



**ILMINSTER TOWN COUNCIL
GRANT APPLICATION FORM 2021/22**

Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation: Ilminster Arts Centre (charity no. 1117698)

2. Name of person submitting the application: Samantha Miller

Position held in organization: Manager

Address: Ilminster Arts Centre, The Meeting House, East Street, Ilminster, Somerset, TA19 0AN

Tel. No: 01460 54973

Email: samantha.miller@ilminsterarts.org.uk

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

We would like to upgrade the internet, telephones and IT systems at the Arts Centre to improve our service to visitors and attract new, more diverse customers.

Internet

At the moment, our internet speed is not fit for purpose, averaging download speeds of 12mb/s. Although we offer public Wi-Fi to visitors of the Arts Centre and the café, it is slow and unreliable so not of much practical use to visitors.

We need to upgrade to Full Fibre broadband (115mb/s download speed) to provide a much more efficient service to our visitors and make the Arts Centre a more attractive place to spend time.

With faster internet and more reliable Wi-Fi coverage throughout the whole building we can offer:

- A more comfortable and practical community space for visitors to relax.
- A place remote workers can use.
- Building and space hire that meets the connectivity needs of local groups and businesses.
- Facilities that appeal to a younger demographic.

- The possibility of live-streaming concerts and workshops to reach a wider audience, including those who are unable to travel but would still like to participate in cultural life.
- A less frustrating environment for our local volunteers, who will be able to work more efficiently, enhancing their retention, engagement and satisfaction.

Telephones

It is essential that we are prepared for the PSTN switch-off in 2025, when BT will be moving to a fully digital phone service. At present, our telephone lines frequently cut out, which makes it difficult to take telephone bookings. A move to a digital phone service will enable:

- Improved quality and reliability of telephone bookings from visitors. Continuing to offer this service is essential as much of our audience are elderly and less confident using online booking systems.
- The ability to make and receive calls at the same time. At the moment when we phone out, customers are not able to phone us for bookings.

IT support

We would like to integrate all our documents and systems into Office 365, along with emails, and set up an internal SharePoint site for users to access. This will allow us to:

- Run our program of concerts, workshops and exhibitions with more efficiency.
- Access documents across computers and also remotely, ensuring continuity across projects and between volunteers.
- Improve document security and digital compliance.
- Open up our volunteering opportunities more widely to people who would like to be involved but are not able to volunteer in person.

We have received quotes from three IT companies for the above work. We have decided to go with Labyrinth IT Solutions, a Yeovil based company. They offered the most competitive quote, and also seem to understand our needs best. We are seeking a grant to help with the initial set up costs, which are approximately £1,728 (inc. VAT). Dependent on funds received, we will start with the internet and telephone system upgrades which are most urgently needed, and then move on to the IT upgrades.

4. Total anticipated cost of project (Please enclose supporting estimates)
£1,728 (inc. VAT)

5. Amount of grant sought from Town Council and % of total project cost:
£500 (29%)

6. Please give details of applications made to other grant making bodies in respect of this project

(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted
07/12/22	Magic Little Grants	£500	TBC

7. Please provide details of the contribution that will be made by your organisation to the Project.

We are a charity with limited and dwindling reserve funds, but some could be used to make up possible funding shortfalls. We will cover the ongoing monthly costs of the new systems via our regular income streams.

8. Has your organisation received a grant from this Council within the last 3 years? YES/NO If YES, please provide details:

No.

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts
- Evidence project costings are reasonable

Please return the completed form to

Ilminster Town Council

Council Offices

North Street

Ilminster

Somerset

TA19 0DG

Commented [1]:
Aren't they on East Street now?