



ST. JOHN'S ARTS AND RECREATION CENTRE

St. John's Walk, Market Street, Old Harlow, CM17 0AJ.

☎ 01279 442447

email: email@stjohnsarc.org.uk

web: www.stjohnsarc.org.uk



TOLLINTON FUND – RULES FOR OPERATION

The Tollinton Fund was initially created in October 2003 with money donated in memory of Hugh Tollinton. The Fund continues through the generous contributions of others who share its aims. It is operated as a 'restricted income' fund by St. John's Arts and Recreation Association (ARA) and the disbursements are supervised by Marie-Luise Heinecke in consultation with St. John's Arts and Recreation Association and the Tollinton family.

The purpose of the Tollinton Fund is to encourage and support performances of music at the ARC by professional musicians through assistance with the costs of mounting such events (fees, hire, travel, publicity and other reasonable expenses necessarily incurred in promoting such performances), thereby contributing to the work of St. John's Arts and Recreation Association in providing access to musical events of the highest standard. The Fund provides support in one of three ways:

- a) **Through payments to emerging professional musicians or ensembles in order to supplement monies collected either through a retiring collection or through ticket sales. The performer should be aged under 30 or the ensemble established within the last three years on the date of the performance.**
- b) **By subsidising workshops for young people aimed at stimulating their creation and enjoyment of music. The young people must be aged under 30 on the date of the workshop and the payment will be made to the professional musician who acts as workshop leader.**
- c) **By subsidising concerts for young people aimed at increasing their understanding and enjoyment of music. The young people must be aged under 30 on the date of the performance and the payment will be made to the professional musician who acts as leader.**

Please note that the Tollinton Fund does not support recording sessions or other events at the ARC. It is a discretionary fund and all decisions are final and binding. No correspondence will be entered into. To facilitate the proper operation of the Fund, a number of rules have been developed over the years, outlined below:

- 1) Applications for assistance from the Tollinton Fund are normally made in advance of the event, so that the Fund can be acknowledged in the event publicity. In exceptional circumstances, an application for assistance will be considered immediately before the event, but not retrospectively.
- 2) Applicants must first of all request funding by submitting an application form and must sign the form to indicate that they are entitled to receive assistance from the Fund. After the event, they must sign the form again, to acknowledge receipt of the financial assistance provided.
- 3) Emerging, young professional musicians and ensembles can each apply for assistance under category a).
- 4) For a concert or workshop, one application for assistance should be made on behalf of the group of performing, professional musicians under category b) or c). One application in each category can be made where a workshop leads to a concert given by these professional musicians.
- 5) Individuals or groups can receive assistance more than once in the St. John's Arts and Recreation Association's year (1st August to 31st July), but only if the performances or workshops are part of a pre-planned series given at the ARC. Applicants will not be notified of the extent of any financial assistance which may be provided until after the event has taken place.
- 6) Contributions can be made to any type of musical style, providing they are of a sufficiently high standard. Funding decisions are made by Marie-Luise Heinecke in conjunction with the ARC Manager, Jane Quinton. If necessary, additional advice will be provided by the Hon. Treasurer.
- 7) Donations to the Tollinton Fund can be made at any time and can be 'Gift Aided' by completing the appropriate form. When the St. John's Arts and Recreation Association sends out its subscription renewal letters each November, recipients are invited to make a donation to the Tollinton Fund.
All donations should be made payable to St. John's Arts and Recreation Association and the donor should indicate that the money is to be credited to the Tollinton Fund.
- 8) If the balance of the Tollinton Fund in any ARA financial year falls below £200, the Management Committee of St. John's Arts and Recreation Association will meet with a representative of the Tollinton family to discuss the future direction of the fund and, if necessary, to close the fund.
- 9) The maximum funding available is £250 per event. Hall hire and ARC publicity costs are deducted first. The assistance provided to each qualifying musician or ensemble is normally much less than this figure.
- 10) Funding will be provided to the extent that ticket sales and retiring collection monies, when added to any assistance provided by the Tollinton Fund, shall not result in a total payment exceeding £120 to each performer for a lunchtime recital or £220 to each performer for an evening concert.