**Leeds Inspired Small Grants Application Form**

**2019/20**

**Deadlines:**

**12 noon on Thursday 4th July, 5th September, 7th November 2019, 2nd January, 5th March 2020.**

**Late applications cannot be accepted.**

**Leeds Inspired Project Funding**

Leeds Inspired small grants are available to fund arts projects and events which bring the city alive and make Leeds a great place for culture. We are looking to fund events and projects that are imaginative, of high artistic quality and are easy to find and get involved in. Applications to the Small Grant Scheme should fund new activity, kick start new elements to existing activity or assist projects in reaching a new or wider audience.

**How much can you apply for**

Leeds Inspired Small Grants accepts applications of up to £1,000. The Leeds Inspired grant schemes are usually heavily oversubscribed and we are unable fund everything. The Small Grant scheme has approximately £35,000 per year to allocate over six rounds.

**When you can apply**

There are six deadlines each year for Leeds Inspired Small Grant applications. The deadlines are printed on the front cover of this form. Late applications will not be accepted. We aim to let you know the outcome of your application within 6 weeks. Projects must allow adequate planning and preparation time after receiving a grant before activity begins. The start date for activity should be a minimum of 8 weeks after the deadline.

**Grant payment schedule**

We now issue grants in two payments, see the Guidance Notes for details. All grants are subject to funds being available from Leeds City Council.

**Application top tips**

* Read the guidance notes to make sure you are eligible to apply
* Consider coming in for a grant surgery. We are always happy to talk through project ideas. Email [leedsinspired@leeds.gov.uk](mailto:leedsinspired@leeds.gov.uk) to arrange a grant surgery
* Read the whole application form before you begin
* Tell us clearly what you want to do, who you want to work with, where your activity takes place and why you want to do it. Be specific. Do not worry about using funding jargon
* Tell us which artists/creatives you want to work with on your project
* If your activity involves sourcing participants or an audience think carefully about how you will reach them to tell them about your project
* If you are applying for activity that is part of something larger, e.g. a distinct activity within a festival, remember your application needs to concentrate on the activity you want us to fund
* If your project involves working with partners, make sure you have talked to them before you submit your application
* We recommend that you familiarise yourself with the city’s new Culture Strategy which can be found at <http://leedsculturestrategy.co.uk/>

**Submitting your application:**

Our preferred method of submission is by email to LeedsInspired@leeds.gov.uk

We advise sending your supporting documents on a separate email to your application form.  
**Please remember to request confirmation of your submission**.

For hard copy submissions post to: Leeds Inspired, The Town Hall, The Headrow, Leeds LS1 3AD.  
Late applications will not be accepted.

**Section 1: Applicant Information**

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| --- | --- |
| **Helpful hint: Use your mouse to click into each question, do not use the tab key to navigate through this form.** | |
| **Q1.1 Name of applicant**  The person or organisation who will receive the funds into their bank account. | .… |
| **Q1.2 Main contact details** | |
| Contact person: (if applicant is an organisation): | .… |
| Job title: | .… |
| Phone Number | .… |
| Email: | .… |
| Web address: | .… |
| Postal Address: | .…  .… |
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| **Q1.3 Which category best describes your organisational status.** Please tick. | | | |
| Individual Artist / Producer |  | Professional organisation |  |
| Artist Collective |  | Volunteer led group/organisation |  |
| Other |  |  |  |

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| **Q1.4 What is the name of your project or event?** | .… |
| **Q1.5 What is the total cost of your project?** | **£**… |
| **Q1.6 How much are you applying to Leeds Inspired for?** | **£**… |
| **Q1.7 When does your project take place?**  The start date for activity must be a minimum of 8 weeks after the deadline. | Start date: .…  End date: .… |

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| **Q1.8 What are the main art forms in your project.** Please tick the main categories that apply. | | | |
| Theatre |  | Dance |  |
| Music |  | Digital Media / Mobile Tech |  |
| Visual Arts |  | Film |  |
| Community Festival / Carnival |  | Performance other inc. Live Art |  |
| Craft / Design |  | Literature / Poetry / Spoken Word |  |
| Circus |  |  |  |

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| **Q1.9 Where in Leeds does your activity take place?**  Tell us how many sessions your project will deliver across the city. Divide the day into 3 sessions, morning, afternoon and evening. A session is any one, or part of, one of these. | | |
| **Council Area** | **Council ward** | **Number of sessions of activity per ward** |
| Inner North East | Chapel Allerton | .… sessions |
|  | Roundhay | .… sessions |
|  | Moortown | .… sessions |
| Outer North East | Alwoodley | .… sessions |
|  | Harewood | .… sessions |
|  | Wetherby | .… sessions |
| Inner East | Burmantofts & Richmond Hill | .… sessions |
|  | Gipton & Harehills | .… sessions |
|  | Killingbeck & Seacroft | .… sessions |
|  | Temple Newsam | .… sessions |
| Outer East | Crossgates & Whinmoor | .… sessions |
|  | Garforth & Swillington | .… sessions |
|  | Kippax & Methley | .… sessions |
| Inner South | Beeston & Holbeck | .… sessions |
|  | Hunslet & Riverside | .… sessions |
|  | Middleton Park | .… sessions |
| Outer South | Morley North | .… sessions |
|  | Morley South | .… sessions |
|  | Rothwell | .… sessions |
|  | Ardsley & Robin Hood | .… sessions |
| Inner West | Armley | .… sessions |
|  | Bramley & Stanningley | .… sessions |
|  | Kirkstall | .… sessions |
| Outer West | Farnley & Wortley | .… sessions |
|  | Calverley & Farsley | .… sessions |
|  | Pudsey | .… sessions |
| Inner North West | Headingley & Hyde Park | .… sessions |
|  | Little London & Woodhouse | .… sessions |
|  | Weetwood | .… sessions |
| Outer North West | Adel & Wharfedale | .… sessions |
|  | Guiseley & Rawdon | .… sessions |
|  | Horsforth | .… sessions |
|  | Otley & Yeadon | .… sessions |

**Section 2: Your Project**

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| **Q2.1 Describe your project or event.**  Tell us about your project in detail. What do you want to do and why, who is involved and where will it take place? We prefer to fund applications where the artists are named in the application. Be as specific as you can.  If your project is part of a bigger project please give a quick overview and then concentrate mainly on what you would like Leeds Inspired to fund.  (**please write a maximum 750 words for this question** – add extra lines to this box as necessary)  .… |

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| **Q2.2 If your project is to be funded from multiple sources, tell us which elements of your activity Leeds Inspired would be supporting.** |
| (please write a maximum of **150 words** for this question – add extra lines to this box as necessary)  .… |

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| **Q2.3 Who is your activity aimed at and how will they benefit?** |
| (please write a maximum of **200 words** for this question – add extra lines to this box as necessary)  .… |

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| **Q2.4 Who are the partners on your project, tell us more about their role in the project.** |
| (please write a maximum of **300 words** for this question – add extra lines to this box as necessary)  .… |

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| **Q2.5 What steps are you taking to consider accessibility within your project?** |
| (please write a maximum of **150 words** for this question – add extra lines to this box as necessary)  .… |

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| **Q2.6 Tell us about your press and marketing plans and the networks or community partners you are working with to help you reach your target participants / audience?** |
| (please write a maximum of **300 words** for this question – add extra lines to this box as necessary)  .… |

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| **Q2.7 Tell us about your previous experience of managing similar activity.** |
| (please write a maximum of **150 words** for this question – add extra lines to this box as necessary)  .… |

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| **Q2.8 Tell us about your project timeline** |
| (please provide your timeline for planning and delivering the project – add extra lines to this box as necessary)  .… |

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| **Q2.9 How will you measure and evaluate whether the project or event has been a success?** |
| (please write a maximum of **150 words** for this question – add extra lines to this box as necessary)  .… |

**Section 3: Beneficiaries / Activity**

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| Q3.1 Please estimate the number of people engaging with the activity | Number of people per age range | | | |
| 0-11 | 12-19 | 20-64 | Over 65 |
| Participants | … | … | … | … |
| Audience / Spectators  Do not include online audiences | … | … | … | … |

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| **Q3.2 Please estimate your broadcast audience (if relevant to your project)**  e.g. number of podcast streamings/downloads / film viewings. Not the number of social media followers on Twitter/Instagram/Facebook etc. | | |
|  | Number views / listens |  |
| Audience for Broadcasts  – TV / Radio / Online / Cinema | … | Known  please tick  Estimated  please tick |

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| **Q3.3 Activity Sessions**  What is the total number of sessions of activity in Leeds during your project.  Divide the day into 3 sessions, morning, afternoon and evening. A session is any one, or part of, one of these. | |
| Total number of sessions delivered  (this should be the same total as in Q1.9) | … sessions |
| Q3.4 How are these activity sessions broken down? | |
| Artist - research/rehearsal/making sessions – Number of non- public sessions for artists | … sessions |
| Public - participatory sessions – Number of sessions for the public to take part as active participants (e.g. workshop activity) | … sessions |
| Public - audience session – Number of sessions for the public to experience the project as an audience (e.g. visiting an exhibition / watching a performance) | … sessions |

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| **Q3.5 Who is taking part in the public activity sessions?**  Your activity might be open to anyone, targeted at specific groups or a mixture of both. | |
| GENERAL ACTIVITY | Number of sessions |
| Sessions that are open to all | … sessions |
| ACTIVITY SESSIONS TARGETTED TOWARDS SPECIFIC GROUPS | Number of sessions |
| Black Asian Minority Ethnic (BAME) Communities | … sessions |
| Men | … sessions |
| Women | ... sessions |
| Disabled people | … sessions |
| Lesbian, Gay, Bisexual and Transgender (LGBT) people | … sessions |
| Older people (over 55) | … sessions |
| Younger people (under 25) | … sessions |
| Religious or Belief Communities | … sessions |
| Carers | … sessions |
| People with challenging lives  (eg. Those who are socially excluded, at risk, in care or from low income households) | … sessions |

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| Q3.6 Tell us what work you intend to produce. | |
| Performances – Number of performances / gigs / poetry readings / recitals delivered | … |
| Workshops – Number of workshops delivered | … |
| Exhibitions – Number of exhibitions created | … |
| Film Screenings – Number of screenings delivered | … |
| Lecture/ Demonstration/ Talk – Number delivered | … |
| Broadcasts (work created specifically for TV / radio / online/ cinema ) – Number of unique broadcasts created | … |
| Publications – Number of unique new titles created (books / ebooks / apps / newsletters / directories / downloadable audio or visual files) | … |

Section 4: Project Staffing

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| Q4.1 Tell us about the people delivering the project.  We want to know how many people were involved in delivering the project and how much time they put in. | | | |
|  | Number of people involved | Total number of DAYS worked by everyone involved in the project  Example: 12 people all work 2 days each = 24 days | How many of those days were paid work?  Example: of the 12 people, 6 were paid 2 days each, the other 6 people were unpaid = 12 days |
| Artists/Practitioners | … | … |  |
| Other Staff | … | … |  |

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|  | Number of people volunteering on the project | Volunteering HOURS contributed  (add up all the hours volunteered on the project) |
| Volunteers | … | … |

Section 5: Project Finance

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| Q5.1 What year was your organisation formed?  If applying as an individual please put the year you began your professional practice. | … |
| Q5.2 What was your income in the last financial year?  If applying as an individual, please detail income relating to your practice only | **£**… |

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| Q5.4 Income for your activity (do not include in kind support)  Make sure your budget balances, ie. Your totals for Q5.4 and Q5.5 match!. Do not include in-kind support and remember we expect you to find at least 10% of your project in cash from other sources. We will not usually consider applications for the total cost of the project. | | |
| Source (Please list each source) | Amount (£) | Confirmed? |
| Leeds City Council – Leeds Inspired | … | … |
| Leeds City Council – arts@leeds | … | … |
| Leeds City Council – other  (please specify which department or fund)  ……………………………… | … | … |
| Other local authorities | … | … |
| Arts Council England National Portfolio Organisations (NPOs) core contribution | … | … |
| Arts Council England – Grants for the Arts or other | … | … |
| Other public funding | … | … |
| Trusts and Foundations | … | … |
| Private income / donations including sponsorship | … | … |
| Crowd funding eg. Kickstarter | … | … |
| Earned income (e.g. ticket sales or product sales) | … | … |
| TOTAL INCOME | £ … |  |

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| Q5.5 Activity Expenditure.  Please provide a detailed expenditure for your project as an attachment with your application.  Please send in Word, Excel or PDF format. | I have attached detailed project expenditure to send with this application.  please tick |
| What is the total expenditure of your activity?  Make sure this balances with your total income | £… |

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| Q5.6 Support in kind.  Please describe the various types of support you are receiving in kind with an estimated value.  Examples of in kind support are donation of products, loan of equipment, materials, support or rehearsal space given free of charge to the project. |  |
| Support in kind add extra lines to this box as necessary | Estimated value £ |
| … |  |
| … |  |
| … |  |
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| Q5.7 Explain how you will manage the budget and your cashflow.  What systems do you have in place to manage finance to ensure accountability for public funds.  Examples of this might be dedicated project bank accounts or budget codes, reporting to boards of directors and the procedures in place for authorising spend on the project budget. |
| (please write a maximum of **150 words** for this question – add extra lines to this box as necessary)  .… |

**REGISTER OF INTERESTS**

Please declare any interests that you or anyone involved in the organisation of the project may have.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of individual** | **Name of organisation and their position within it** | **Position in your organisation** |
| **Governor of educational establishment** | …. | …. | …. |
| **Employment within Leeds City Council** | …. | …. | …. |
| **Involvement in other companies (state company and position)** | …. | …. | …. |
| **Relationship to a Leeds City Council Officer** | …. | …. | …. |
| **Membership of secret societies as defined by LGMB** | …. | …. | …. |
| **Beneficial interest in land or property** | …. | …. | …. |
| **Intent to bid for land or property owned by the Council** | …. | …. | …. |
| **Membership of Leeds Inspired Steering Group** | …. | …. | …. |
| **Other. Please specify** | …. | …. | …. |

**Declaration**

I declare that the information I have given on this form is accurate to the best of my knowledge and that I am authorised to make this grant application.

|  |  |
| --- | --- |
| Name (capitals): | … |
| Organisation | … |
| Job title: | … |
| Signed: | … |
| Date: | … |
| **Privacy Notice**  We are required to ask you to grant your permission for Leeds City Council’s City Development department to keep your details on record in accordance with the Data Protection Act (2018)  The Information you provide on this form will only be used to process your grant application and is held on the basis that it is necessary for the performance of this contract. Leeds City Council are the data controller of the information you provide and it will not be shared with other parties excepting if required by law. If your application is successful, the information provided will be held for 6 years from the date of receipt. If you application is unsuccessful, your data will be held for 1 year.  Please note details of your rights under Data Protection Act 2018, including details of the Council’s Data Protection Officer, your rights as a Data Subject, and your right to complain to the Information Commissioner’s Office are available at the following link: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>  ------------------------------------------------------------------------------------------------------------------------------  **Leeds Inspired Mailing List**  Leeds City Council would also like to use the contact details that you have provided on this form to add you to the Leeds Inspired What’s On This Weekend email mailing list.  Please tick here if you would like to receive these emails […] | |

**Submitting your application:**

Our preferred method of submission is by email to LeedsInspired@leeds.gov.uk

We advise sending your supporting documents on a separate email to your application form as multiple attachments can sometimes cause problems.  
**Please remember to request confirmation of your submission**.

For hard copy submissions post to: Leeds Inspired, The Town Hall, The Headrow, Leeds LS1 3AD. **The deadlines for applications are on the front of this form.**

**Final checklist**

**Have you:**

**1. Completed the application form**

Fill in the whole application form unless there are sections that you are asked not to complete.

**2. Provided a detailed project budget that balances**

Acceptable formats for budget attachments are Word, Excel or PDF.

**3. Included supporting documents**

► A copy of your CV if you are applying as an individual

► Lead artist CV’s and any relevant commissioning documents if available

► A copy of your audited/most up to date accounts or recent bank statement

► A list of members if you are applying as a collective

**If you are a formal group or organisation we also need**

► A copy of your constitution/governing document. This must have as

a minimum the name, aim/purpose, objects and a dissolution clause

for the organisation

► A list of Trustees/Committee members and signatories

► A copy of your Equality and Diversity Policy (organisations only)

► A copy of your Protection of Children and Vulnerable Adults Policies

(organisations only)

► A copy of your Health and Safety Policy (organisations only)