


From: Stephen Burke stephen.burke@hgf.org.uk 
Subject: RE: In Harm's Way Feedback
Date: 15 January 2024 at 12:08
To: hello@upfronttheatrecompany.co.uk
Cc: Roxy Potts Roxy.Potts@hgf.org.uk

SB

Thanks Rosie

I can confirm that the Goyal Foundation will provide funding of £20k in 2024 to UpFront Theatre to run a spring tour and an autumn tour, as part of our Inner Spark programme.

This has been agreed by our board. A budget for 2025 and beyond will be agreed later in 2024. I hope that we will continue support for UpFront Theatre at least at current levels, if not greater.

Please let me know of any queries.

All the best
Stephen

STEPHEN BURKE

CEO – Goyal Foundation and Hallmark Care Homes Foundation

07960 136 357 | Stephen.Burke@hgf.org.uk



goyalfoundation.org.uk



Goyal Foundation



@HemrajGoyalFDN



hallmarkfoundation.org.uk



Hallmark Foundation



@HallmarkFDN

From: hello@upfronttheatrecompany.co.uk <hello@upfronttheatrecompany.co.uk>
Sent: Monday, January 15, 2024 11:30 AM
To: Stephen Burke <stephen.burke@hgf.org.uk>
Subject: Re: In Harm's Way Feedback

Fantastic, thanks Stephen.

I'm putting together our supporting documents for the Arts Council app.? Would you be able to send over a 'confirmation of partnership' when you get a moment? Are you in a position to confirm/expect that financial support will continue for 24/25?

Many thanks,
Rosie

Rosie Ward
Director - UpFront Theatre Company
hello@upfronttheatrecompany.co.uk
020 3858 7976
www.upfronttheatrecompany.co.uk

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On 10 Jan 2024, at 17:42, Stephen Burke
<stephen.burke@hgf.org.uk> wrote:

Thanks Rosie – happy new year

All is looking good for your spring tour.

Please invoice the Goyal Foundation and email to me.

Roxy can respond in due course re feedback etc.

Thanks
Stephen

STEPHEN BURKE

CEO – Goyal Foundation and Hallmark Care Homes Foundation

07960 136 357 | Stephen.Burke@hgf.org.uk

<image001.png>

goyalfoundation.org.uk

<image003.png> | Goyal Foundation
<image004.png> | @HemrajGoyalFDN

<image002.png>

hallmarkfoundation.org.uk

<image003.png> | Hallmark Foundation
<image004.png> | @HallmarkFDN

From: hello@upfronttheatrecompany.co.uk
<hello@upfronttheatrecompany.co.uk>
Sent: Wednesday, January 10, 2024 3:24 PM
To: Stephen Burke <stephen.burke@hgf.org.uk>
Cc: Roxy Potts <Roxy.Potts@hgf.org.uk>
Subject: Re: In Harm's Way Feedback

Hi Stephen and Roxy

I hope you both had a wonderful festive break and 2024 has started well?

Bookings are looking good for Before Anyone Else Spring Tour, which will be touring 15th Feb to 6th (possibly 8th) March - we have had loads of interest and I know Elodie is in the process of putting the tour schedule; Elle please could you send over the schedule/numbers as they stand when you get a moment.

Rehearsals start for Before Anyone Else in February; Stephen, could I send over the invoice

at the end of January? Are the details the same or is it via Inner Sparks Now?

Roxy/Stephen - I hope you could see from the feedback that the play was well received. Were there any thoughts/feedback you had from the Autumn tour and would you like to have a catch up before things kick off? A few notes we made:

- Student feedback response - good & student video feedback/ voice note feedback where photo consent not given obtained from every school
- Teacher feedback - room for improvement: we have made some changes to the format of our teachers feedback form to ensure every school is providing feedback & actors will have QR codes for teachers to fill out then & there
- Cross-fertilising Inner Spark marketing to schools - what would you like us to do?

2024/2025 Tours

In Harm's Way Aut24, 30-Sep to 18-Oct

Before Anyone Else Spr25, 27-Jan to 14-Feb

Targets, per tour:

20 Free of charge

5 Half Price

Free = +25% FSM

*Half price = 15-24%FSM

*There has been an increase in Equity Minimum/London Living wage, so we have included some half price slots to cover the deficit but continue to offer the 20 free slots for 25%+ FSM schools.

I am also resubmitting our Arts Council application for the 24/25 programme, which would double the numbers; any supporting documents/expected match funding confirmation that you could provide would be very helpful.

I look forward to catching up with you both,

Best wishes,

Rosie

Rosie Ward

Director - UpFront Theatre Company

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www.upfronttheatrecompany.co.uk

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On 14 Dec 2023, at 17:04, Stephen Burke
<stephen.burke@hgf.org.uk> wrote:

Thanks Elodie

Roxy will explain if she hasn't already done so with Rosie...

Many thanks and have a great break over Christmas

Stephen

<image001.jpg>

From: hello@upfronttheatrecompany.co.uk <hello@upfronttheatrecompany.co.uk>

Sent: Thursday, December 14, 2023 5:00 PM

To: Stephen Burke <stephen.burke@hgf.org.uk>; Roxy Potts <Roxy.Potts@hgf.org.uk>

Subject: RE: In Harm's Way Feedback

Hiya Stephen,

Sorry for the delay in getting back to you - your email slipped through my net.

In terms of cross-fertilising, what actions would you like us to take exactly?

Kind regards,
Elodie Bass
(they/them)

Upfront Theatre Company
www.upfronttheatrecompany.co.uk

Twitter: @UpFrontThCo
Facebook: @UpFrontTheatreCo
LinkedIn: UpFront Theatre Company

From: Stephen Burke <stephen.burke@hgf.org.uk>

Sent: Monday, November 27, 2023 11:29 AM

To: hello@upfronttheatrecompany.co.uk; Roxy Potts <Roxy.Potts@hgf.org.uk>

Subject: RE: In Harm's Way Feedback

Many thanks Rosie and thanks to all your team. We'll get back to you once we have digested.

We are finalising Inner Spark budgets etc for 2025. When is your spring tour planned?

It would also be useful to cross-fertilise Inner Spark marketing to schools that you have performed in thanks to HGF funding. Please can you share details with Roxy?

Many thanks
Stephen

<image001.jpg>

From: hello@upfronttheatrecompany.co.uk <hello@upfronttheatrecompany.co.uk>

Sent: Monday, November 27, 2023 11:13 AM

To: Stephen Burke <stephen.burke@hgf.org.uk>; Roxy Potts <Roxy.Potts@hgf.org.uk>

Subject: In Harm's Way Feedback

Hi Stephen and Roxy

I hope you had a lovely weekend. I am attaching the feedback (as it stands) from the most recent In Harm's Way Tour.

[TEACHERS FEEDBACK REPORT](#)
[STUDENT FEEDBACK REPORT](#)

We are still waiting for feedback from over half of the schools (despite us saying it is a stipulation of the free performance) but Elodie is continuing to chase.

Moving forward, we will ask the actors to try and get the contact teacher to complete it at the time and they can have QR codes on their phones.

We got lots of responses for student feedback - the schools were circulating them to their students and while I know it does work better if you can get them complete it there and then, we don't use any tech which makes it tricky to include it as part of the production.

Please do let me know if there are any suggestions/amendments you would like us to make to the forms.

Best wishes,
Rosie

Rosie Ward
Director - UpFront Theatre Company
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www.upfronttheatrecompany.co.uk

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