**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 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](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 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!](http://leedsculturestrategy.co.uk/)
* 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](mailto: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**

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| **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: |  |

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| **Q1.3 What best describes your business status** | | | |
| Individual |  | Community Interest Company |  |
| Sole Trader / Self Employed |  | Charity |  |
| Partnership |  | Unconstituted Group |  |
| Limited Company |  | Other |  |

If Other please describe……………………………………………………………………….

**Section 2: Project Information**

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| **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/yyy:  End Date dd/mm/yyyy: |

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| **Q2.5 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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| **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? How will you approach the challenges that Covid might present to your activity?  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** |
| **Q2.6 continued…** |
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| **Q2.7 Tell us about your project timeline** |
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| **Q2.8 If your project is to be funded from multiple sources, tell us which elements of your activity Leeds Inspired would be supporting.** |
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| **Q2.9 If you are working with partners, tell us about their role in the project** |
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| **Q2.10 Where does your activity take place?** Please tick one | | | |
| The activity takes place online |  | The activity takes place offline in the physical world (in communities/venues etc) |  |
| Activity is both online and offline |  |  |  |

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| **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) |  |  |

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| **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**

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| 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 |  |  |  |  |

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| 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. *Do not include your social media follower numbers in these figures* | Number of people per age range | | | |
| 0-11 | 12-19 | 20-64 | Over 65 |
| Participants |  |  |  |  |
| Audience / Spectators |  |  |  |  |

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| **Q3.3 Who is the audience for your event?**  Your activity might be open to anyone or targeted at specific groups or a mixture of both. | |
| GENERAL ACTIVITY | Number of sessions |
| Sessions that are open to anyone | sessions |
| ACTIVITY SESSIONS THAT ARE 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 |
| Non Binary 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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| Q3.4 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 | |  |

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| 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**

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| **Q4.1 Tell us about any relevant experience you have that will help you deliver your activity.** |
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| **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?** |
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| **Q4.3 What steps are you taking to consider accessibility within your project?** |
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| **Q4.4 Leeds has declared a Climate Emergency, how does your project to make a positive contribution to protecting the environment?** |
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Section 5: Project Finance

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| 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? Yes / No |
| 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 – Project Grant 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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| Q5.2 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 |

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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. |
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**REGISTER OF INTERESTS**

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

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| --- | --- | --- | --- |
|  | **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.

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| --- | --- |
| 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