

Leeds Inspired Small Grants Application Form For Arts Projects 2021

Deadlines:

12 noon on Thursday 4 Feb, 4 March, 1 April,
6 May, 3 June, 1 July, 5 August, 2 Sept, 7 Oct, 4
Nov 2021.

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

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 to live and work. 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 £1,200. The Leeds Inspired grant schemes are usually heavily oversubscribed and we are unable to fund everything.

When you can apply

The deadlines are printed on the front cover of this form. Late applications will not be accepted so please don't ask. We aim to let you know the outcome of your application within 2-3 weeks. Projects must allow adequate planning and preparation time after receiving a grant decision before activity begins so apply with lots of lead in time.

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

- This PDF version of this form works best using the free software Adobe Acrobat Reader, it will enable you to digitally sign the form.
- Read the guidance notes to make sure you are eligible to apply
- Consider asking for a grant surgery. We are always happy to talk through project ideas. Email 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 use funding jargon
- Tell us which artists/creatives are involved in your project. We are very unlikely to fund a project where the artists are not named in the application
- 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 they have signed up to the project before you submit your application, we expect them to have agreed to take part and we might ring them to check!
- We recommend that you familiarise yourself with the city's new Culture Strategy which can be found at <http://leedsculturestrategy.co.uk/>
- Send your application in good time, if your application arrives after the 12 noon deadline we will not assess it!

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.**



Section 1: Applicant Information

Q1.1 Name of applicant	
The individual or organisation who will receive the funds into their bank account.	
Q1.2 Applicant contact details	
Contact person: (if applicant listed above is an organisation):	
Job title:	
Phone Number	
Email:	
Web address:	
Project Social Media Accounts:	
Postal Address:	

Q1.3 Which category best describes your organisational status. Please tick.			
Individual Artist / Producer	<input type="checkbox"/>	Professional organisation	<input type="checkbox"/>
Artist Collective	<input type="checkbox"/>	Volunteer led group/organisation	<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

Section 2: Project Information

Q2.1 What is the name of your project or event?	
Q2.2 What is the total cost of your project?	£
Q2.3 How much are you applying to Leeds Inspired for?	£
Q2.4 When does your project take place?	Start Date dd/mm/yyyy: End Date dd/mm/yyyy:

Q2.5 What are the main art forms in your project. Please tick the main categories that apply.			
Theatre	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Music	<input type="checkbox"/>	Digital Media / Mobile Tech	<input type="checkbox"/>
Visual Arts	<input type="checkbox"/>	Film	<input type="checkbox"/>
Community Festival / Carnival	<input type="checkbox"/>	Performance other inc. Live Art	<input type="checkbox"/>
Craft / Design	<input type="checkbox"/>	Literature / Poetry / Spoken Word	<input type="checkbox"/>
Circus	<input type="checkbox"/>		<input type="checkbox"/>

Q2.6 Describe your project or event. This is the most important question on the form. Tell us about your project in detail. What do you want to do and why, Who are the artists involved in your project? Why will the public benefit and where will it take place? 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 no more than 2 pages for this question

When this page is full you will need to click on the next text box to continue.

Q2.6 continued...

Q2.7 Tell us about your project timeline

Q2.8 If your project is to be funded from multiple sources, tell us which elements of your activity Leeds Inspired would be supporting.

Q2.9 If you are working with partners, tell us about their role in the project

Q2.10 Where does your activity take place? Please tick one			
The activity takes place online	<input type="checkbox"/>	The activity takes place offline in the physical world (in communities/venues etc)	<input type="checkbox"/>
Activity is both online and offline	<input type="checkbox"/>		<input type="checkbox"/>

Q2.11 Activity Sessions		
What is the total number of sessions of activity in your project.		
Divide the day into 3 sessions, morning, afternoon and evening. A session is any one, or part of one of these.		
	In Person Sessions	Online Sessions
Total number of sessions delivered		
How are these activity sessions broken down?		
	In Person Sessions	Online Sessions
Artist - research/rehearsal/making sessions – Number of non-public sessions for artists		
Public - participatory sessions – Number of sessions for the public to take part as active participants (e.g. workshop activity)		
Public - audience session – Number of sessions for the public to experience the project as an audience (e.g. viewing an exhibition / watching a performance)		

Q2.12 Where in Leeds do your in person (face to face) activity sessions take place?		
Divide the day into 3, 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 3: Beneficiaries / Activity / Staffing

Q3.1 Estimate the number of people engaging with the activity in person (i.e. not online)	Number of people per age range			
	0-11	12-19	20-64	Over 65
Participants				
Audience / Spectators				

Q3.2 Estimate the number of people engaging with the activity online e.g. listening to a podcast / watching a livestream/participating in an online workshop / downloading an activity pack. <i>Do not include your social media follower numbers in these figures</i>	Number of people per age range			
	0-11	12-19	20-64	Over 65
Participants				
Audience / Spectators				

Q3.3 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 anyone	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

Q3.4 Tell us what work you intend to produce.		
	Live (in person)	Online
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		
Online or Broadcast Content - work created specifically for online/ podcasts / livestreams/ apps / radio – Number of unique broadcasts created		
Publications/Packs – Number of unique new titles created		
Publications/Packs – Number of copies distributed/downloaded		

Q3.5 Tell us about the people delivering the project.		
How many people will be involved in delivering the project and how much time they are likely to put in?		
	Number of people involved	Total number of days paid work? Example: 12 people each working 3 days = 36 days
Artists/Practitioners		
Salaried Staff		
Freelance Staff		
		Total number HOURS of volunteering
Volunteers		

Section 4: Your Project – Delivery

Q4.1 Tell us about any relevant experience you have that will help you deliver your activity.

Q4.2 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?

Q4.3 What steps are you taking to consider accessibility within your project?

Q4.4 Leeds has declared a Climate Emergency, how does your project to make a positive contribution to protecting the environment?

Section 5: Project Finance

Q5.1 Income for your activity (do not include in kind support)		
Make sure your budget balances!		
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		Yes
Leeds City Council – arts@leeds		Yes
Leeds City Council – other (please specify which department or fund)		Yes
Other local authorities		Yes
Arts Council England National Portfolio Organisations (NPOs) core contribution		Yes
Arts Council England – Project Grant or other		Yes
Other public funding		Yes
Trusts and Foundations		Yes
Private income / donations including sponsorship		Yes
Crowd funding eg. Kickstarter		Yes
Earned income (e.g. ticket sales or product sales)		Yes
TOTAL INCOME	£	

<p>Q5.2 Activity Expenditure.</p> <p>Please provide a detailed expenditure for your project as an attachment with your application.</p> <p>Please send in Word, Excel or PDF format.</p>	<p>I have attached detailed project expenditure to send with this application.</p> <p style="text-align: center;">please tick</p>
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Q5.3 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.

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 dd/mm/yyyy:	

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 weekly 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.



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

If you are applying as an individual please supply the following

- ▶ A copy of your CV
- ▶ Lead artist CV's and any relevant commissioning documents if available
- ▶ A copy of your audited/most up to date accounts or a recent bank statement for the account that a grant would be paid in to
- ▶ A list of members if you are applying as a collective

If you are a formal group or organisation we need the following

- ▶ Lead artist CV's and any relevant commissioning documents if available
- ▶ A copy of your constitution/governing document.
- ▶ A copy of your audited/most up to date accounts
- ▶ A list of Trustees/Committee members and signatories
- ▶ A copy of your Equality and Diversity Policy
- ▶ A copy of your Safeguarding Policy
- ▶ A copy of your Health and Safety Policy