



SANDOWN TOWN COUNCIL

Grant Application - Form B

Upper Level Grants - Over £200

Please complete this form as clearly as possible. You may continue onto additional sheets, if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please refer to our grant policy, before completion of this form.

Applicant Details

A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules if you have them.

First Act Theatre Group

A2. Name of Contact

This should be the main contact in respect of this application.

Lottie Laidler

A3. Address

This should be the address of the organisation or the main address for correspondence.

9 Queens Road
Sandown
Isle of Wight
PO36 8DT

A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: N/A

Mobile: 07368852493

Email: firstact2011@gmail.com

A5. Club/Organisation Description

Briefly describe your organisation's activities/intended activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence. If you are recently formed, please state that and whether your application relates to a one off project or a longer/ongoing activity.

First Act was originally established in 1994 as part of the day services provided by the NHS and social care schemes. However, in 2011 as a direct result of changes in funding First Act became an independent charity – First Act 2011.

Our company provide a day service 4 days a week (Monday-Thursday) to residents on the Isle of Wight. First Act is specifically for adults with additional and complex needs, aged 17 and above. Those that attend the sessions take part in workshops and rehearsal, all of which build towards the groups bi-annual performances and a summer showcase. First Act aim to provide a safe and inspiring environment where members can explore their theatrical talents. These sessions are taught by a resident tutors all of whom have experience working professionally in the theatrical world.

First Act's bi-annual performances are supported by large audiences who are always amazed at the talents brought to the floor. The company boast several great reviews over the last 5 years. These can be found in both the Isle of Wight County Press and IW Theatre. During our 30 years of service the company have won several awards presented by NODA and IW Theatre. Most recently First Act won an award for 'the dedication and contribution to island community theatre'. This was presented at the Amateur Theatre Awards evening hosted by IW Theatre.

Our day service is a vital part of the member's lives. Not only do the members have a space to feel accepted for who they are, but they are encouraged to explore themselves further. The daily sessions are focused around helping the members learn, develop and strengthen their own personal skills whilst working within a group setting. These skills are all transferable and can be used in the member's daily lives.

At present, there is no other group like ours on the island. First Act stand alone in providing a full day service focused on theatrical arts.

The group aims to: -

- Create a sense of belonging and purpose.
- Improve member's self-confidence.
- Make workshops energising, ensuring to enliven the imagination of all those taking part.
- Improve coordination and motor skills.
- Improve communication and social skills within a group setting.
- Teach the importance of commitment...

Our members feel a sense of commitment when they work towards their bi-annual performances. The members understand the importance of attending regularly and that this in turn helps create a professional standard show.

- Teach the importance of teamwork...

First Act members work together to produce their bi-annual performances. They are encouraged to work as a team when assisting with costumes, scenery and theatrical props. As well as coming together at weekly rehearsals to create a productive environment to learn in.

First Act prides itself on being equal to all. Our members come from a variety of backgrounds, social status, race and religion. All of whom have additional and complex needs ranging from physical, emotional and mental disabilities. The company do not discriminate. We work hard to ensure the needs of each member are met to the best of our ability. Ensuring a personalized approach to each member's plan. This does not come without challenge, but First Act works closely with outside services such as the islands residential homes, other day services and care providers to ensure we are aiding the independence of all those who attend our sessions.

In 2020, First Act moved to a new location (Sandown and Shanklin Rugby Club). This workspace is across one level and can be accessed via a ramp or stairs. Accessibility is a key factor to the service we provide as 7 of our members are reliant on walking aids/wheelchairs. It is vital that these individuals have equal access to all the facilities required. It is very difficult to find such a venue and we are fortunate to be working with Sandown Rugby Club. In years to come First Act would love to be able to build a purpose-built venue on the island, much like the larger companies on the mainland (The Chicken Shed) have done.

A6. Link to the Sandown Community

Briefly explain how your organisation is linked to Sandown and supports its community.

First Act is based in Sandown on the Isle of Wight. The location provides ample opportunity for transport links, and help promote our members independence. Although a number of our members live in the Bay area which indicates we provide good service to our local catchment.

Our company provides a service to adults aged 17 and over. At present the group has a total of 50 members. These members attend sessions across the week. Some attend one day whereas others attend multiple. The members have a variety of additional and complex needs, some of which include Visual impairment, Hearing impairment, Mobility difficulties, ASD, Down's Syndrome, Blindness, Deaf, Global Learning Delay and Cerebral Palsy. Many also suffer with mental health difficulties and other health concerns.

Our bi-annual performances are held at Shanklin Theatre - which again helps boost The Bay area. We are fortunate that our performances are well supported by the community, and our audience number are continuing to grow.

A7. Membership (if you have one) - number of individuals involved in the organisation/activities.

Total Membership:	Adults: 50	Children: 0
Sandown Residents Membership:	Adults: 11	Children: 0

A8. Registered charity no (if applicable)

No: 1154218	Not Applicable: N/A
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A9. VAT Registered

No:	Not Applicable:
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Grant Details

B1. Description

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

First Act are applying for the grant to cover the cost of a new work laptop.
 The laptop is used every day for admin jobs, communication, sourcing music and cutting tracks.
 It is a vital part of equipment needed to allow the sessions to run effectively.
 All of our administration is completed and saved on the laptop, providing a professional look to all we do.
 Our current laptop is old now and only works when plugged into the wall. The battery no longer stores charge without being plugged in. This is not ideal, and suggests the laptop may not last much longer.
 Laptop information is show below - this will be purchased at Curry's PC world, Newport, Isle of Wight.

B2. Grant Beneficiaries

Please indicate which sections of the community will benefit from your project.

The grant will benefit the company as a whole. The members will benefit as their songs/tracks are sourced and cut using laptop software. The members also take home daily notes to communicate what they have done in the day to their care providers.
 The laptop also allows the project manager to communicate directly via email - to venue hires, the theatre, care providers and potential new members.
 The staff benefit from having the laptop as work can be adapted quickly during the sessions, allowing complete flexibility whilst working with our groups.

B3. Timeline

Please indicate when the project will start. Grant funds will not be released earlier than 3 month before the start of the project. This also applies to events.

N/A

Funding Details

C1. Total Cost

Please use the table below to provide an estimated breakdown of the expenditure for which this grant is being applied.

Item	Cost
HP 15-fc0536sa 15.6" Laptop - AMD Ryzen 3, 256 GB, Jet Black	£339.00
Total	£339.00

C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

N/A

C3. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

June 2024 - For back clothes and material for show costumes (sorry do not have ID number)

Additional Information

D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

- A copy of your club/organisation’s constitution or set of rules
- A copy of your bank statement and recent accounts
- A copy of any quotations as specified in section C1

Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed [C.Laidler](#)

Date of Application [02/02/2026](#)

Name (in capitals) [Charlotte Laidler](#)

Position in Club/Organisation [Project Manager](#)

Please return completed forms to:

Town Clerk
Sandown Town Council
The Broadway Centre
S1 Broadway
Sandown
IW
PO36 9GG

Email signed forms to: rfo@sandowntowncouncil.gov.uk



First Act 2011
9 Queens Road
Sandown
Isle of Wight
PO36 8DT

Tel: 01983408184 // 07814683502
Email: firstact2011@gmail.com

Registered Charity No. 1154218

Expenses	Total	Income	Total
Tutors	£62,910.50	Members	£74,948.96
Musical Director/Scripts		Donations	£3,443.14
Dressmaker		Raffle/Programmes	£446.60
Auditor		Tickets	£885.30
Outside Services (Van hire)	£325.00	DVD's	£230.00
Theatre Hire	£2,900.00	Net Saving Interest	£216.38
Hall Hire	£14,200.00		£80,170.38
Costumes/Props	£1,743.49		
Insurance	£522.97		
Website	£22.20		
Noda Subscription	£88.00		
FOST Membership	£100.00		
Stationary	£177.84		
Advertising	£417.83		
Repairs/Renewal	£22.98		
PPE/Cleaning			
Raffle	£35.00		
Refreshments	£442.08		
Charges	£103.94		
Gifts/Cards	£121.91		
Sundries	£757.74		
Assests	£279.00		
	£85,170.48	Current account balance B/F 31.03.23	£8,422.27
		Petty cash B/F 31.03.23	
		Savings account B/F 31.03.23	£12,267.97
		Donation account B/F 31.03.23	£4.77
		Donations petty cash B/F 31.03.23	£0.95
		Plus total income from above	£80,170.38
		Less total expenses from above	£85,170.48
		Total	£15,695.86

FIRST ACT 2011 CODE OF CONDUCT

Updated – January 2025



This code of conduct outlines the main standards of behaviour and conduct required by First Act.

The code of conduct applies to all staff, irrespective of their role.

This policy applies to all our staff including:

- Employees
- Volunteers

RULES

Our company rules are defined below and should always be adhered to.

Please note that the rules provided in this code of conduct are not exhaustive.

The rules should be read in conjunction with and in addition to all other relevant policies and regulations.

PUNCTUALITY, TIME KEEPING AND ABSENCES

- Staff should always arrive promptly at the agreed start time – 10am.
- Staff should continue working until the agreed finish time - 3pm.
- Staff should always let the employer know of any planned absences as soon as possible.

PROFESSIONAL STANDARDS

- Staff must carry out daily duties with diligence, professionalism and in accordance with all regulatory and legal requirements.
- Staff must not misuse their professional position or misuse information obtained during working hours.
- Staff should always act with honesty and integrity.
- Staff should treat others (including staff, members and care providers) fairly and in accordance with all relevant equality and diversity requirements.
- Staff should never conduct any work in a manner that endangers their own health and safety.
- If a member of staff has knowledge/suspicion of any wrongdoings or illegal activity in the workplace, they should report this to the appropriate person.
- Staff must not act in a manner which undermines the companies image and public reputation.
- Staff's actions outside of work (including on social media platforms) should not affect the company's reputation.

- Staff must not allow any personal interests to interfere with professional obligations. If there are concerns about a conflict of interest, the project manager should be spoken to as soon as reasonably practical.
- Staff must always ensure that their work is not impacted by any bribery or corruptions.

APPERANCES AND DRESS

- Staff should ensure they appear clean and neat in their appearance.
- Staff's attire should always be professional and suitable for the day's activities.

CONFIDENTIALLY AND SECURITY

- Staff should treat information they encounter with the appropriate level of confidentiality.
- Staff should not have members on their social media pages. Staff should not engage in communication with members via social media. Ensure to let the project manager know if members are persistent with this and they will be spoken to.
- Ideally any personal care should be cared out by 2 members of staff and logged in the accident book.
- Staff should take care to maintain confidentiality when speaking in public places.
- Access codes, passwords and keys must be always kept secure and in accordance with our confidentiality policy.

RELATIONSHIPS

- We acknowledge that there may be circumstances where employees develop close personal or romantic relationships. We do not seek to prohibit or deter those, but we do expect that staff do not allow these to affect their working ability.
- All staff members should always be aware that engaging in a close personal or romantic relationship with members is prohibited under the safeguarding act.

NON-COMPLIANCE

A breach of the rules set out in this code of conduct will lead to disciplinary action under our disciplinary policy and procedures.