

Leeds Inspired Small Grants Guidance Notes

Deadlines:

**12 noon on Thursday 3rd November 2016, 5th
January 2017, 2nd March 2017, 4th May 2017, 6th
July 2017.**

Late applications cannot be accepted.

Funding schedule

The deadlines for all applications are **12 noon 3rd November 2016, 5th January 2017, 2nd March 2017, 4th May 2017, 6th July 2017.**

We aim to let you know the outcome of your application within 4-6 weeks. Projects must allow adequate planning and preparation time after receiving an award before activity begins. The start date for activity should be a minimum of 8 weeks after the deadline.

Payment of grants awarded will be made following the return and processing of relevant documentation. Grant payment may be subject to further conditions.

Eligibility

Who can apply

Applications are welcome for non-profit making projects or events. These projects may be organised by:

- Individuals (you will need to demonstrate your previous experience of running similar projects and budgets)
- Arts organisations
- Community or voluntary groups
- Commercial organisations who wish to run a non-profit arts/cultural project
- Groups of organisations (one will need to take the lead and have the main responsibility for managing the application and any grant)

Who cannot apply

- Educational establishments (schools, colleges, universities) or student led projects where the activity forms part of student learning/coursework or the activity does not provide clear benefit to the wider community or artists
- Organisations resident outside the UK
- Organisations delivering the majority of their work in schools during school hours or organisations whose primary purpose is to deliver school/curriculum based work
- Closed membership groups whose activities do not reach a wider public
- Leeds City Council - unless working in partnership with an outside organisation

Constitution and governance for organisations

- Organisations must have a governing document that has a minimum name, aim/purpose, objects and a dissolution clause for the organisation
- Organisations must have a list of trustees/committee members, with signatures
- Organisations must have at least 3 Trustees/Committee members, who should not be related
- Organisations must have a bank account or building society that requires at least two people (who are unrelated and do not live at the same address) to sign cheques
- Paid members of staff cannot also act as Trustees/Committee members

Please talk to us if you have other governance arrangements.

What we fund

Leeds Inspired aims to promote access to culture. The scheme aims to achieve a balance of creative opportunity across the city for the benefit of all communities.

We fund activities which increase access to culture and enable people to take part fully and with greater confidence. Funds are for new activity or additions to existing events. We do not fund repeat activity.

You can apply for grants for culture related activities for example:

- Performances
- Exhibitions
- Participatory project work
- Workshops
- Events and arts education activities

What we don't fund

- Activities not related to culture
- Activities with insufficient planning time
- Activities that provide no benefit or engagement opportunity to the people of Leeds
- Activities or events that take place in schools/colleges/educational establishments during regular hours or that are curriculum/course related
- Activities, including buying goods or services, which take place before we have decided about your application
- Activities, equipment or events that duplicate existing work
- Core costs, including general running costs, that are already covered by other funding or that should be covered by the organisations own resources
- Ongoing overheads relating to equipment or buildings, such as insurance, building repairs and maintenance costs
- Core costs for festivals or events such as stages, generators, toilets
- Activity taking place outside Leeds
- Applications where the main focus is capital spend for equipment
- Charity fund-raising events
- Individual tuition, training or research
- Sports kit or equipment
- Applications for party political or religious purposes

Match funding

We expect you to find at least 10% in cash* for the activities from other sources. Other income can include:

- Earned income from your activity (such as ticket sales)
- Funding from public organisations such as Arts Council England, Central Government or the European Union
- Grants from trusts and foundations
- Sponsorship

- Crowdfunding
- A contribution from your organisation

* This does not include in-kind support

How we make decisions

We use an assessment system and the knowledge of our staff to help make award decisions. We also consult other organisations, including the Arts Council, when necessary.

We only fund applications that address one or more of the city's culture priorities.

- Spotting, nurturing and retaining talent in Leeds
- Removing barriers
- Demonstrating Leeds' distinctiveness and telling the city story
- Community inspired - collaborating with communities across the city

We also take the following points into account:

That the activity:

- Is clearly described, realistic and well planned
- Is achievable within the given budget
- Increases public engagement in arts and culture
- Makes a positive contribution to the profile of the city
- Has allowed sufficient planning time to achieve its goals

That the applicant:

- Has the capacity to complete the activity successfully – that the workload, staff implications and running costs have been taken into account
- Has a good track record of delivering similar activity
- Has targeted plans to reach the people the activity intends to serve

Other Leeds Inspired funding:

- We may take into account any other Leeds Inspired funding that applicants and partners are in receipt of

What happens next

If your application is successful we will confirm this in writing and send you a funding agreement which you must sign and return. We will release your grant on receipt of this funding agreement. This process can take 2 - 3 weeks, remember to include this time in your financial planning.