

Arts@Leeds

Application for Grant Aid 2012 – 2015

Introduction to Arts@Leeds Grants

Leeds is a great advocate for the Culture and sees it as vital for both the economy and the development of a sense of place. The city supports cultural companies based here, to create great art which engages more local people and visitors with a wide range of art forms.

A Leeds City Council Arts@Leeds Grant is available, to those who fit the criteria, to not only develop great art but also nurture and retain talent and skills, contribute to the distinctiveness of the cultural portfolio, break down barriers and work with and be inspired by the communities which gives Leeds its great tradition. By introducing 3 year grants the Council want to support longer term planning and offer some level of stability for organisations once their grant has been decided.

This is a new grant process which is open to anyone who fits the criteria described below. The minimum amount available will be £1,000 per year and organisations are not restricted to bid for the amount they have had through the old grant scheme. This scheme wants to build in the opportunity for organisations to introduce new developments, or aspects to their organisation. The budget is obviously finite and yet to be finalised so this is not a proposal that will give everyone more money. Some grants may go down and some may go up but we are responding to requests received to move away from the restrictive approach of the past. We are looking at ways to phase any grant reductions over the three year period if that is required. Equally some organisations may bid for a grant that grows over three years.

Grants will be allocated if there is a good fit to the criteria defined below. The Council wishes to support all Art forms and will reflect this wish in its grant allocation.

Organisations and partnerships are eligible for Arts@Leeds funding to support the work that they do to engage the people of Leeds and our visitors in cultural and creative activities. The grants are only for activity which fits the criteria described below. To assist organisations in longer term planning and to support their sustainability from 2012 the grant scheme will be a three year scheme subject to annual budget confirmation.

Leeds has introduced a new Leeds Inspired Grant scheme to support work which contributes to the annual theme and high profile cultural programme. This scheme will be launched early December and is based on the same core objectives as the new Arts@Leeds scheme

How much can you apply for

The minimum application for funding is £1,000 per year. There is no maximum but the budget is finite and we want to support a wide range of organisations. The funding will be defined as part of the Councils budget setting process.

When you can apply

The deadline is Friday 13th January 2012.

Your grant will be agreed for the next three years subject to annual budget confirmation.

The next opportunity to apply will be in 2015.

Duration of grant

The grant is for 3 years funding from April 2012 - March 2015. All grants are offered subject to funds being available from Leeds City Council and organisations delivering against their agreed actions.

Arts@Leeds

Application form for Grant Aid

If this form is required in large print or if you need any further assistance filling it in, please contact the Arts Officer on 0113 2476419

Section 1: Organisation information

1.1 Name of your organisation

1.2 Main contact details

Name:

Position:

Phone number:

Mobile number:

Email address:

Fax number:

Address for correspondence:

1.3 Partnership Application

A) Organisation: Lead contact: Contact number:

B) Organisation: Lead contact: Contact number:

C) Organisation: Lead contact: Contact number:

D) Organisation: Lead contact: Contact number:

Section 2: About your proposal

2.1 Please describe the activity your organisation will undertake between 2012 – 2015
(1,000 words maximum)

2.2 What are the aims of the activity and how will you achieve them? (please include major initiatives and any new works)

2.3 How will this activity fit with your current programme and its future development?

2.4 How will this activity likely affect the people who experience it, or how will it affect the arts more widely

2.5 How will you explore new ideas and concepts in this activity?

Section 3: Making it happen

3.1 Please describe how far you have got with your planning

3.2 Please describe your past experience of successfully managing similar activity

3.3 Please describe the involvement of partners, including other funders

3.4 Please describe what risks you have identified and how you will manage them

3.5 What are the long-term implications of the activity on your organisation

3.6 If this is a partnership application what are the long term implications of the activity on your partners

3.7 How are your management committee or board involved

Section 4: Your Audience

4.1 Projected number of people who will benefit from your Leeds activity

	Numbers 2012 - 13	Summary of benefit	Numbers 2013 - 14	Summary of benefit	Numbers 2014 - 15	Summary of benefit
Artists						
Participants						
Volunteers						
Audience (live)						
Audience (broadcast, online, in writing)						
TOTAL NUMBER						
Cost per head (divide the yearly expenditure by total number of people that year)						

4.2 Explain how this reflects value for money in relation to the group/s you will be working with

4.3 Is your work aimed at people who are unlikely to have taken part in this type of activity before?

4.4 How many people are from the Leeds community will you engage as creators?

4.5 What are the age ranges of the people you aim to target in Leeds?

Age group	Your audience (you can tick more than 1)	Rough proportion of your target audience
Under 5		
5 – 11		
12 – 15		
16 – 19		
20 – 24		
35 – 64		
Over 65		

4.6 Is this activity directed at/particularly relevant to

Disabled or deaf people		
People at risk of 'social exclusion'		
Asian or Asian British		
Black or Black British		
Chinese		
Any other ethnic group not specifically directed at any of the above		

Section 5: Your outcomes

'Participation' means people doing the activity.

Divide the day into three sessions – morning, afternoon or evening.

A 'session' is any one of, or part of, one of these. For example, a half-day education workshop would be one session.

5.1 Number of projected:

Activity	2012 – 13		2013 – 14		2014 - 15	
	In Leeds	Out of Leeds	In Leeds	Out of Leeds	In Leeds	Out of Leeds
Performances						
Screenings						
Talks						
Exhibition days						
Other sessions						

5.2 Number of projected new products:

	2012 – 13		2013 – 14		2014 – 15	
	In Leeds	Out of Leeds	In Leeds	Out of Leeds	In Leeds	Out of Leeds
Performances						
Books						
Films						
Catalogues						
Compositions						
Commissions						
Other						

5.3 Period of projected employment for artists (in days)

5.4 Period of projected employment for additional staff (in days)

5.5 Period of projected days for non paid volunteers (in days)

5.6 Number of projected sessions for

	Training	Participation	Other
Artists			
Additional staff			
Volunteers			
Participants			

5.7 How will we know you have been successful, what are your performance indications/success measures

Section 6: Finances

6.1 What category most describes your organisation

Voluntary

Professional

6.2 What year was your organisation formed?

6.3 What was your organisation's income in the last full financial year?
(please estimate if you are a new organisation)

6.4 Income for your activity - we expect you to find 10% of the cash from other sources

Budget	2012 – 13 £	2013 – 14 £	2014 – 15 £
Amount you are applying for			
Income from other sources			
Earned income			
Other public funding (Arts Council, trusts & foundations etc)			
Private income			
Total			
Reserves if any (please explain what the reserves are intended for)			
<p>6.5 Explain your approach to raising as much money as you can form other sources, what other sources of funding you have applied for, and the progress of any other applications you have made for funding.</p> <p>If your activity is dependent on these funding sources please describe your contingency plan should they not be successful (attach a sheet).</p>			
<p>6.6 Explain how you will manage the budget and your cash flow (if you are the lead organisation in a partnership, please state how you will manage this part of the partnership)</p>			
<p>6.7 Activity Expenditure</p>			

Expenditure	2012 – 13 £	2013 – 14 £	2014 – 15 £
Artistic spending			
Other staffing costs			
Access			
Training & development			
Marketing and audience development			
Overheads			
Assets			
Other			
Total			
Surplus /deficit			
Accumulated surplus/deficit			
6.9 Are you registered for VAT?			
Section 7: Economic impact			

7.1 What value do you put on the activities contribution to the Leeds economy?

7.2 What value do you put on your press and media coverage?

Section 8: Fitting the Leeds Culture

Grants are only available which fit the four Leeds Culture criteria. To help you demonstrate how your organisation fits we have asked a series of questions. Please answer the questions and demonstrate how your work fits the criteria. You can either answer question by question or provide a summary but do make sure you cover all points

8.1 Spotting, nurturing and retaining talent in Leeds

Please answer all questions by describing:

- ▶ How your organisation is working with the city's existing and potential creative talent
- ▶ How your organisation is bringing established talent into the city
- ▶ How you will ensure the performers/artists involved are high quality
- ▶ How your organisation is engaging with apprenticeships, volunteers, coaching/mentoring and training
- ▶ How many work placements, apprenticeships, coaching/mentoring, volunteering opportunities are provided and how long does each last
- ▶ How many young people are involved in out-of-school learning/activity programmes
- ▶ How you are working with FE/HE to encourage graduate retention and what evidence of retention will you collect as a result
- ▶ We want to highlight the economic impact the arts have in the City. While we build a consistent method across the City, what financial value does your organisation put on its skills development work or workshops to the City?
- ▶ What training and support will your organisation give to smaller organisations to build the cultural capital of the City
- ▶ What training and support will your organisation give to artists/performers and what is the value of this

8.2 Removing Barriers

Please describe:

- ▶ Details about the people the activity will reach, stating whether these people would not normally engage with the arts
- ▶ How you will reach people and details of your press and marketing activities, including your use of Breeze Culture Network.
- ▶ How you have involved the public and partners in planning your activity and how you will make the most of those partnerships to extend the reach of the activity.
- ▶ How you have considered access, equality and diversity (relating to both the artists and audiences).
- ▶ Details of any innovative (new) approaches to engaging the public in this activity.
- ▶ Evidence of work with people with challenging lives (challenging should include specific targeted work for those with disabilities, those from low income households, young people at risk, in care or NEET).

8.3 Demonstrating Leeds's distinctiveness and telling the city story

Please describe:

- ▶ How your organisation acts as an advocate for the city, both within Leeds and nationally, helping to define Leeds's distinctive nature and underpinning the economy
- ▶ How your organisation has brought new work to the city or created new work specifically for Leeds
- ▶ How your programme shows ambition and distinctiveness
- ▶ What your likely spend on cultural infrastructure is, if any
- ▶ What your contribution to art in the public realm is, either temporary or permanent, if any
- ▶ We are working to develop an economic impact measurement that can be consistently applied but in the meantime how does your organisation measure economic impact, include partnerships with business?
- ▶ How much is spent on marketing and communication? What is the estimated value to the company? If there is no marketing spend, what is the value of the free media, eg., new stories received. How are audiences attracted?
- ▶ How your organisation demonstrates its relationship with Leeds.

8.4 Community Inspired

Please describe:

- ▶ How your organisation's work engages with community groups, particularly those in the most challenging wards of the city
- ▶ How your organisation demonstrates the impact of it's work with the community
- ▶ If yours is a large organisation (more than 10 staff), how does it work with smaller organisations to support growth, coach/ mentor and develop leadership skills
- ▶ What provision is made to offer space for specialists or smaller arts organisations to create or meet at low or no cost (ie., not straight hire) and what is the value of the provision
- ▶ How your organisation is working with at least one other cultural or voluntary organisation
- ▶ How your organisation is collaborating with other art forms
- ▶ How and where you have performed or shown work outside the city centre but within Leeds.
- ▶ How many members of the community took part either as participants or audience
- ▶ What difference has the organisation made to the people of Leeds

Section 9: Evaluation

If we give you a grant, we will ask you to evaluate your work and fill in an activity report form quarterly. This information will be reported as part of the city's performance indicator on culture to the Sustainable Economy and Culture Board. Your evaluation will help you with this.

9.1 Please tell us how you plan to monitor the progress of your activity and to evaluate your achievements from the start and throughout the activity.

Section 10: Register of Interests**10.1 Please declare any interest that employees or board members of your organisation may have**

INTEREST	NAME OF INDIVIDUAL	NAME OF ORGANISATION AND THEIR POSITION WITHIN IT	POSITION IN YOUR ORGANISATION
1. Governor of educational establishment			
2. Employment within Leeds City Council			
3. Involvement in other companies (state company and position)			
4. Relationship to a Leeds City Council Officer			
5. Membership of secret societies as defined by LGMB			
6. Beneficial interest in land or property			
7. Intent to bid for land or property owned by the Council			
8. Other (please specify)			

Section 11: Checklist / Finishing your application

This checklist will help you make sure that you are sending us a complete application. Please note: if you do not send all the information we require, we will not process your application.	
Have you filled in the relevant questions	
Have you filled in the budget section of the application form and checked that your budget balances (that is, that your total spending and total income are the same)?	
Have you enclosed with your bid:	
If you are the lead organisation on a partnership bid, these must be documents for your organisation?	
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 audited/most up to date accounts or recent bank statement?	
A copy of your Health and Safety Policy?	
Have you kept a copy of your application for your records?	
If you are bidding for over £75,000 (per year) please also enclose your:	
Recruitment and Selection Policy	
Grievance and Disciplinary Procedure	
Health and safety Policy	
Latest Annual Report	
Business Plan (for 2012 – 15)	
Marketing Strategy (for 2012 – 15)	
Green Strategy/Environmental Policy (optional)	
Section 12: 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):	
ON BEHALF OF (LEAD ORGANISATION):	
POSITION IN ORGANISATION:	
SIGNED:	
DATE:	
Data Protection Act (1998): 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 (1998) Please tick <u>one</u> of the boxes below to indicate your informed consent:	
I, the signatory, do give permission for my contact details to be kept on record by Leeds City Council, in accordance with the Data Protection Act (1998). I understand that I may be contacted from time to time by Leeds City Council's City Development Department and that my details may be passed to other arts organisations and relevant third parties.	
I, the signatory, do not give permission for my details to be kept on record by Leeds City Council's City Development Department, in accordance with the Data Protection Act (1998).	
Please return this form to: Jen Rhodes, Arts Officer, Arts Development, The Town Hall, The Headrow, Leeds LS1 3AD or by email to Jennifer.rhodes@leeds.gov.uk	
The deadline for all applications is Friday 13th January 2012 Applications received after this date will not be considered	