



## Sheldonian Theatre 350<sup>th</sup> Anniversary Community Engagement scheme (STACE)

The Sheldonian Theatre was 350 years old in 2019. In celebration of this anniversary and to promote University–community collaborations, the Curators, on behalf of Oxford University, fund a scheme to support Oxford City community groups to use its Grade 1 listed building as a venue. The Curators provide up to three community groups each year with free of charge, or subsidised, venue hire of the Sheldonian to hold an event that is open to the public.

### Eligibility

Applications can be made by:

- University of Oxford staff working with a local community group or charity
- Community groups that are funded by Oxford City Council ([https://www.oxford.gov.uk/info/20137/culture/513/cultural\\_partnerships](https://www.oxford.gov.uk/info/20137/culture/513/cultural_partnerships))
- Registered charities working locally

External organisations will normally only be eligible for an award every two years.

You and your group must have an existing track record of organising similar events or be able to demonstrate in the application how you will draw on the requisite experience to produce your event. You are encouraged to involve University academic and/or professional staff to identify where possible a mutually beneficial and clearly articulated shared objective or theme.

The event must meet the Oxford University standard terms for event services and be in keeping with the venue which is a Grade 1 listed building that does not conform to modern building regulations. (Information can be found on the Oxford University Event Venues website: [www.venues.ox.ac.uk/venues/sheldonian-theatre](http://www.venues.ox.ac.uk/venues/sheldonian-theatre)) The maximum contribution to any one event will be the in-kind value of hire of the Sheldonian and its staff; no financial contribution beyond this will be made. Matched funding applications where the Theatre's venue charge is partially offset are encouraged.

All applications must be discussed in advance with Oxford University Event Venues ([venueenquiries@admin.ox.ac.uk](mailto:venueenquiries@admin.ox.ac.uk)) to establish availability and any additional information that may be required. No specific date will be guaranteed until a booking contract has been signed.

### Application

Applications will be assessed on the degree to which they demonstrate feasibility and community impact, and must meet at least two out of the following three criteria:

- The applicant represents a community organisation that does not normally hire the Sheldonian Theatre for its events due to a lack of resources.
- The event will bring into the theatre members of the community who do not ordinarily access the building (such as school pupils or other identified communities).
- The event involves a meaningful collaboration between the University and a community group.

To apply for the 350<sup>th</sup> Anniversary community engagement scheme, send a word document via email to the Chair of the Curators, Dr Georgina Paul at [curators@sheldon.ox.ac.uk](mailto:curators@sheldon.ox.ac.uk) copying [venueenquiries@admin.ox.ac.uk](mailto:venueenquiries@admin.ox.ac.uk) with the following information:

- Your group's mission or purpose, including evidence of its ties to the City of Oxford and its registered charity number (where applicable). (≤ 100 words)



- A description of the event and what it aims to achieve including evidence of the collaborative link with the University relating to the event if applicable. This might include working with individual members of staff, or with a specified unit of the University, research group or University-registered club or society. (≤ 250 words)
- An indication of approximately when you would wish to hold it, and the potential audience size. (Exact dates will be confirmed if the application is successful and not before a booking contract has been signed.) (≤ 50 words)
- Evidence of your group's expertise in organising similar sized events previously and how you will manage the event (for example, box office services, set-up/rehearsal schedules, publicity, etc). Alternatively, offer an explanation of the resources and/or experience you will draw on to successfully manage the event if this event is a step-change for your organisation. (≤ 250 words)
- Provide a budget for the event, including all expenses and income (proposed ticket charges, other funding secured or pending). Please provide this in a table or separate spreadsheet.
- Give details of any funding applications related to the event with outcome deadlines, or where evidence of the Sheldonian's in-kind financial contribution might be required. Groups which already have some sponsorship or means of part-funding the venue hire costs may apply for matched funding. (≤ 250 words)

If the event requires the services of a third party organised by the venue (e.g., an AV technician bought in by the Sheldonian), these will be quoted for at the time and do not form part of the scheme. If approved, the organising group will acknowledge the Theatre's support in its event literature, any other communications related to it, and may be asked to contribute to University publicity materials. You should make available up to ten tickets for distribution at the Curators' discretion.

Successful applicants will be required to submit a short report on their event to the Sheldonian Curators upon completion of the project.

### **Application deadlines and decision times**

Applicants are encouraged to submit their applications 9-12 months prior to the expected event date, however, applications with event dates sooner than this will still be considered.

Applications will be considered once per Oxford University Term.

Upcoming submission/decision deadlines.

#### **Submission deadline**

Friday 18 October 2024

Friday 24 January 2025

Friday 2 May 2025

### **Enquiries**

For preliminary enquiries and questions, email Dr Cayenna Ponchione-Bailey at [cayenna.ponchione@music.ox.ac.uk](mailto:cayenna.ponchione@music.ox.ac.uk) copying in [curators@sheldon.ox.ac.uk](mailto:curators@sheldon.ox.ac.uk)