

Grant Aid Application Form

**LEEDS
INSPIRED**

Introduction

Leeds Inspired grants are available to fund creative work in the city and each year will be shaped by a particular theme. With the Olympics providing the backdrop to the first year of Leeds Inspired we will be taking the idea of 'playfulness' as our theme for 2012.

The Olympic values of respect, excellence and friendship are all relevant to this year's theme and we hope to see many different interpretations of playfulness in the applications we receive. Through this year's theme we would like to encourage project ideas that help more audiences in Leeds to be adventurous, take creative risks and explore the city imaginatively.

The funding can be used to deliver activity which takes place during 2012.

It can also be used to develop an idea where the main activity is taking place in 2013 or 2014. If your activity is being developed over a number of years please make sure you complete the additional section at the back of this form.

For further advice please call Jane Earnshaw, Leeds Inspired Coordinator on 0752 838 3910

How much can you apply for

Leeds Inspired welcomes applications between £1,000 and £15,000. However, in exceptional circumstances we will consider bids over £15,000. If this applies to you, please call Jane Earnshaw, Leeds Inspired Coordinator on 0752 838 3910 to discuss your application.

When you can apply

There will be two calls for Leeds Inspired grant applications and the deadlines are: **20th January 2012** and **20th March 2012**.

Duration of grant

Applications can be made for short-term activities (e.g. a festival or exhibition) happening within the grant year, or for longer-term work where the main event may happen in 3 years time because planning and development is required. However, a grant for development activities does not automatically lead to approval for subsequent years' work. All grants are subject to funds being available.

**If this form is required in large print
please contact the Arts Officer on
0113 247 6419**

Section 1: ORGANISATION INFORMATION

1.1 Name of your organisation/lead organisation

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1.2 Main contact details

Name:

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Position:

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Phone number:

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Mobile number:

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Email address:

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Fax number:

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Address for correspondence:

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1.3 Partnership application

A) Organisation:

Lead contact:

Contact number:

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B) Organisation:

Lead contact:

Contact number:

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C) Organisation:

Lead contact:

Contact number:

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D) Organisation:

Lead contact:

Contact number:

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Section 2:

ABOUT YOUR PROPOSAL

*** please answer in no more than 100 words**

2.1 What is the name/title of the activity

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2.2 How much are you applying for from Leeds Inspired

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2.3 Description of the activity*

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2.4 What are the main artforms or sporting activities in your project

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2.5 Describe the aims of the activity and how you will achieve them*

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Section 2 continued...

* please answer in no more than 100 words

2.6 Describe the outcomes of your project in terms of the impact on people*

2.7 How will this activity fit in with your current work and its future development* (if you are a partnership project, how will the partnership benefit all organisations involved)

2.8 What new ideas and concepts will you explore in this activity*

Section 3: TIMESCALE

3.1 When does your main project activity take place

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Section 4: YOUR AUDIENCE

4.1 Number of people who will benefit from your activity

Audience	Numbers	Describe how each audience group will benefit from your activity
Artist / Practitioners		
Participants		
Volunteers		
Audience (live)		
Audience (broadcast, online, in writing)		
TOTAL		

Section 4 continued...

4.5 What are the age ranges of the people taking part?

Age group Let us know approximately how many people you hope to work with across these different age ranges.

Under 5

5 – 11

12 – 15

16 – 19

20 – 24

25 – 64

Over 65

4.6 Is this activity directed at or particularly relevant to any of the following groups?

Group Approximate number of your target audience

People with disabilities

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

* please answer in no more than 100 words

5.1 Number of:

Performances / events	
Screenings	
Talks	
Exhibition days	
Other sessions	

5.2 If your activity includes the creation of new work please identify what you will produce:

	Number
Performances	
Books	
Films	
Catalogues	
Compositions	
Commissions	
Other (please describe)	

5.3 Period of employment for performers / practitioners (in days)

5.4 Period of employment for additional staff (in days)

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

Section 6: FINANCES

6.1 What category most describes your organisation

Voluntary or amateur

Professional

Other

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

Budget	£
Amount you are applying for	
Income from other sources	
Earned income	
Local authority income	
Other public funding (Arts Council, sports bodies, trusts & foundations etc)	
Private income	
TOTAL	

Section 11: REGISTER OF INTERESTS

Please declare any interests 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 12: LONG-TERM GRANT APPLICATION

12.1 Remind us what the overall objective of your activity is

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**12.2 Outline what you plan to do each year towards your final activity.
It is vital you include here the opportunities for public engagement**

Year 1

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Year 2

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Year 3

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Section 12 continued...

12.3 Provide your outlined budget and resulting grant requirement

Expenditure	£ Year 1	£ Year 2	£ Year 3
Artist / practitioner spending			
Other staffing costs			
Access			
Training and development			
Marketing & audience development			
Project documentation			
Overheads (specific to the project)			
Assets (specific to the project)			
Other			
TOTAL			

Please ensure you have filled in **Section 6** detailing the current year financial requirement.

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 one 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 & Regeneration, The Town Hall,
The Headrow, Leeds LS1 3AD. email: jennifer.rhodes@leeds.gov.uk

**The deadline for applications is
20th January 2012 and 20th March 2012**

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 can 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
- ▶ If your activity lasts more than one year have you filled in Section 12

Supporting documents required to go with your grant application:

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



