



Approved Manager Application form 2009/10

Company Name: _____

Main Contact:.....

Direct tel:..... **email:**

Constitution of company: What is your company structure (please tick one)?

- Company limited by guarantee
- Company with share capital
- Community Interest Company (CIC) limited by guarantee
- Company with share capital

Date of incorporation Registered company no.....

Management of the company:

How long has your General Manager/Administrator been in post?.....

- Has s/he operated Equity contracts before? Yes/No
- If No, have other staff/directors issued Equity contracts? Yes/No
- What relevant training has s/he had?
- ITC courses
- Other

Financial stability: Do you currently have an accumulated surplus or a deficit?

Surplus £Deficit (£

If a deficit, how will it be reduced?.....

What is the company's estimated turnover for 2009/10? £

What is the company's budgeted contingency for 2009/10? £

Are you anticipating significant change in your funding from £2008/9? Please give details
.....

Who are your funders?

Contract requirements: Please give the maximum number of Contracts you will need in 2009/10

Agreement	No.	Agreement	No.
Equity: Performers & Stage Managers		Equity: Choreographers	
Equity: Directors		WGGB: Writers	
Equity: Designers		Unite: Administrators	

Please enclose:

New Approved Manager Members	All
Incorporation Certificate	Budget for 2009/10
Equal Opportunities Policy	Year end figures 2008/9
Health & Safety Policy	Summary of 2009/10 funding agreements
Child Protection Policy	Insurance certificates



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Agreement

We declare that the information given in this application for Approved Manager Membership is correct.
We agree to:

- Use the ITC/Equity contract to engage all Performers and Stage Managers.
- Improve on minimum Terms and Conditions wherever possible.
- Use ITC contracts for the engagement of Directors, Designers, Choreographers, Writers and Administrators wherever possible.

Annual Return from(Company name)

Please provide the following information, which will be used by ITC and Equity

Notes:

- "Actor/weeks" and "stage manager/weeks" mean the total number of employees multiplied by the number of weeks worked (eg. 7 actors for 5 weeks would be 35 "actor weeks").
- Your total for actors should include actors not engaged for ITC/Equity contract work (eg. practitioners doing workshops for one or two days, if they were engaged on similar rates of pay to those on longer term, or ITC/Equity contracts; your total may be an incomplete number of weeks).
- Relevant period is from the beginning of week of 31/03/08 to end of week commencing 23/03/09.

- How many "actor weeks" of work did you provide in 2008/09?
- What was your total spend on actors' basic salaries in 2008/09? Do not include overtime, employers NI or holiday pay.
- How many "stage management/weeks" work did you provide in 2008/09?
- What was your total spending on stage management's basic salaries in 2008/09? Do not include overtime, employers NI or holiday pay.
- Funding
 - How much funding (if any) did you receive from an Arts Council in 2008/09?
 - Please indicate the percentage changes in funding received in 2008/09 compared to funding received in 2007/08:

Arts Council funding	+/-%
Local Authority funding	+/-%
Trust/Foundation	+/-%
Sponsorship	+/-%
Other (please name)	+/-%
- If any changes were due to particular changes in working patterns (eg. special projects) or funding patterns (eg. move from project to revenue funding) please give details on a separate sheet.