**Leeds Museums & Galleries 200th Birthday Celebration**

**Grants**

**Application Form**

**Deadlines:**

**12 noon on Tuesday 26 January 2021**

**Late applications cannot be accepted.**

**Leeds Museums & Galleries Celebration Grants**

In 2021 we are celebrating 200 years of Leeds Museums and Galleries, its collections and what these mean to the people of Leeds.

We want to support the people of Leeds to lead on their own celebrations and make sure that the widest group of people can participate in the 200th Birthday programme.

In March 2021 we will be making available 10 grants of up to £750 for groups and organisations based in Leeds.

All projects should be delivered in full between April – December 2021

**How much can you apply for**

We are accepting grant applications of up to £750. This may represent your entire project budget or be match funding for an application to another grant fund. We anticipate the birthday celebration fund being oversubscribed and we will be unable fund every applicant that applies.

**When you can apply**

The deadline is 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 5 weeks. Projects must allow adequate planning and preparation time after receiving a grant decision before activity begins.

All projects should be delivered in full between April – December 2021

**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 and the whole application form before you begin.
* If you would like to talk through your idea with someone at Leeds Museums & Galleries before you submit your application then please email catherine.robins@leeds.gov.uk to arrange a conversion.
* 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
* If your project involves working with partners, make sure you have talked to them before you submit your application

**Submitting your application:**

Our colleagues at Leeds Inspired are working with us to administer this grant scheme please submit your application 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 and remember we do not accept late applications.**

**Section 1: Applicant Information**

|  |  |
| --- | --- |
| **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 community group or organisation who will receive the funds into their bank account. | .… |
| **Q1.2 Main contact details** | |
| Contact person: (if applicant is an organisation): | .… |
| Phone Number | .… |
| Email: | .… |
| Web address: | .… |
| Postal Address: | .…  .… |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Q1.3 Which of the following are you applying as?** | | | |
| A volunteer led group/organisation |  | A professional organisation |  |

|  |  |
| --- | --- |
| **Q1.4 What is the name of your project or event?** | .… |
| **Q1.5 How much are you applying for?** | **£**… |
| **Q1.6 When does your project take place?** | Start date: .…  End date: .… |

**Section 2: The Project**

|  |
| --- |
| **Q2.1 Describe your project or event.**  Tell us about your activity idea in detail. What do you want to do and why. How does your activity relate to Leeds Museums & Galleries venues, collections or objects? Who will it involve?  Tell us as much as you can. This is the most important question on the application form.  If your project is part of a bigger project please give a quick overview and then concentrate mainly on what you would like us to fund.  (**please write a maximum of two pages for this question** – add extra lines to this box as necessary)  .… |

|  |  |  |  |
| --- | --- | --- | --- |
| **Q2.2 Where does your activity take place?** Please tick all that apply | | | |
| The project takes place in community settings |  | The project takes place online |  |
| The project takes place at a museum or gallery |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Q2.3 If any of your activity takes place at a Leeds Museums & Galleries venue tell us where.** Please tick any that apply | | | |
| Leeds City Museum |  | Leeds Art Gallery |  |
| Leeds Industrial Museum |  | Temple Newsam |  |
| Lotherton Hall |  | Thwaite Mills |  |
| Abby House |  | Kirkstall Abbey |  |
| Discovery Centre |  |  |  |

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| --- |
| **Q2.4 What kind of support might you need from Leeds Museums & Galleries to deliver your project or event?.** |
| (please write a maximum of **300 words** for this question – add extra lines to this box as necessary)  .… |

|  |
| --- |
| **Q2.5 Tell us about your project timeline** |
| (please provide your timeline for planning and delivering the project – add extra lines to this box as necessary)  .… |

**Section 3: Beneficiaries / Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | … | … | … | … |

|  |  |
| --- | --- |
| **Q3.2 Who is the project or event aimed at?**  Your activity might be open to anyone, targeted at specific groups or a mixture of both.  Count your activity in number of sessions (A session can last up to half a day. A full days activity would equal 2 sessions) | |
| 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,Transgender, Queer + (LGBTQ+) 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 |

Section 4: Project Staffing

|  |
| --- |
| **Q4.1 Tell us a little bit about your organisation and about any relevant experience you have that will help you deliver your activity.** |
| (please write a maximum of **300 words** for this question – add extra lines to this box as necessary)  .… |

|  |  |  |
| --- | --- | --- |
| Q4.2 Tell us about the people delivering the project.  We want to know how many people will be involved in delivering the project and how much time they are likely to put in. | | |
|  | Number of people | Number of days allocated |
| Salaried Staff | … |  |
| Freelance Staff |  |  |
| Volunteers | … |  |

Section 5: Project Finance

|  |  |  |
| --- | --- | --- |
| Q5.1 Project Income (do not include in kind support) | | |
| Will this grant be the sole income for the project?  (delete as appropriate) | YES | NO |

|  |  |  |
| --- | --- | --- |
| Q5.2 If your project includes income from elsewhere please list it below. If this grant is providing all the income for your project then leave this question blank.  (Add more lines as needed) | | |
| Income Source  (e.g. another funder/ticket income/sponsorship) | Amount | Confirmed?  Yes or No |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Q5.3 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 |

|  |
| --- |
| Q5.4 Explain how you will manage the budget and your cashflow.  What systems will 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 **300 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**.

**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)