

Organisation**Staff****Activity****Finance****Reports****Data for financial year**

User Name Details

Kind of Organisation

Arts organisation principal art forms

Non-arts organisations using the arts

Ways of working

Cultural Diversity

Organisational Base

Area of work

Legal Structure

Board and membership

**User Name Details****Name of organisation****Street number or Building name****Street****Town****Postcode****Telephone No.****Fax no.****Minicom no.****Email****Web-site** **Contact Person****Person entering data (if different)** **Person verifying data (if different)** **Date of Entry**



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Kind of Organisation

Type of organisation

Category of industry

Are you primarily



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Arts organisation principal art forms

What artforms are you primarily concerned with?

- Art-form support or umbrella organisation
- Multi art form
- Music
- Street arts/carnival
- Visual arts
- Audience development organisation
- Community Arts
- Crafts
- Dance
- Drama
- Festival
- Literature
- Media
- Other

(if other, please specify)

If you also have non-artistic aims, which are you principally concerned with?

(if other, please specify)

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**Ways of working****What are the principal approaches through which you work?**

Facilities open to the public
 Promotion of community events
 Provision of arts education work in schools and colleges
 Provision of information services
 Provision of participatory workshops
 Promotion of touring or other work
 Producer of own work
 Publication of print materials
 Publication of media & broadcast materials



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Cultural Diversity

- African Artists
- African-Caribbean Artists
- Chinese Artists
- Disabled Artists
- South Asian Artists
- Non-British European Artists
- Women Artists
- Other

(i) Have any of these artists been involved in your work this year?

(if other, please specify)

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**Organisational Base****In which local authority district or borough are you based?****Do you receive a local authority grant?**

Project grant from your Borough or District Council
 Revenue grant from your Borough or District Council
 Project grant from your County Council
 Revenue grant from your County Council

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**Area of work****Where did you work during this period?****Outside the UK**Rest of EU
Outside EU**Nationally**East Midlands
Scotland
Wales
London
North East
North West
South East
South West
West Midlands
Yorkshire
Northern Ireland

Peterborough City Council (UNITARY)
Luton Borough Council (UNITARY)
Southend-on-Sea Borough Council (UNITARY)
Thurrock Council (UNITARY)
Bedfordshire County Council
Mid Bedfordshire District Council
Bedford Borough Council
South Bedfordshire District Council
Cambridgeshire County Council
Cambridge City Council
East Cambridgeshire District Council
Fenland District Council
Huntingdonshire District Council
South Cambridgeshire District Council
Essex County Council
Basildon District Council
Braintree District Council
Brentwood Borough Council
Castle Point Borough Council
Chelmsford Borough Council
Colchester Borough Council
Epping Forest District Council
Harlow Council
Maldon District Council
Rochford District Council
Tendring District Council
Uttlesford District Council
Hertfordshire County Council
Broxbourne District Council
Dacorum Borough Council
East Hertfordshire District Council
Hertsmere Borough Council
North Hertfordshire District Council
St Albans City & District Council
Stevenage Borough Council
Three Rivers District Council
Watford Council
Welwyn Hatfield Council
Norfolk County Council
Breckland Council
Broadland District Council
Great Yarmouth Borough Council
King's Lynn & West Norfolk B.C
North Norfolk District Council
Norwich City Council
South Norfolk District Council
Suffolk County Council
Babergh District Council
Forest Heath District Council
Ipswich Borough Council

Eastern region districts & borough councils

Mid Suffolk District Council
St Edmundsbury Borough Council
Suffolk Coastal District Council
Waveney District Council

Specific area (geographical)

Specific community or group



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Legal Structure

What is your legal structure?

(if other, please specify)

Year of foundation

Are you a registered charity?

Year of charity registration

Charity registration number

Company registration number

VAT registration number

Do you publish an annual report?



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Board and membership

How many board members do you have?

Board members resigning this year

Board members joining this year

Board meetings per year

Number of members (with membership fee)

Number of members (no membership fee)

Number of people of mailing list

Organisation**Staff****Activity****Finance****Reports****Data for financial year**

Employees

Freelance artists

Volunteers

Trainees & students

**Employees**** Total full-time staff 0****Theatre, cinema, gallery managers; catering managers****Financial controllers, publicity & marketing officers, arts officers****Curators, education officers, librarians & archivists****Performers, artists, authors, designers, photographers****Stage managers, projectionists, technicians****Producers, directors, choreographers****Administrative & secretarial staff, receptionists and assistants****Skilled trades including craft workers, wardrobe staff, carpenters, cooks****Box office and retail assistants****Attendants, bar & catering staff, office juniors, cleaners, security staff****Caretakers****Other**** Total part-time staff 0****Theatre, cinema, gallery managers; catering managers****Financial controllers, publicity & marketing officers, arts officers****Curators, education officers, librarians & archivists****Performers, artists, authors, designers, photographers****Stage managers, projectionists, technicians****Producers, directors, choreographers****Administrative & secretarial staff, receptionists and assistants**

**Skilled trades including craft workers, wardrobe staff, carpenters,
cooks**

Box office and retail assistants

**Attendants, bar & catering staff, office juniors, cleaners, security
staff**

Caretakers

Other

Staff members leaving this year

Staff members joining this year



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Employees

Freelance artists

Volunteers

Trainees & students



Freelance artists

Number of artists Days worked

Actors, entertainers

Artists

Authors, writers, scriptwriters

Consultants

Dancers and choreographers

Graphic Designers

Musicians

Photographers and audio-visual artists

Producers and directors

Product, clothing and related designers

Professional services

Stage directors, artistic directors, conductors

Stage managers

Other

(Please specify)



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Employees

Freelance artists

Volunteers

Trainees & students



Volunteers

Number Hours Worked

Volunteers in creative activity

Volunteers in administrative & management activity

Volunteers in customer service activity



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Data for financial year

Employees

Freelance artists

Volunteers

Trainees & students



Trainees & students

	Number	Hours Worked
Trainees in creative activity		
Trainees in customer service activity		
Trainees in administrative & management activity		

**Organisation****Staff****Activity****Finance****Reports****Data for financial year**

Arts production

Attendances

Arts education work and attendances

Participatory arts work & attendances

Developmental Projects

Other Activity

**Arts production** **New performance works commissioned** **New performance productions created** **New performance recordings** **Television broadcasts** **Radio broadcasts** **Performances given (own productions)** **Performances produced (other companies)** **New art works commissioned & completed** **New public art works commissioned & sited** **New exhibitions curated** **New art works purchased** **New catalogues and publications produced**



Organisation

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Data for financial year

Arts production

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Developmental Projects

Other Activity



Attendances

Total ticket sales

Full price tickets	
Discounted tickets (Marketing initiatives)	
Concessionary tickets (Over 60s)	
Concessionary tickets (Under 18s)	
Concessionary tickets (Disabled people)	
Concessionary tickets (Unemployed people)	
Concessionary tickets (Other)	
(please specify)	
Exhibition attendance	
Estimated attendance at non-ticket events	
Percentage of available tickets sold	



Organisation

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Finance

Reports

Data for financial year

Arts production

Attendances

Arts education work and attendances

Participatory arts work & attendances

Developmental Projects

Other Activity



Arts education work and attendances

	Number	Attendance
--	--------	------------

Education workshops with schools & colleges		
---	--	--

Education lectures and talks		
------------------------------	--	--

Arts training and courses		
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Organisation

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Finance

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Data for financial year

Arts production

Attendances

Arts education work and attendances

Participatory arts work & attendances

Developmental Projects

Other Activity



Participatory arts work & attendances

Participatory workshops

Attendances at participatory workshops

Performances arising from participatory work

Attendances at performances of participatory work

Exhibition days arising from participatory work

Attendances at exhibitions of participatory work



Organisation

Staff

Activity

Finance

Reports

Data for financial year

Arts production

Attendances

Arts education work and attendances

Participatory arts work & attendances

Developmental Projects

Other Activity



Developmental Projects

Have you worked with any of the following bodies during the year?

Other arts organisations

Education Authorities

Environmental Services

Health Authorities or Services

Learning & Skills Councils

Police or Probation Services

Regional Development Agency

Rural Regeneration Partnership

Social Services

Sports organisations or services

Urban regeneration company

Youth Justice Board

Youth Services

(please specify)

Have you undertaken projects focussing on any of the following groups during the year?

Asylum seekers

Children or young people in care

Ethnic minority groups

Health service users

Homeless people

Men's or boys' groups

Mental health service users or survivors

Older people

Offenders and/or ex-offenders

People with learning difficulties

People with physical disabilities

People with sensory impairments

Parent and child groups

Women's or girls' groups

(please specify)



Organisation

Staff

Activity

Finance

Reports

Data for financial year

Arts production

Attendances

Arts education work and attendances

Participatory arts work & attendances

Developmental Projects

Other Activity



Other Activity

(i) Requests from membership

(i) Enquiries from the public

(i) Enquiries from other organisations

(i) Conferences & seminars held

(i) Public consultation

(i) Website purpose

(i) Access to artistic product

(i) Information and promotion

(i) Marketing & booking

(i) Website use

(i) Number of hits per month

(i) Average length of time spent (minutes)

Organisation**Staff****Activity****Finance****Reports****Data for financial year**

Grant Income

Earned Income

Capital Income

Expenditure

Other Financial Information

Support In Kind

**Grant Income****Arts Council****Regional Arts Council****Local Authority****Peterborough City Council (UNITARY)****Luton Borough Council (UNITARY)****Southend-on-Sea Borough Council (UNITARY)****Thurrock Council (UNITARY)****Bedfordshire County Council****Mid Bedfordshire District Council****Bedford Borough Council****South Bedfordshire District Council****Cambridgeshire County Council****Cambridge City Council****East Cambridgeshire District Council****Fenland District Council****Huntingdonshire District Council****South Cambridgeshire District Council****Essex County Council****Basildon District Council**

Braintree District Council

Brentwood Borough Council

Castle Point Borough Council

Chelmsford Borough Council

Colchester Borough Council

Epping Forest District Council

Harlow Council

Maldon District Council

Rochford District Council

Tendring District Council

Uttlesford District Council

Hertfordshire County Council

Broxbourne District Council

Dacorum Borough Council

East Hertfordshire District Council

Hertsmere Borough Council

North Hertfordshire District Council

St Albans City & District Council

Stevenage Borough Council

Three Rivers District Council

Watford Council

Welwyn Hatfield Council

Norfolk County Council

Breckland Council

Broadland District Council

Great Yarmouth Borough Council

King's Lynn & West Norfolk B.C

North Norfolk District Council

Norwich City Council

South Norfolk District Council

Suffolk County Council

Babergh District Council

Forest Heath District Council

Ipswich Borough Council

Mid Suffolk District Council

St Edmundsbury Borough Council**Suffolk Coastal District Council****Waveney District Council****National Lottery****Awards for All****NESTA****Community Fund (formerly NLCB)****Heritage Lottery Fund****NTP****National Foundation for Youth Music****New Opportunities Fund****Regional Arts Lottery Programme****Millenium Commission****Arts for Everyone (A4E)****Business sponsorship****Charitable trusts & foundations****D.C.M.S.****European Union****Private donations****Other Public funds****(please specify)****Other grant income****(please specify)**

**Organisation****Staff****Activity****Finance****Reports****Data for financial year**

Grant Income

Earned Income

Capital Income

Expenditure

Other Financial Information

Support In Kind

**Earned Income****Ticket sales****Publication sales****Recording sales****Other sales income****Rentals & hires****Advertising****Other earned income****(please specify)**

Organisation**Staff****Activity****Finance****Reports****Data for financial year**

Grant Income

Earned Income

Capital Income

Expenditure

Other Financial Information

Support In Kind

**Capital Income****Arts Council****Regional Arts Council****Local Authority****Peterborough City Council (UNITARY)****Luton Borough Council (UNITARY)****Southend-on-Sea Borough Council (UNITARY)****Thurrock Council (UNITARY)****Bedfordshire County Council****Mid Bedfordshire District Council****Bedford Borough Council****South Bedfordshire District Council****Cambridgeshire County Council****Cambridge City Council****East Cambridgeshire District Council****Fenland District Council****Huntingdonshire District Council****South Cambridgeshire District Council****Essex County Council****Basildon District Council**



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Staff

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Data for financial year

Grant Income

Earned Income

Capital Income

Expenditure

Other Financial Information

Support In Kind



Expenditure

Salaries

Freelance artists

Professional fees

Premises

Production costs

Administrative costs

Other expenditure amount

Other expenditure (please specify)

**Organisation****Staff****Activity****Finance****Reports****Data for financial year**

Grant Income

Earned Income

Capital Income

Expenditure

Other Financial Information

Support In Kind

**Other Financial Information****Total resources expended****End of year accumulated reserves****End of year surplus / deficit (+/-)** **Subsidiary trading co. turnover** **Subsidiary trading co. profit / loss (+/-)**



Organisation

Staff

Activity

Finance

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Data for financial year

Grant Income

Earned Income

Capital Income

Expenditure

Other Financial Information

Support In Kind



Support In Kind

Use of premises

People time

Materials or equipment

Marketing support

Other