

# **Leeds Inspired Small Grants for Arts Projects Guidance Notes 2021/2022**

**Deadlines:**

**12 noon on Thursday 2 Sept, 7 Oct, 4 Nov,  
2 Dec 2021, 3 Feb 2022 & 3 March 2022.**

**Late applications will not be accepted (not even a little bit late).**

## Funding schedule

The deadlines for all applications are on the front of this form.

**We aim to let you know the outcome of your application within 3 weeks.** Projects must allow adequate planning and preparation time after receiving an award before activity begins, we will not fund projects we think have inadequate planning and preparation time.

Payment of grants awarded will be made following the return and processing of relevant documentation. We now issue grants in two payments. 90% of the total grant is issued at the start of the project once the funding agreement has been completed and accepted. The final 10% of the total grant is released when the Final Report Form and documentation has been submitted and accepted. You will need to plan for this schedule within your project cash flow. Grant payment may be subject to further conditions. All grant offers are subject to funds being available.

## Eligibility

### Who can apply

Applications are welcome for non-profit making projects or events that work with artists. 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 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)
- Organisations resident outside the UK
- 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 the arts. 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 arts 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 arts related activities for example:

- Events, performances, exhibitions & workshops
- Participatory arts project work
- Online arts based activity
- Research and Development

## What we don't fund

- Activity taking place outside Leeds
- Activities not related to the arts
- Activities with insufficient planning time before activity begins
- Activities that provide no benefit or engagement opportunity to the people of Leeds
- Activities or events that take place in schools/colleges/educational establishments unless open to the wider public
- Activities which take place before we have decided about your application
- Activities or events that duplicate existing work
- General overheads & running costs that are already covered by other funding or that should be covered by the organisations own resources
- Core costs for festivals or events such as stages, generators, toilets
- Major equipment purchase or capital spend
- Charity fund-raising events
- Individual tuition, training or research
- Sports events, kit or equipment
- Applications for party political or religious purposes

## Match funding

We expect you to find at least 10% in cash\* as match funding. 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

## Grant Surgeries

We are always happy to discuss projects. If you would like to discuss your project before making an application then please email [leedsinspired@leeds.gov.uk](mailto:leedsinspired@leeds.gov.uk) in plenty of time before the deadline to arrange an informal grant surgery.

## 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 where the activity:

- Is clearly described, realistic and well planned
- Is achievable within the given budget
- Involves artists
- 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 within 3 weeks which you must sign and return. We will then release the first instalment of your grant. This process can take a further 2 - 3 weeks, remember to include this time in your financial planning.