, Dementia UK, the York Road Project, all Woking primary and secondary schools, Woking Sixth Form College, local community groups and Woking Hospice.

It is recommended that the application is supported, though in accordance with the Council's criteria for capital awards the amount recommended is limited to 50% of the costs. On the basis of the quotes received, it is proposed that a one-off grant of 50% of the costs of replacing costumes is awarded up to a maximum of £1,100, subject to the standard conditions.

REPORT ENDS