



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000
www.newark-sherwooddc.gov.uk

16 June 2025

Chair: Councillor A Amer

Voting Members of the Committee:

**Councillor S Haynes
Councillor J Kellas
Councillor I Brown
Councillor P Taylor**

Non-Voting Members of the Committee:

**Councillor R Cozens
Councillor S Crosby
Councillor D Darby
Councillor D Moore
Councillor N Ross
Councillor M Spoors**

**MEETING: Trustee Board of the Gilstrap and William
Edward Knight Charities**

DATE: Tuesday, 24 June 2025 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
Newark NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

**If you have any queries please contact Catharine Saxton
on catharine.saxton@newark-sherwooddc.gov.uk.**

AGENDA

	<u>Page Nos.</u>
1. Election of Chair for the meeting	
2. Apologies for Absence	
3. Declarations of Interests from Members and Officers	
4. Declaration of Intention to Record the Meeting	
5. Minutes of the Meeting held on 27 February 2024	4 - 6
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9. Land off Cedar Avenue Lincoln Road - Verbal Report	
10. Date of Next Meeting	

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the F1 and F2 , Castle House, Great North Road, Newark NG24 1BY on Tuesday, 27 February 2024 at 6.00 pm.

PRESENT: Councillor P Taylor (Chair)

Councillor S Haynes, Councillor J Kellas and Councillor I Brown

Councillor R Cozens, Councillor S Crosby, Councillor D Darby, Councillor D Moore, Councillor N Ross

APOLOGIES FOR
ABSENCE: Councillor A Amer, Councillor M Spoors

46 APPOINTMENT OF TEMPORARY CHAIR

AGREED (unanimously) that Councillor P Taylor be appointed Chair for this meeting only.

47 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Chair advised the Council that the meeting was being recorded and streamed online in accordance with usual practice.

48 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that:

- a) the following voting Members declared Interests in Agenda Item No. 8 Land Off Cedar Avenue/Lincoln Road, as elected Members of Newark Town Council.

Councillor I Brown
Councillor J Kellas
Councillor P Taylor

- b) the following non-voting Members declared an interest in Agenda Item No. 8 – Land Off Cedar Avenue/Lincoln Road, as elected Member of Newark Town Council.

Councillor S Crosby
Councillor D Darby
Councillor N Ross
Councillor D Moore

49 MINUTES OF THE MEETING HELD ON 11 JANUARY 2023

AGREED that the minutes of the meeting held on 11 January 2023 be approved as a

correct record and signed by the Chair, subject to an amendment to refer to members of the Committee as Members in the minutes, rather than Trustees.

50 TRUST ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2023

The Committee considered the report of the Assistant Business Manager- Financial Services detailing the financial accounts for the W.E. Knight Trust and the Gilstrap Endowment Fund for the financial year ended 31 March 2023.

Members noted that as previously reported, W.E. Knight had allocated the majority of its fund to the Newark R&M Cricket Club in respect of their Ground Development Project and therefore, the charity only had a minimum balance remaining. The Gilstrap Charity received £43,000 per annum for the lease of the Gilstrap building in Newark. The bank balance for the Gilstrap charity at 31 March 2023 was £276,432, all of which was available as there were no future funding committed to projects or grant funding.

AGREED (unanimously) that Members noted the financial accounts for the year ended 31 March 2023.

51 APPLICATION FOR GRANT FUNDING

The Committee considered an application for grant funding from the Children's Bereavement Centre, for a project to raise awareness of the free support available in Newark for bereaved families. An amount of £2002.20 was sought and information on funds raised so far was included in the report.

Members felt that the application was in line with the criteria to reflect the Gilstrap Charity's purpose and objectives.

AGREED (unanimously) that the application for funding of £2002.20 be granted to the Children's Bereavement Centre of 2 Kings Road, Newark.

52 APPLICATION FOR GRANT FUNDING - THE FREE FOOTBALL CLUB

The Committee considered a request for a grant for £200 for the Free Footballing Club to provide the first sessions and equipment for underprivileged children in Newark on Trent to access sport.

In consideration the Committee felt that in order to grant the application, further information was required, including where the project would be based, how the service users would be identified and what other funding had been sourced. The Committee were very supportive of the aims of the project.

AGREED (unanimously) that the application be declined and the applicant approached to seek further information in support of the application.

53 LAND OFF CEDAR AVENUE/LINCOLN ROAD NEWARK - UPDATE

The Committee considered an update report on progress with the land off Cedar Road/Lincoln Road Newark. The Clerk explained that the Charities Commission were still considering the potential disposal of the land to Newark Town Council and a request had been made to the Commission for further updates.

The Committee confirmed their intention to dispose of the land to Newark Town Council for use as an amenity space and not for development.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.32 pm.

Chairman



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities – 24 June 2025

Clerk to the Trustees: Sue Bearman

Lead Officer: Andrew Snape, Assistant Business Manager Financial Services

Report Summary	
Report Title	Trust Accounts for the Financial Year Ended 31 March 2024
Purpose of Report	To present to the Trustees the financial accounts for the W.E. Knight Trust and the Gilstrap Endowment Fund for the financial year ended 31 March 2024.
Recommendations	The Trustees note the financial accounts for the year ended 31 March 2024;

1.0 Background

- 1.1 The District Council is the Trustee for two charities, William Edward Knight Charity and the Gilstrap Charity. The main asset held by the Charity is the Gilstrap building in Newark which was leased to Nottinghamshire County Council from April 2013.

2.0 Items for Consideration – Annual Accounts to end of March 2024

- 2.1 The financial performance figures for W.E. Knight are attached at **Appendix A**. As per previous reports W.E. Knight has allocated the majority of its fund to the Newark R&M Cricket Club in respect of their Ground Development Project. Therefore, the charity currently only has a minimum balance remaining.
- 2.3 The financial performance details for the Gilstrap Charity can be found in **Appendix B**. The charity receives an annual income of £43,000 from leasing the Gilstrap building in Newark. As of 31 March 2024, the charity held a bank balance of £311,307 and investments valued at £145,277. This results in a total of £456,584 available for allocation, with no current commitments to future projects or grant funding.
- 2.4 The Management and Administration charges are in line with the Service Level Agreement with the Council.

3.0 Audit of the Accounts

- 3.1 Due to the annual income of W.E. Knight being under the £10,000 threshold, there is no requirement for their accounts to have an independent examiner's report, i.e. an audit.
- 3.2 As the Gilstrap Charity has annual income over the £25,000 threshold their accounts do require an independent examiner's report. Therefore, the figures within the Gilstrap Charities accounts are presented as final audited figures.

4.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

4.1 Legal Implications (LEG2526/8007)

It is a function of the Board to receive the annual accounts of the charities. The W.E.Knight Charity can now be closed; a report will be brought to a future Board meeting.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

CHARITY OF WILLIAM EDWARD KNIGHT

(Registration No. 514502)

REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2024

A permanently endowed charity established by an indenture dated 6th January 1920 as varied by a conveyance of 6th July 1933 by the Trustees to the Mayor, Aldermen and Burgesses of the Borough Newark-on-Trent.

The charity is governed by a Trust of scheme made on 6th April 1990

ANNUAL REPORT

Separate accounts for this Charity have been maintained since 1st April 1984. Up to that date the costs of maintenance and repair and any income received had been included in the accounts of the Borough and District Councils.

The Trustees resolved at their meeting on 22nd July 2013 to retain the income earned by the endowment until a significant sum had been accrued at which time a decision on distribution would be taken.

REVENUE ACCOUNT

Note	Year Ended 31-Mar-24 £p	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p	Year Ended 31-Mar-21 £p
Income				
Investment Interest	62.20	911.17	643.16	792.64
	62.20	911.17	643.16	792.64
Expenditure				
Administration		0.00	0.00	0.00
Project - Newark R&M CC		135,134.00	0.00	0.00
	0.00	135,134.00	0.00	0.00
Income less Expenditure	62.20	-134,222.83	643.16	792.64
Surplus/(Deficit)	62.20	-134,222.83	643.16	792.64
Surplus/(Deficit) brought forward	-132,683.38	1,539.45	896.29	103.65
Surplus/(Deficit) carried forward	-132,621.18	-132,683.38	1,539.45	896.29

BALANCE SHEET

Note	As at 31-Mar-24 £p	As at 31-Mar-23 £p	As at 31-Mar-22 £p	As at 31-Mar-21 £p
Current Assets/Liabilities				
Investments	0.00	65,899.08	64,987.91	64,344.75
Bank	1,228.82	70,401.54	70,401.54	70,401.54
Debtor	0.00	0.00	0.00	0.00
Creditor	0.00	(135,134.00)	0.00	0.00
	1,228.82	1,166.62	135,389.45	134,746.29
Reserves				
Unallocated Reserves	1,228.82	1,166.62	27,255.45	26,612.29
Committed Reserves	0.00	0.00	108,134.00	108,134.00
	1,228.82	1,166.62	135,389.45	134,746.29



Andrew Snape
Assistant Business Manager
Financial Services
June 2024

CHARITY NUMBER: 528226 (England and Wales)

The Gilstrap Charity

Audited Financial Statements

For the Year Ended 31 March 2024





ANNUAL REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2023

The Gilstrap endowment consists of three permanently endowed charities:-

A The Gilstrap Free Library	26th July 1883
B William Gilstrap	1897
C Major MacRae Gilstrap	27th November 1899

Created for the purpose of establishing a Library to be vested in the Newark Corporation and to provide financial assistance towards the salaries and expenses of such Library.

ANNUAL REPORT

The accounts in respect of the Endowment were maintained by Nottinghamshire County Council until 31st March 1987 when Newark and Sherwood District Council took over as Trustees consequent upon the County Council acquiring a new site for a Central Library.

The District Council has agreed a new scheme of administration which has been sealed by the Charity Commissioners on the 28th August 1990 and applies the income of the Endowment to the upkeep and use of the Gilstrap building.

In previous financial years Newark and Sherwood District Council have supported the Trust by both making a contribution in respect of any deficit and directly meeting expenditure items from its own budget. A review of the financial situation was undertaken in 2011/2012 and the conclusion reached that all Trust expenditure should be charged direct to the Trust in order to give a true and fair view of the Trust's finances.

On 8 March 2013 the scheme of administration was updated to allow the trustees to lease the Gilstrap building to Nottinghamshire County Council. The resulting income to be used in accordance with the provisions of the charity. The lease commenced on 1st April 2013.

Independent Examiner's Report to the Trustees of the Gilstrap Trust

I report on the accounts of the Trust for the year ended 31st March 2022 which are set out on pages 3-4

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the Charities Act;

to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities 1993 Act); and

to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Charities Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Philip Lazenby

Date 21st January 2025

Relevant professional qualification or body: ACCA

Address: TIAA Ltd, Artillery House, Fort Fareham, Newgate Lane, Fareham PO14 1AH



THE GILSTRAP CHARITY (Registration Number 528226)

Financial Statements

For the Year Ended 31 March 2024

REVENUE ACCOUNT

	Year Ended 31-Mar-24 £p	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p
<u>Income</u>			
Investment Interest	2,840.36	1,420.53	712.23
Lease income	43,000.00	43,000.00	43,000.00
Total Income	45,840.36	44,420.53	43,712.23
<u>Expenditure</u>			
Castle Exhibition			5,930.00
Educational Events			
Chestnut Avenue Unlawful Occupation			
Land Valuation			
King John Re-enactment			
Grant Aid Support	2,002.20		1,918.00
Catering and Refreshment			
Legal advice on disposal of property	508.00	2,798.00	
Advertising			
Contractual Services			
Miscellaneous Items			
Bank Charges	274.40	187.00	247.00
Audit Fees			
Financial Services	3,370.00	2,550.00	2,480.00
Corporate Management Team	1,150.00	1,100.00	1,100.00
Committee Support	680.00	680.00	680.00
Total Expenditure	7,984.60	7,315.00	12,355.00
Surplus / Deficit(-) on Income less Expenditure	37,855.76	37,105.53	31,357.23
<u>Other Comprehensive Income and Expenditure</u>			
Revaluation on Fixed Asset			
Total Comprehensive Income for the year	37,855.76	37,105.53	31,357.23
 Surplus brought forward	 276,362.64	 239,257.11	 207,899.88
In year Surplus / Deficit (-)	37,855.76	37,105.53	31,357.23
Surplus carried forward	314,218.40	276,362.64	239,257.11



BALANCE SHEET

	Year Ended 31-Mar-24 £p	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p
<u>Current Assets/Liabilities</u>			
Fixed Assets	45,000.00	45,000.00	45,000.00
Investments	145,276.73	142,436.37	141,015.84
Bank	311,307.61	276,432.21	241,352.31
Debtor	0.00	0.00	0.00
Creditor	(10,750.00)	(10,890.00)	(11,495.10)
	<u>490,834.34</u>	<u>452,978.58</u>	<u>415,873.05</u>
<u>Source of Funds</u>			
Revenue surplus	310,719.40	272,863.64	235,757.11
Capital surplus	3,499.00	3,499.00	3,500.00
Endowment Fund	131,615.94	131,615.94	131,615.94
Revaluation Reserve	45,000.00	45,000.00	45,000.00
	<u>490,834.34</u>	<u>452,978.58</u>	<u>415,873.05</u>

Andrew Snape
Assistant Business Manager
Financial Services
November 2024



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities – 24 June 2025

Clerk to the Trustees: Sue Bearman, Assistant Director – Legal & Democratic Services

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Application for Grant Funding – Friends of Newark Castle & Victorian Gardens
Purpose of Report	For the Trustees to consider the application made to the Gilstrap Charity for grant funding to support the promotion of education and understanding of one of Newark's most significant historic buildings and to tie together the historic landscape of the town.
Recommendations	That the Board of Trustees consider and determine the application received from the Friends of Newark Castle & Victorian Gardens.

1.0 Background

1.1 In 2017, the Trustee Board refreshed and approved a funding criteria for grant aid support from the Gilstrap Charity. The Charity's Scheme has been amended a number of times in recent years, firstly when Nottinghamshire County Council (NCC) built a library in Newark (thereby obviating the need for the original use of the Gilstrap Building as a library) and secondly when the Gilstrap building had been leased to NCC for use as the Registrar's office. However, whilst the objectives have been reviewed over the years, the original concept has been reaffirmed with emphasis on education and promoting knowledge of the history of Newark.

1.2 The current approved criteria is as follows:

- 2.1.1 Preference will be given to funding applications which promote education and understanding of historic buildings within Newark and the history of Newark generally to reflect the original Trust purposes.
- 2.1.2 Funding applications will be required to demonstrate a direct benefit to the community of Newark or a section/s of that community (eg projects involving local schools).
- 2.1.3 Applicants will be required to provide full details of any match funding or third-party funding.

1.3 It should be noted that the area of benefit for the Charity, whilst previously defined as the area of the former borough of Newark, was amended when the Scheme was last reviewed in 2013 to cover the parish of Newark.

1.4 A copy of the background information that is included on the Charity's website concerning how potential grant applications will be considered is attached to this report as **Appendix A**. Applicants are requested to complete a pro-forma application form that gives full details of their project, its objectives, budget and other funding secured.

2.0 Application Received

2.1 An application has been received from Sharon Morley on behalf of the Friends of Newark Castle & Victorian Gardens. The project is to support the promotion of education and understanding of one of Newark's most significant historic buildings and to tie together the historic landscape of the town. Further details of the project are detailed in the written application which is attached as **Appendix B** to the report.

2.2 The application notes that a grant in the region of £50,000.00 is being sought to provide a significant contribution to the interpretation in the ground floor room of the Northwest Tower. Information of funding applications to other third-parties are detailed within the application.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

3.1 Financial Implications

Currently, £456,584 is available to support future projects or grant applications. If the above application for £50,000 is approved, the remaining balance will be reduced to £406,584.

Additionally, there is another grant application on the agenda requesting £10,000. Should both applications be approved, the total available funding will decrease to £396,584.

3.2 Legal Implications (LEG2526/1718)

The Board is the appropriate body to consider the content of this report; it acts as Trustee to the Charity on behalf of the Council and its remit includes making operational decisions. It is for the Board to be satisfied that the application meets the criteria for award of funding and whether awarding the grant is in the best interests of the Charity considering its objectives ('The object of the charity is the general benefit of the inhabitants of [Newark] in such charitable ways for the public benefit as the Trustee thinks fit').

The Board must act in the best interests of the Charity as distinct from the best interests of Newark & Sherwood District Council or any other body when making decisions.

Friends of Newark Castle and Victorian Gardens is a charity registered with the Charity Commission (Charity Number 1198387). If approved, the grant monies will be paid to the charity, which is a separate legal entity to the Council. The Board should be mindful however of the close working partnership between the charity and Newark & Sherwood District Council, which manages Newark Castle and must be satisfied that any perceived conflict of interest is properly managed. This might be achieved by transparent recording of the position in the meeting minutes, including whether there are any personal interests that require declaration (and consideration of whether to leave the room during this item of business).

It would not be appropriate to refuse the application due to risk of conflict; rather the matter would need to be deferred to consider further options for management of any potential conflict.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

APPLICATION FOR GRANT AID SUPPORT - GILSTRAP CHARITY

Background Information

Newark & Sherwood District Council is the Sole Trustee of the Gilstrap Charity. It has established a Trustee Board comprising 5 elected members of the Council, one of whom must be a local member for the area of benefit of the Charity, to manage the Charity on its behalf.

The Charity has established a funding pot with the express purpose of inviting funding applications for projects, events and initiatives which reflect the Charity's purposes and objectives.

Any application for funding must demonstrate benefit to the inhabitants of Newark.

The Trustees have indicated that they are more likely to view applications favourably where they meet some or all of the following criteria:-

- (i) Applications which will promote education and understanding of historic buildings and the history of Newark generally.
- (ii) Applications which can demonstrate a benefit to the community of Newark or a section or sections of that community.
- (iii) Applications where match funding has already been obtained or is likely to be committed.
- (iv) Applications which can demonstrate sustainable benefits.

Applications for grant funding will be considered annually with a decision being made no later than the end of April in each year at a meeting of the Trustee Board. Applications must be received no later than 31 January in the relevant year in order to go forward for consideration.

Application Process

Completed application forms should be returned to:

The Clerk to the Gilstrap Charity
Castle House
Great North Road
Newark
Notts. NG24 1BY

The application will be assessed annually in March at a meeting of the Trustee Board.

You will be contacted if further information is needed, but are advised to include as much information as possible within the grant application.

You will be advised of the outcome following the Panel meeting.

Grants will not be awarded retrospectively.

Conditions of Grant

1. Approval must be sought for any changes to the submitted project outline.
2. If any grant awarded is surplus to requirements this should be returned to the Charity.
3. If funding is awarded the applicant will be required to provide progress reports to the Trustees and a post event/project evaluation report.
4. The applicant will ensure that all necessary licences and consents are obtained.
5. The grant must be spent within 12 months of being awarded.

APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY

1. About Your Organisation			
Organisation Name:	Friends of Newark Castle and Victorian Gardens Charity Number: 1198387		
Contact Name:	Sharon Morley		
Address:	9 Cardinal Hinsley Close, Newark		
Postcode:	NG24 4NQ	Telephone No.	07720 116868
Email Address:	Smorley09@hotmail.co.uk		
2. Project Description			
Please describe the nature of your project and its objectives:			
<p>Nature of Project:</p> <p>Newark Castle and Victorian Gardens are a well-loved and significant historic site as well as a much-needed and well-used green space. Its Romanesque gatehouse is considered by Historic England to be one of the finest examples in the country, and, for over 900 years, the castle has stood as a key part of our local history.</p> <p>The Gilstrap Centre shares its location, and The Gilstrap Charity has previously supported the castle in developing education and learning opportunities through a King John exhibition and family participation through medieval fun days.</p> <p>The Newark Castle Gatehouse Project is an exciting and unique opportunity to bring the history of the site to life for local communities and tourists alike. The project will re-establish the castle at the heart of the town, reinstating the Romanesque gatehouse as the entrance and creating five new gallery spaces to tell the stories from within its walls. A roof top deck will provide incredible views of the surrounding area and highlight the strategic location of the castle.</p> <p>Improved accessibility is a key objective, and the project will install a lift to take people up to the first-floor level. A new learning space under the entrance bridge will enable a transformational approach to school visits and community events, and activity and will bring more people into contact with this important Newark site, increasing their curiosity about features of historical interest.</p> <p>The interpretation in the galleries will focus on the castle's Medieval heyday, exploring how local people would have been involved with the castle. It will also explore the stories of Bishop Alexander and King John. The interpretation will use an accessible and family-friendly mix of interpretation techniques. This includes written panels, embroideries including a replica cope (bishop's cape) which tells the story of Bishop Alexander's life, illustration, audio-visual techniques, models, artefacts and tactile replicas.</p> <p>Groups and communities are also involved, for example, St Mary's Church Choir are workshopping and recording some medieval choral music which will form part of the castle soundscapes, and students from the School of Musical Instrument Crafts are making a vielle – a medieval stringed instrument.</p>			

The ground floor chamber of the North West Tower is not behind the pay barrier and will therefore be free for everyone, wheelchair accessible and family friendly, with a window seat overlooking the lovely view of the River Trent. It gives an overview of the castle's history, showing the development of the site from Anglo-Saxon times to the present day and encouraging visitors to learn more about Newark's fascinating story. Within this room, 10th century, 13th century and 17th century artefacts will be on display, taken from the reserve collection at the National Civil War Centre, Newark Museum. A cannonball, found at the castle, will be on open display so that visitors can touch it, enabling a younger audience to engage in a tactile way.

An audio point enables visitors to listen to oral history recordings of archaeologists involved in the excavations at Newark Castle and find out more about the exciting discovery of an Anglo-Saxon burial ground. An interactive screen will show clips of Newark people sharing their memories of the castle, and craftspeople involved in the Gatehouse Project, such as the carpenter who is making a new throne for Bishop Alexander and the embroiderers working on bespoke hangings. Finally, a playful model asks children to be like a 12th century mason and build their own castle.

The gardens, which will remain free to access and will benefit from a new landscaping scheme that prioritises accessibility, biodiversity and sustainability. Paths will be made more suitable for people with physical access needs, and the planting will be native species and wildlife friendly. The project team has worked closely with an ecologist to ensure that biodiversity is improved, and 16 trees have been planted on the Riverside Park to complement this project.

The gardens will benefit from a new lighting scheme that both improves the evening offer and provides feature lighting for the building itself, and has been designed sympathetically to include a bat corridor. There will also be new interpretation and wayfinding within the grounds, including information panels, a model, QR codes to access audio content, and a playful, multi-layered trail.

There will also be a free-to-access ground floor exhibition in the Northwest Tower that will be wheelchair accessible, dog-friendly, and will identify and explain the castle's timeline and community relevance from Anglo-Saxon burgh to Victorian pleasure ground.

The Friends of Newark Castle are working closely with Newark and Sherwood District Council Culture Team and are applying to The Gilstrap Charity for match funding towards the interpretation in the Castle and Gardens, which will enable us to promote education and understanding of one of Newark's most significant historic buildings and to tie together the historic landscape of the town.

Objectives:

- To enhance and better reveal the significance of Newark Castle, for the general benefit of the inhabitants of the area
- To engage more people with Newark Castle's rich history and the importance of Newark in the medieval world
- To conserve and maintain the remains of Newark Castle for future generations

<ul style="list-style-type: none"> - To ensure the sustainability of the castle through the implementation of a viable business that is appropriate to the heritage context of the building, and which generates income for the conservation and repair of the structure 			
Expected Start Date:	Summer 2025	Expected Finish Date:	Autumn 2026
Where will your project/event take place? Newark Castle and Victorian Gardens			
3. People who will Benefit from this Project/Event			
Please provide details of who will benefit from this event and which area of Newark the project/event will cover.			
<p>In line with The Gilstrap Charity's governing document, inhabitants across the area of benefit would benefit both directly, through use of the site, and indirectly through an improved environment and an increase in tourism, having a positive impact on the local economy.</p> <p>The Friends of Newark Castle aim to support stakeholders to deepen engagement and increase the volume of visits from existing audiences whilst welcoming new audiences and creating new engagement opportunities. People who will benefit include:</p> <ul style="list-style-type: none"> - Local families with children, including those from lower socio-economic areas who may not ordinarily feel they can easily engage with features of historical interest - Local older adults and couples - Tourists and day trippers, also providing a broader positive impact on local businesses - Primary and secondary school students, and students from Newark College - People with disabilities and well-being needs - Local community groups and adult learner groups (including hard-to-reach groups) - Young people (aged 11-25) - Speakers of other languages <p>The Newark Castle and Victorian Gardens interpretation will be based entirely on-site at the castle, although the National Lottery Heritage Fund-supported activity plan will have a wider reach.</p>			
How many people will participate in the project?			
<p>All visitors to Newark Castle and Gardens will benefit from the new interpretation, regardless of their age, interest, language or disability. Anticipated visit numbers to the ticketed experience are expected to level out at 25,500 in the first stable year after a peak in the initial period after opening. This amounts to an average of around 50 visitors a day at off-peak, 110 visitors a day during peak season, and 150 visitors a day during the ultra-peak summer months (June-August).</p>			

	Annual visits
Tourists and non-residents	16,900
Newark and Sherwood residents (initial visit)	4,300
Free return visit within 12 months*	4,300
Total annual visitors	25,500

* Assumes each initial visit generates an additional 1.0 repeat visits within the following 12 months.

Anticipated visitor numbers, given in the project business plan, are based on penetration rates into the local area population and tourist visits, comparison to other castles and local sites, and assumptions around repeat visiting.

Visitor numbers to the gardens are expected to increase to 135,000 per annum, including some crossover with castle visitors.

Given the interpretation will have a positive impact on visitors for many years to come, the grant will potentially benefit hundreds of thousands of people in total, from all walks of life.

What links does the project have to existing arts or cultural related events and programmes both locally and nationally?

Newark Castle is managed by NSDC as part of a cultural portfolio with the Palace Theatre Newark, the National Civil War Centre, Newark Museum, and the Arts Council England-funded Open Doors programme. The Heritage and Culture team at Newark and Sherwood District Council work closely with other partners in Newark and Sherwood such as Inspire, Newark Town Council, St Mary Magdalene Church, Newark Book Festival and Newark College as part of the Cultural Consortium who produce the Newark Creates programme which offers high-quality, fun, free creative events throughout the town. The Friends of Newark Castle and Victorian Gardens is a Charity Incorporated Organisation whose volunteers work closely with the NSDC culture team, supporting public appreciation of the history of Newark Castle and gardens and encouraging further study or enquiry into its buildings.

The Learning and Participation Team holds a Sandford Award for excellence in heritage education and was the 2024 recipient of the Kids in Museums Best Small Museum Award at the National Civil War Centre. As such, staff are involved in delivering sessions at conferences and training programmes for museum and heritage learning and engagement teams in other museums across the UK.

Why is the project needed?

The project is a unique opportunity to invest in Newark Castle's future, preserving the historic fabric of the building for future generations and improving the gardens.

Many local people are not aware of the importance of Newark Castle: it was built by one of the most famous bishops of the 12th century, King John died there of dysentery in 1216, King James I and Charles I often visited, and the castle was the first monument ever to be restored at public expense. The gardens were landscaped in celebration of Queen Victoria's golden jubilee and donated to the town in perpetuity. The new

interpretation scheme for Newark Castle and Gardens will make a huge difference to both local people and visitors to the local economy, highlighting the rich history of the site and its communities and enabling a new sense of pride in the town.

How will you promote and publicise your project?

The marketing and communications plan is formulated by Newark and Sherwood District Council and includes many different methods for promotion. Discussion is in the early stages about how the Friends of Newark Castle can potentially support this further.

NSDC will:

- Keep local people informed of progress through mailshots and newsletters
- Develop a new website that will include project blogs and a gallery of Newark Castle paintings and photographs
- Produce marketing releases at key points in the programme, to encourage engagement from the print and digital media sector
- Develop cross-promotion opportunities with partners including rail and bus providers, other heritage sites and experiences in the local area
- Through historical talks, activities and events
- Discussion is taking place with the Friends of Newark Castle to put in a joint bid to see if it is possible to secure a Royal visit for an official opening of the castle

What longer term benefits will be derived from the project?

Improving the interpretation in Newark Castle and Gardens will bring sustainable benefits to the site and the town, such as:

- A better understanding of the historical significance of Newark Castle, both locally and further afield
- Increase in visitor numbers, which will provide economic sustainability for local shops, restaurants and businesses
- More attractive and wildlife-friendly green space, for longer-term wellbeing and environmental benefits
- Improved event space to draw more visitors into the town

4. Project/Event Budget

Please provide details of the project/event budget, including the amount requested from the Gilstrap Charity. If the total cost is more than the grant requested, where will the rest of the funding come from?

The total cost of the interpretation scheme is £580,000. A grant in the region of £50,000 from the Gilstrap Charity would provide a significant contribution to the interpretation, and would enable the Friends of Newark Castle and Victorian Gardens to purchase key items and donate them to the project.

These could include:

The Bishop's cope embroidery

Bespoke embroidered hangings

A 'build a castle' model in the free to access gallery

Replica furniture – for example a bishop's throne or King John's bed

Replica architectural features, for example a replica rose window that would have been in the Audience Chamber

The remainder of the interpretation funding has been secured from The National Lottery Heritage Fund thanks to National Lottery players, and the capital build elements of the project are funded by The Towns Fund.

Both NSDC and The Friends of Newark Castle and Victorian Gardens will be acknowledging all funders appropriately within the design of the interpretation and would work directly with The Gilstrap Charity to agree that acknowledgement.

Is your organisation VAT registered?

If yes, please provide your VAT Registration Number: Not currently

Will there be any income generated from the project/event? If yes, please provide estimates.

Ticket income is anticipated to be around £98,000 per annum.

5. Have applications been made for other sources of third-party funding?

The capital project is funded by the Towns Fund (£3.3 million) and Newark and Sherwood District Council (£2 million). The National Lottery Heritage Fund has provided a grant of £1.4 million to fund interpretation, landscape, lighting and a 5-year activity plan

6. Other Supporting Comments and Information

BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer).

Bank: TSB Bank plc

Account Number: 00900667

Sort code: 30-9588

DECLARATION

I confirm that I am authorised to sign this application on behalf of

I undertake that any grant awarded will be used solely for the purpose outlined in this application. I also understand that the Gilstrap Trustees reserve the right to withhold the payment of the

whole or any part of the grant or to require repayment if any information contained herein is false or misleading.

Signed



Print Name

SHARON MORLEY

Date

11/6/25

CONDITIONS OF GRANT FUNDING

1. Approval must be sought for any changes to the submitted project outline.
2. If any grant awarded is surplus to requirements this should be returned to the Charity.
3. If funding is awarded the applicant will be required to provide progress reports to the Trustees and a post event/project evaluation report.
4. The applicant will ensure that all necessary licences and consents are obtained.
5. The grant must be spent within 12 months of being awarded.

Please return this form to:

Clerk to the Gilstrap Charity
Castle House
Great North Road
Newark
Notts. NG24 1BY



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities – 24 June 2025

Clerk to the Trustees: Sue Bearman, Assistant Director – Legal & Democratic Services

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Application for Grant Funding – Newark Cultural Consortium
Purpose of Report	For the Trustees to consider the application made to the Gilstrap Charity for grant funding to promote education and understanding of historic buildings and Newark's history which will benefit Newark's Community.
Recommendations	That the Board of Trustees consider and determine the application received from Newark Cultural Consortium.

1.0 Background

1.1 In 2017, the Trustee Board refreshed and approved a funding criteria for grant aid support from the Gilstrap Charity. The Charity's Scheme has been amended a number of times in recent years, firstly when Nottinghamshire County Council (NCC) built a library in Newark (thereby obviating the need for the original use of the Gilstrap Building as a library) and secondly when the Gilstrap building had been leased to NCC for use as the Registrar's office. However, whilst the objectives have been reviewed over the years, the original concept has been reaffirmed with emphasis on education and promoting knowledge of the history of Newark.

1.2 The current approved criteria is as follows:

- 2.1.1 Preference will be given to funding applications which promote education and understanding of historic buildings within Newark and the history of Newark generally to reflect the original Trust purposes.
- 2.1.2 Funding applications will be required to demonstrate a direct benefit to the community of Newark or a section/s of that community (eg projects involving local schools).
- 2.1.3 Applicants will be required to provide full details of any match funding or third party funding.

- 1.3 It should be noted that the area of benefit for the Charity, whilst previously defined as the area of the former borough of Newark, was amended when the Scheme was last reviewed in 2013 to cover the parish of Newark.
- 1.4 A copy of the background information that is included on the Charity's website concerning how potential grant applications will be considered is attached to this report as **Appendix A**. Applicants are requested to complete a pro-forma application form that gives full details of their project, its objectives, budget and other funding secured.

2.0 Application Received

- 2.1 An application has been received from the Clerk of Newark Town Council, on behalf of the Newark Cultural Consortium (Newark Creates), Newark Town Council, Town Hall, Newark, Nottinghamshire. The project is a cultural events programme delivered by the consortium. Further details of the project are detailed in the written application which is attached as **Appendix B** to the report.
- 2.2 The application notes that £10,000 is being sought to provide an essential income stream to facilitate the continued employment of the Programme Co-ordinator and the delivery of the first parts of the programme. Information of other funding applied for are detailed within the application.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Financial Implications

- 3.1 Currently, £456,584 is available to support future projects or grant applications. If the above application for £10,000 is approved, the remaining balance will be reduced to £446,584.

Additionally, there is another grant application on the agenda requesting £50,000. Should both applications be approved, the total available funding will decrease to £396,584.

- 3.2 Legal Implications (LEG2526/1543)

The Board is the appropriate body to consider the content of this report; it acts as Trustee to the Charity on behalf of the Council and its remit includes making operational decisions. It is for the Board to be satisfied that the application meets the criteria for award of funding and whether awarding the grant is in the best interests of the Charity considering its objectives ('The object of the charity is the general benefit of the inhabitants of [Newark] in such charitable ways for the public benefit as the Trustee thinks fit').

The Board must act in the best interests of the Charity as distinct from the best interests of Newark & Sherwood District Council or any other body when making decisions.

Newark Town Council is a separate legal entity to the Council. However, it has made the application on behalf of the 'Newark Creates' consortium, which the Council is a member of, together with several other organisations. The Board should therefore be mindful of this close connection and ensure that any perceived conflicts of interest are properly managed. This might be achieved by transparent recording of the position in the meeting minutes, including whether there are any personal interests that require declaration (and consideration of whether to leave the room during this item of business).

It would not be appropriate to refuse the application due to risk of conflict; rather the matter would need to be deferred to consider further options for management of any potential conflict.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

APPLICATION FOR GRANT AID SUPPORT - GILSTRAP CHARITY

Background Information

Newark & Sherwood District Council is the Sole Trustee of the Gilstrap Charity. It has established a Trustee Board comprising 5 elected members of the Council, one of whom must be a local member for the area of benefit of the Charity, to manage the Charity on its behalf.

The Charity has established a funding pot with the express purpose of inviting funding applications for projects, events and initiatives which reflect the Charity's purposes and objectives.

Any application for funding must demonstrate benefit to the inhabitants of Newark.

The Trustees have indicated that they are more likely to view applications favourably where they meet some or all of the following criteria:-

- (i) Applications which will promote education and understanding of historic buildings and the history of Newark generally.
- (ii) Applications which can demonstrate a benefit to the community of Newark or a section or sections of that community.
- (iii) Applications where match funding has already been obtained or is likely to be committed.
- (iv) Applications which can demonstrate sustainable benefits.

Applications for grant funding will be considered annually with a decision being made no later than the end of April in each year at a meeting of the Trustee Board. Applications must be received no later than 31 January in the relevant year in order to go forward for consideration.

Application Process

Completed application forms should be returned to:

The Clerk to the Gilstrap Charity
Castle House
Great North Road
Newark
Notts. NG24 1BY

The application will be assessed annually in March at a meeting of the Trustee Board.

You will be contacted if further information is needed, but are advised to include as much information as possible within the grant application.

You will be advised of the outcome following the Panel meeting.

Grants will not be awarded retrospectively.

Conditions of Grant

1. Approval must be sought for any changes to the submitted project outline.
2. If any grant awarded is surplus to requirements this should be returned to the Charity.
3. If funding is awarded the applicant will be required to provide progress reports to the Trustees and a post event/project evaluation report.
4. The applicant will ensure that all necessary licences and consents are obtained.
5. The grant must be spent within 12 months of being awarded.

APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY

1. About Your Organisation			
Organisation Name:	Newark Cultural Consortium (Newark Creates)		
Contact Name:	Matthew Gleadell – Newark Town Council on behalf of the Consortium		
Address:	Newark Town Council Town Hall, Newark, Nottinghamshire		
Postcode:	NG24 1DU	Telephone No.	01636 684800
Email Address:	Matthew.Gleadell@newark.gov.uk		
2. Project Description			
<p>Please describe the nature of your project and its objectives:</p> <p>Nature of Project:</p> <p>‘Newark Creates’ is the cultural events programme delivered by Newark Cultural Consortium. The consortium was set up in 2020 in response to High Street Heritage Action Zone (HAZ) cultural programme funding. Newark Town Council, Inspire: Culture, Learning and Libraries, and Newark and Sherwood District Council are lead partners, alongside Newark Heritage Forum, Newark Civic Trust, Newark Book Festival and Newark College. Through the HAZ funding, the programme has embedded heritage, historic buildings, Newark’s stories and local communities at the heart of all its activities. Recent examples of Newark Creates’ work include ‘A Likely Story’ animated projection on Newark Town Hall that explored the history of Newark, the sculptural Bookbenches trail, many of which reflected local landmarks and historic buildings, and smaller scale interventions such as the street art which created a 3D image of Porters basement in situ in the market square.</p> <p>Following on from the HAZ funding, the consortium has sought funds from UKSPF, Arts Council England and Cultural Heart of Newark (Towns Fund). With the new year approaching, and both UK Shared Prosperity Fund and Long-Term Plan for Towns funding currently on hold, the consortium needs new funding streams to support its continued development.</p> <p>The proposed programme for 2025/26, ‘Once Upon a Time in Newark’ is as follows:</p> <p>Creating Stories: April – Oct 2025</p> <p>A strength of Newark Creates has always been to showcase Newark’s stories and heritage through the cultural programme. During this period there will be 5 co-created artist projects; where artists and the Consortium will work with communities (local children, young people, families, older residents) to share local stories, embrace local heritage and involve communities in the designs of the Celebrating Place event programme. For example, community groups will work with</p>			

Curiosity Creators to create puppets and lanterns for the Newark Festival parade. The inspiration from these will come from local stories, our heritage and history.

Celebrating Place: June – Dec 2025

A Programme of town centre interventions, events and festivals, designed to celebrate people and place, using key historic spaces across the town to create interactive and immersive experiences, improving local people's sense of belonging and connection to their heritage.

- Streets Ahead outdoor arts festival
- The Zone – 1 week pop up Youth Arts space for 11 – 18 yr olds
- Outdoor Arts at Newark on Sea
- Wayfinding Arts Trail
- Community-led Puppet-based parade as part of Newark Festival, based on local stories and history, working with local musicians and bands
- World Singing Day featuring up to 500 singers
- Festival of Creativity – a weekend of free workshops and participatory events hosted in various locations across the town centre, with lead-in story gathering sessions and an artist residency

Alongside this, the consortium will develop a Creative Vision and action plan for the consortium to support long term sustainability and will test and consult on a Cultural Education Partnership (CEP) for Newark and Sherwood, working in partnership with the existing Nottinghamshire CEP. This will share resources and enable a more coherent and visible delivery of cultural education, working with schools and educational institutions.

The project will support 1 x part time Cultural Programme Co-Ordinator and a minimum of 48 creative freelancer roles.

In consideration of the Gilstrap Charity's key objectives:

- The project will **promote education and understanding of historic buildings and Newark's history** through the artistic interventions which are all story-based and heritage-led. Participants will learn about their local area with activity in key buildings and locations. Once Upon a Time in Newark works with partners including the Heritage Forum, St Mary Magdalene Church and Newark Castle, not only showcasing the heritage of Newark but using this as the core stimulus for the projects. Each individual activity has a strong sense of Place – and education is key to this.
- The project will support increased cultural and heritage engagement to **benefit Newark's community**, which will help to upskill, improve wellbeing through arts interventions, and drive footfall to the town centre to support the local economy and independent businesses. Freelance creatives will be supported to work locally. A particular focus is on children and young people to encourage them to interact with the built environment, increase their knowledge and pride in their local area and explore their creative skills.
- The Consortium has committed to the longevity and sustainability of the programme, recognising the positive impact it has had on Newark Town Centre since 2020. The HAZ funding ended in March 2024, so an initial legacy year has already been secured. The programme for 2025/26 is being planned subject to final funding agreements, and plans for 2026 are already underway to capitalise on key events for a spotlight place-based year - the Town Hall's 250th anniversary, 400 years of mayoralty, 10 years of Inspire and 10 years of the Book Festival, the completion of the Castle Gatehouse Project and the culmination of the St Mary Magdalene Reawakening Project – all hugely significant projects that improve the

sustainability of the historic buildings in the town centre and connect people to place. The development of the creative vision and action plan, alongside the new partnership working with Nottinghamshire Cultural Education Partnership demonstrates sustainable benefits.

- The project requires match funding, and this is likely to be committed by March 2025.

Expected Start Date:

April 2025

Expected Finish Date:

March 2026

Where will your project/event take place?

The project will be located across key significant heritage sites, shops and cafes across the centre of Newark. The Consortium prioritises events and activities that connect with their built environment.

3. People who will Benefit from this Project/Event

Please provide details of who will benefit from this event and which area of Newark the project/event will cover.

The programme aims to attract people from all over Newark to participate in and enjoy cultural events in their historic home environment. Whilst events will be focussed on the town centre, the programme will draw people from across Newark to visit the town and participate in activity. A key target audience is children and young people, and one strand of work is specifically targeting 11-18-year-olds, currently an under-represented audience for cultural engagement.

Whilst the primary target audience is Newark residents, the events will draw footfall from across the district and even further afield and encourage visitors to travel more regularly to Newark. Visitors will be able to engage with and learn about Newark's heritage and the profile of the town will be raised. This will support retail and hospitality in the town centre, boosting the local economy.

How many people will participate in the project?

The project is targeting the following:

5,650 as audience members in a physical space

684 participants in activities and workshops

125 creative practitioners

1 million plus visitors experiencing the programme and related installations across the year

What links does the project have to existing arts or cultural related events and programmes both locally and nationally?

This is an extension of the existing Newark Creates programme which started in 2020 and has grown each year. The programme has always ensured it connects not just to the built environment through the locations it uses, but to key existing programme and events, such as Newark on Sea (summer beach in the market square), Newark Festival and Newark Book Festival. The community projects draw strands through the wider cultural events programme locally making strategic connections to ensure best value and maximum impact. The programme also has both regional, national and international links - the consortium works in partnership with SO

Festival to bring international street theatre to our doorstep, works with Heritage Open Days, Fun Palaces and the British Arts Festival Association.

The new regional partnership with the Cultural Education Partnership also represents a step change to ensure Newark and Sherwood is prioritised in future developments, supporting pupils and teachers to engage creatively.

Why is the project needed?

Newark Creates has been hugely successful and has collected data across the lifetime of the project to assess need, identify gaps, and quantify the value to the town.

For example, evaluation data from a previous year's event demonstrates that the cultural programme: makes people proud of where they live (86% Strongly Agree, 14% Agree), and has created a sense of community spirit (93% Strongly Agree, 7% Agree).

In 2024 audiences surveyed stated that 25% loved learning about their local area through a Newark Creates intervention and 19% surveyed gained new skills.

Qualitative data demonstrates further impact of the programme:

'Delighted to see one of our town's iconic landmark buildings used for something both secular, modern and creative at the same time. Also, great to see from the breadth of people in the audience it clearly appealed to all ages and demographics.'

'I am an independent shop keeper in Newark. The arts have played an important part in my life... Please keep the ball rolling it is just what Newark needs. The economic benefits to the town are incalculable but undeniable, makes Newark a destination for visitors and a pleasure for residents.'

'...my wife and I are very proud to be in a town with such innovative and creative activities.'

'The likely story was incredible – it felt so special to be part of such an inspiring town-wide event that really celebrated Newark's heritage and culture.'

The positive impact of the partnership working of the consortium itself has also been evaluated, with partner organisations stating:

'The range of activities initiated by Newark Creates, those existing activities better promoted and joined up and the growing acknowledgement of the importance of culture and creativity in the future of the town centre have all come from the project.'

'[The project's legacy is:]

- Better, more robust partnership working between key organisations.*
- Local people really valuing the creative opportunities and visual stimulus.*
- Local people appreciate it and visitors come again and stay for longer.*
- Lots of children, young people, families, and older people have tried something new.*
- Re-energising the historic buildings and spaces, so people see them afresh.'*

Visitors and attendees were clear that they felt strongly that arts and cultural projects such as these increased their confidence to get more involved, made them more likely to visit their High

Street, made the High Street more attractive and welcoming, deepened a sense of pride in where they live.

This clearly demonstrates the need for continued interventions to support the vibrancy and character of Newark as a town through cultural and heritage programming. 2025/26 is challenging in terms of funding (see below) and the risk of the events programme stagnating or not being delivered would then lose all momentum for any future cultural events programme, losing the opportunity to capitalise on the exciting improvements due in 2026 and beyond.

How will you promote and publicise your project?

A marketing plan will be developed to support the programme, using the experience and evidence of the last four years' activity. All key funding partners will be acknowledged on print materials, online and on social media where appropriate.

This will include:

- PR campaigns – Press, TV and Radio
- Adverts - print to radio to digital
- Films for stories, reels focusing on past celebrations & community stories
- Social Media campaigns
- Word of mouth – asking councillors to share within their wards and identify ambassadors from the events committee at NTC. Finding business ambassadors
- Marketing materials – leaflets/posters/traditional print distributed across the district and to under-represented communities especially those who face digital barriers
- Shared to partner mailing lists (both consortium and wider partner network). Leverage existing networks to attract and promote offerings
- Assets for project teams, venues and artists
- Inclusion in the NSDC and Inspire residents/Newark offer e-newsletter
- Through promotion at one event for the next
- Through schools, businesses, NCC and Captivate
- Attendance at Newark Show/launch events and community days

What longer term benefits will be derived from the project?

Previous data demonstrates that the programme improves people's perception of the town centre, encouraging them to visit more regularly and promote the town positively, leading to longer term economic benefits. 63% of audiences strongly agreed that they had a greater sense of pride in their local area, this figure doubled from the 2023 surveys showing the longer-term impact of the project.

Activities with children and young people will support creative skills and careers development for the future, inspiring the next generation of creative practitioners and equipping young people with skills and confidence, raising aspirations.

Embedding the Creative Vision and seeding the partnership with the Cultural Education Partnership will support long term growth of the consortium and could be a catalyst for a larger scale bid to the Arts Council England's Place Partnership Fund in the future. A Place Partnership project:

- is a strategic place-based intervention that is intended to make a long term difference to the cultural and/or creative life of the local community
- makes a clear step change in provision in that place
- is informed by robust needs analysis and responds to relevant local strategies
- is led by a consortium of partners who are relevant to delivering the project

4. Project/Event Budget

Please provide details of the project/event budget, including the amount requested from the Gilstrap Charity. If the total cost is more than the grant requested, where will the rest of the funding come from?

The current project budget is £138,293 and is made up of a range of funding streams. However, due to the changes in Government last year which have led to funding being paused / re-considered / re-allocated, there is more uncertainty around the funding for the 2025/26 programme than in previous years.

The project is seeking £10,000 from the Gilstrap Charity. This funding will provide an essential income stream to facilitate the continued employment of the Programme Co-ordinator and the delivery of the first parts of the programme. During this time, alternative funding will continue to be sought to fill gaps. Newark Creates has a strong history in programming and delivering an events programme to budget (small-large scale) (the HAZ funding was a total of £90,000 over three years, additional funding to enhance this further was only secured part way through that period), and is therefore confident in its ability to deliver a programme on any budget that meets the objectives of its funders and the wider objectives of the consortium.

Funding has been applied for as follows:

Arts Council England Project grant - £78,793

Big Lottery Fund - £15,000

Gilstrap Charity - £10,000

Other funding streams that the consortium will apply to if funding is released:

UK Shared Prosperity Fund

Long Term Plan for Towns

Is your organisation VAT registered? Yes

If yes, please provide your VAT Registration Number: 352 8414 56

5. Have applications been made for other sources of third party funding?

Yes, see above.

6. Other Supporting Comments and Information

For an example of one of Newark Creates latest events – A Likely Story
<https://electricegg.co.uk/projects/a-likely-story/>

To view more of the consortium's work, visit [Newark Creates | Facebook](#)

BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer).

Sort Code – 541023

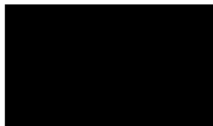
A/c No - 05918898

DECLARATION

I confirm that I am authorised to sign this application on behalf of Newark Town Council & Newark Creates Cultural Consortium.

I undertake that any grant awarded will be used solely for the purpose outlined in this application. I also understand that the Gilstrap Trustees reserve the right to withhold the payment of the whole or any part of the grant or to require repayment if any information contained herein is false or misleading.

Signed



Print Name: MATTHEW GLEADELL

Date: 29th January 2025

CONDITIONS OF GRANT FUNDING

1. Approval must be sought for any changes to the submitted project outline.
2. If any grant awarded is surplus to requirements this should be returned to the Charity.
3. If funding is awarded the applicant will be required to provide progress reports to the Trustees and a post event/project evaluation report.
4. The applicant will ensure that all necessary licences and consents are obtained.
5. The grant must be spent within 12 months of being awarded.

Please return this form to:

Clerk to the Gilstrap Charity
Castle House
Great North Road
Newark
Notts. NG24 1BY