Leeds Inspired
Main Grants Guidance
Notes

Deadlines:
11th October 2013 and 24th January 2014

www.leedsinspired.co.uk
Introduction

Please read these guidance notes carefully before completing your application form.

We expect the demand for funding will be very high and unfortunately it will not be possible to fund every application. We use a fair and consistent method of assessing each application according to the priorities described in the application form.

We advise that you read through the entire application form before you begin.

Please keep a copy of your application for your records. If your application is successful you will need to refer back to it when completing your monitoring forms.

For further advice please call Leeds Inspired on 0113 247 8305

Funding schedule

The deadlines for all applications are 11th October 2013 and 24th January 2014

We will let you know the outcome of your application as soon as possible, this can take up to 12 weeks. Projects must allow adequate planning and preparation time before activity begins. Activity must take place before April 2015. Payment of grants awarded will be made subsequently on receipt 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

► Students in full time education or student led groups, unless working with a non education partnership
► Educational establishments (schools, colleges, universities) where the activity does not provide clear benefit to the wider community or to artists
► Organisations resident outside the UK
► Organisations delivering the majority of their work in schools in school hours or organisations whose primary purpose is to deliver school or 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 work to a wide ranging definition of culture that includes: contemporary visual art, music, theatre, dance, puppetry, craft, film, photography, radio, new media, digital art, writing.

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.

You can apply for grants for culture related activities for example:
► performances
► exhibitions
► festivals
► participatory project work
► publications
► 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, including buying goods or services, which take place before we have decided about your application
► Activities, equipment or events that duplicate what already exists or which would not be for the benefit of the public
► Core costs, including general running costs, that are already covered by other funding or that could be covered by the organisation’s 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
► Activities or events taking place outside Leeds
► Self-promotional activities which do not provide public benefit
► Applications where the main focus is capital spend for equipment
► Charity fund-raising events
► Individual tuition, training or research
► Sports kit or equipment
► Activities or events that take place in school, within school hours
► 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
► 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.

As applications are received, a file is created for each proposal. An initial appraisal will be made for each organisation and missing or inconsistent information will be followed up. This includes checking that the budget is sound and that all necessary policies and procedures, financial information and constitution (if not already received) have been enclosed.

We only fund applications that address the city’s culture priorities.

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

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 appropriate targeted plans to attract the people the activity intends to serve

Partnerships:
► We may take into account any Leeds Inspired funding that lead 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 an additional 2 - 3 weeks, remember to include this time in your planning.

Notes on completing the form:

Not all application questions have accompanying guidance notes. If you need further assistance with any questions in the form please contact Leeds Inspired on 0113 247 8305

Section 1: APPLICANT INFORMATION

Please ensure that the contact details you give us are complete and correct as we may need to contact you about your application. Please contact us if any of these details change.

1.1 Name of applicant - if you are an organisation, this is the name of your organisation. If you are an individual, write your own name here.

1.3 Main person to contact - The person to whom all correspondence will be sent, if you are a partnership project the application details need to be of the lead applicant/organisation.

Address - This should be the registered address for correspondence of the lead applicant/organisation.

1.6 Partnership application - if this is a partnership, please list the key partners in the project. Partners are individuals or organisations actively involved in shaping the project. We may contact named partners to discuss the application.
Section 2: ABOUT YOUR PROPOSAL

2.4 Does your activity take place during the Tour de France Cultural Festival - The Tour de France 2014 will start from Yorkshire on the 5th & 6th July 2014. During the 100 days before the race starts there will be a regional Cultural Festival, overseen by Welcome To Yorkshire. We anticipate some Leeds Inspired funded activity being included in the Cultural Festival. If your activity falls within the 100 days, answer yes to this question. Your activity does not need to have a cycling theme to be included in the Cultural Festival.

Section 3: MEETING THE CITY’S CULTURAL PRIORITIES

3.1 Leeds has 4 Cultural Priorities - In this section describe how your activity will contribute to the following priorities. We do not expect applications to answer every bullet point in this section, they are a guide to assist your answers.
• Spotting, nurturing and retaining talent in Leeds
• Removing barriers
• Demonstrating Leeds distinctiveness and telling the City story
• Community inspired

Section 4: AUDIENCE / PARTICIPANTS

4.5 Explain how your activity reflects value for money in relation to the people involved - Your answer to this question could include the following examples (but this is not an exhaustive list): partnership working and combining resources, the number of people involved in your activity, creating new work and opportunities unique to Leeds, the wellbeing of participants, working with new groups, offering new learning opportunities.

Section 5: YOUR OUTCOMES

5.1 Activity Sessions - divide the day into three sessions, morning, afternoon and evening. A session is any one of, or part of, one of these.

Section 6: FINANCES

6.5 Income for your activity - Make sure your budget balances, ie. your totals for section 6.5 and section 6.6 match. Do not include in-kind support and remember you need to find 10% of your funding from another source.

6.6 Activity Expenditure - In addition to completing the summary expenditure budget in 6.6 you must provide a detailed budget as an attachment with your application. Use the same headings as a guide and break your expenditure down line by line. Acceptable formats for budget attachments are Word, Excel or PDF.
6.7 **Support in kind** - Examples of support in-kind are donation of products, advice, materials, staff and support, rehearsal or office space that are given free of charge to the project.

6.8 **Explain your approach to raising as much money as you can from other sources, what other sources of funding you have applied for, and the progress of any other applications you have made for funding** - We expect you to find at least 10% of the cash for the activities from other sources.

We will not usually consider applications for the total cost. It will strengthen your application if you can demonstrate that you are seeking funding from other sources. Please indicate when you expect to find out the outcomes of additional match grant or sponsorship applications for this project.

6.9 **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 project accounts.

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**Section 7: ECONOMIC IMPACT**

We are working to develop a simple process for cultural organisations that will measure the economic and social impact of culture in the city. We will be sharing this process with you when it is complete.

7.1 **What value do you put on the activity’s contribution to Leeds’ economy** - If you already have processes in place that assess the economic value of your activity to the city please provide the information in the space provided. Otherwise, please leave this section blank.

7.2 **What value do you put on your press and media coverage** - If you already have processes in place that assess the economic value of your press and marketing activity please provide an estimate of the coverage you hope to achieve. Otherwise, please leave this section blank.

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**Section 9: EVALUATION**

9.1 **What does success look like? How will you measure and evaluate whether the project has been a success?** What qualitative and quantitative ways will help you record learning and measure the success of your activity?
Section 10: REGISTER OF INTERESTS

It is important that we know if you or anyone who works for or with you (whether paid or voluntary) has any other employment or connections which may be relevant to your application.

Section 11: LONG TERM GRANT APPLICATION FORM

If you are applying for a grant that will develop a concept over a few years this section is an opportunity to share the long term vision for your project. We can only commit grant funding for the current year but we are keen to understand your overall idea, how you plan to breakdown the work into different years, the potential to engage local people and visitors and the draft costing for each future year.

We appreciate that your ideas will be refined after the first year of development but this will give us an insight into the scale and vision behind your idea.

As a long term grant applicant you will need to provide a report at the end of your Year 1 grant funded activity describing the year’s impact on your plans. You will also need to complete a new grant form.

Checklist for your application

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

2. Supporting documents (If you are the lead organisation on a partnership bid, these must be documents for your organisation)

- A copy of your CV if you are applying as an individual
- A copy of your audited/most up to date accounts or recent bank statement
- A list of members if you applying as a collective
- 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
- A copy of your Protection of Children and Vulnerable Adults Policies
- A copy of your Health and Safety Policy