

Funding Agreement Chichester Festival Theatre and Chichester District Council 2018/19 – 2021/22
Appendix 1 – Monitoring Framework

This monitoring agreement outlines the areas of activity undertaken by CFT that demonstrate the benefits to the District generated by the District Council's funding of Chichester Festival Theatre.

Theme	Activity	Measurements	Recorded in	Reporting frequency
Sustained cultural benefit to the District of the productions staged at CFT.	1 Produce Festival season programme to include new commissions and a range of drama forms to attract a broad range of audiences.	Festival season programme Number of productions and performances; audience numbers CFT annual review	Half Yearly oral update Annual written report to CDC Annual review document reflecting previous year April - March	April annually October annually Published by October annually, to be referenced and appended to annual report to CDC.
	2 Ensure the theatrical offering for residents of the District is maintained and developed.	Monitor geographic spread of audience, identify split between residents from inside and outside District	Annual written report to CDC	October annually
	3 Engage world-class theatre professionals to direct, produce, perform and design and technically support the Festival season.	Festival season programme CFT annual review	Half Yearly oral update, Annual report to CDC Annual review document reflecting previous year April - March	April annually October annually Published by October annually, to be referenced and appended to annual report to CDC.
	4 Programme a Winter season with a diverse range of work aimed at a broad audience to maintain cultural benefit to the District.	Winter season programme Number of productions and performances; audience numbers Reviews and Audience Surveys CFT annual review	Half Yearly oral update, Annual report to CDC Annual review document reflecting previous year April - March	April annually October annually Published by October annually, to be referenced and appended to annual report to CDC.
Sustained positive economic impact for the District made by CFT	1 Achieve audience targets as per CFT Business Plan	Audience numbers and as percentage against targets	Annual report to CDC	October annually
	2 Annually indicate gross economic impact based on key measures utilised to calculate the gross economic impact in the 2015-16 financial year economic impact study.	Key measures: Annually updated figures: <ul style="list-style-type: none"> • Net payroll • Catering payroll • Spending with suppliers • Total audience numbers • Audience numbers in District • Audience numbers visiting District Figures that will reflect 2015-16 study findings with percentage inflationary increase: <ul style="list-style-type: none"> • Spend per District resident audience member • Spend per audience member visiting District • Spend by artists and crew 	Annual report to CDC	October annually

Theme	Activity	Measurements	Recorded in	Reporting frequency
	3 Full Economic Impact Study	Key measures to be determined with party engaged to undertake study.	Full economic Impact Study to be completed during funding period	July 2021
	4 Contributions to wider activity with local partners in the City or wider region that promotes Chichester as a visitor destination	A description of individual or partnership activity undertaken in the period	Half yearly oral update Annual report to CDC	April annually October annually
Sustained positive social impact for District Residents made by CFT	1 Continue to develop the output of the Learning, Education and Participation (LEAP) department at CFT to maintain and further enhance the social impact of CFTs work for District Residents.	LEAP programme (number and type of youth theatre and community activities) Participant numbers and geographic spread	Half yearly oral update LEAP report included in annual report to CDC	April annually October annually
	2 Provide audiences with a deeper understanding of CFT through a series of supporting events.	Programme of classes, talks and events Participant Surveys	Half yearly oral update LEAP report included in annual report to CDC	April annually October annually
	3 Undertake community projects within Chichester District with social objectives and measurable outcomes.	LEAP Programme Participant and Strategic Partner Surveys Evaluation reports of events or projects including case studies	Half Yearly oral update Leap report included in annual report to CDC Social Impact study completed in funding cycle	April annually October annually July 2021
	4 Continue to develop and attract young audiences.	Audience demographics and take up of specific initiatives	Annual report to CDC	October annually
The amount of external funding, particularly from Arts Council England, that is leveraged as a result of CDC funding.	1 Arts Council England (ACE) National Portfolio Organisation (NPO), 2018-2022 funding confirmed. Subject to government settlement 2020, status to be confirmed to CDC at that time.	Annual ACE feedback Funding confirmation 2020-22	Half Yearly oral update Annual report to CDC Confirmation letter from ACE	April annually October annually When available, Jan 2020
	2 Continue to seek new and alternative sources of funding, evidence the value of CDC funding.	Details of successful funding bids in the period, requests to CDC for evidence of support	Half yearly oral update Annual report to CDC	April annually October annually
Effective financial stewardship exercised by the organisation	1 Maintain ongoing internal arrangements to monitor and oversee the financial stewardship of the organisation.	Terms of Reference for Finance and Audit Committee to be shared with CDC Quarterly Reporting to CFT Board Annual Accounts prepared and shared with CDC. Comments of CDC appointed Board Member as appropriate	TOR document Key issues reported in Half Year oral update Annual report to CDC Accounts submitted within 6 months of end of financial year annually	July 2018 April annually October annually April annually
	2 Implement capital projects that reduce energy consumption or offer other efficiency savings.	Description of projects or initiatives, identification of the particular benefits	Projects highlighted in Half year oral update Annual report to CDC	April annually October annually