

Grants Application Guidance Notes

**LEEDS
INSPIRED**

Introduction

Please read these Guidance Notes carefully before completing your application form.

We expect the demand for funding will be very high and unfortunately it is not possible to fund every application. We use a fair and consistent method of scoring each application according to the priorities described in the application form.

Please keep a copy of your application for your records. If your application is successful you will need to refer back to it when completing your monitoring forms.

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

**We wish you success
with your application.**

Funding schedule

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

We will let you know as soon as possible of the outcome of your application, this can take up to 10 weeks. Payment of grants awarded will be made subsequently on receipt of relevant documentation. Grant payment may be subject to further conditions.

Eligibility

Who can apply

Applications are welcomed from non-profit making groups/organisations involved in arts and cultural activities in the community, this includes:

- ▶ arts organisations
- ▶ individuals working within a partnership
- ▶ organisations whose normal activity is not related to the arts, including voluntary and community groups
- ▶ groups of organisations (one will need to take the lead and have the main responsibility for managing the application and any grant)

If you are applying as a partnership, the lead organisation will need to complete the application form

- ▶ There is no limit to organisations applying as partners to more than one project
- ▶ Organisations may apply for different projects for different years as long as the project addresses the theme of that year

Who cannot apply

- ▶ Students in full time education or student led groups, unless working within a partnership
- ▶ Individual educational establishments where the activity does not provide benefits to the wider community or artists.
- ▶ Organisations resident outside the UK
- ▶ Organisations delivering the majority of their work in schools in school hours or organisations whose primary purpose is to deliver school/ curriculum based work
- ▶ Closed membership groups whose activities do not reach a wider public
- ▶ Leeds City Council – unless working in partnership with an outside arts organisation
- ▶ Individuals – unless working in a partnership
- ▶ Closed membership groups whose activities do not reach a wider public
- ▶ Uniformed youth groups
- ▶ Profit making companies or commercial organisations

Constitution and governance

- ▶ Organisations must have a governing document that has as a minimum the name, aim/purpose, objects and a dissolution clause for the organisation
- ▶ Organisations must have a list of Trustees/Committee members and Trustees/Committee member signatures
- ▶ Organisations must have at least 3 Trustees/Committee members who should not be related
- ▶ Organisations must have a bank or building society account that requires at least 2 people (who are unrelated and do not live at the same address) to sign cheques
- ▶ Paid staff members can not also act as Trustees/Committee members

Please talk to us if you have other governance arrangements.

What we fund

Leeds Inspired aims to promote access to culture, particularly in terms of taking part. The scheme aims to achieve a balance of creative opportunity across the city for the benefit of all communities.

We work to a wide ranging definition of culture that includes: contemporary visual art, music, theatre, dance, puppetry, craft, film, photography, radio, new media, digital art, writing, sport.

We fund activities which increase people's access to culture and enable people to take part fully and with greater confidence.

You can apply for grants for culture related activities for example:

- ▶ performances
- ▶ exhibitions
- ▶ festivals
- ▶ participatory project work
- ▶ publications
- ▶ workshops
- ▶ events and arts education activities

What we don't fund

- ▶ Activities that are not related to culture, or have no public participative element
- ▶ Activities that provide no benefit or engagement opportunity to the people of Leeds
- ▶ Activities, including buying goods or services, which take place or start before we have decided about your application
- ▶ Activities, equipment or events that duplicate what already exists or which would not be used for the benefit of the public
- ▶ Costs that are already covered by other funding or that could be covered by the organisation's own resources
- ▶ General running costs and overheads that are already paid for by other income, including your own funds
- ▶ Ongoing overheads relating to equipment or buildings, such as insurance, building repairs and maintenance costs
- ▶ Activities or events which take place outside Leeds
- ▶ Activities that do not help artists/practitioners organisations in Leeds to carry out their work
- ▶ Self-promotional activities which do not provide public benefit
- ▶ Applications where the main focus is capital spend for major equipment
- ▶ Charity fund-raising events
- ▶ Individual tuition, training or research
- ▶ Projects or events not including cultural activity
- ▶ Projects or events that take place in schools, within school hours
- ▶ Applications for party political purposes or religious purposes
- ▶ Activities that have already taken place

Partnership funding

We expect you to find at least 10% of the cash for the activities from other sources.

Other income can include:

- ▶ Earned income from your activity (e.g. ticket sales)
- ▶ Funding from public organisations such as Arts Council England, central government or the European Union

- ▶ Grants from trusts and foundations
- ▶ Sponsorship
- ▶ A contribution from your organisation

How we make decisions

The Leeds Inspired scoring system is transparent and consistent for all Leeds Inspired applicants

As applications are received, a file is created for each proposal. An initial appraisal will be made for each organisation and missing or inconsistent information will be followed up at this stage. This includes checking that the budget is sound and that all necessary policies and procedures, financial information and constitution (if not already received) have been enclosed.

We only fund applications that fit the four Leeds Inspired criteria in Section 9

We also take the following points into account:

That the activity:

- ▶ Is clearly described, realistic and well planned
- ▶ Is achievable within the given budget
- ▶ Involves a broad range of people as participants (i.e. the organisation is not a closed group)
- ▶ Increases public engagement in the arts and culture
- ▶ Involves under-represented art forms or artists
- ▶ Makes a positive contribution to the profile of the city
- ▶ Increases employment opportunities for the people of Leeds

That the organisation:

- ▶ Has obtained appropriate additional funding of at least 10%
- ▶ Has the capacity to complete the activity successfully – that the workload, staff implications and running costs have been taken into account
- ▶ Has a good track record of delivering similar activity
- ▶ Shows evidence of consultation or local demand for the activity
- ▶ Has appropriate targeted plans to attract the people the activity intends to serve

What happens next

If your application is successful we will confirm this in writing and send you a funding agreement which you must sign and return. We will release your grant on receipt of this funding agreement.

Notes on completing the form:

Section 1: ORGANISATION INFORMATION

Please ensure that the contact details you give us are complete and correct as we may need to contact you about your application. Please contact us if any of these details change.

1.2 *Main person to contact* - The person to whom all correspondence will be sent, if you are a partnership project the application details need to be of the lead organisation.

Address - This should be the registered address for correspondence of the lead organisation.

1.3 *Partnership application* - If this is a partnership project, please list key partners in the project.

Section 2: ABOUT YOUR PROPOSAL

2.5 *Describe the outcomes of your project in terms of the impact on people* - How will your activity positively affect those who come into contact with it.

2.9 *Let us know how your project explores this year's theme* - How does your project incorporate the 2012 theme of playfulness. We are looking for a range of interpretations on this theme that help more audiences in Leeds to be adventurous, take risks and explore the city imaginatively.

2.10 Describe how you plan to capture your project - A proportion of the grant should be allocated to telling the story of your project. We hope that where possible Leeds' creatives are used in producing this material. We can give you further guidance on this if you need it.

Section 3: TIMESCALE

3.1 Applications take approximately 10 weeks to process, please make sure your activity is not planned to start before your funding has been confirmed.

Section 4: YOUR AUDIENCE

4.2 Explain how your activity reflects value for money in relation to the people involved - Your answer to this question could include the following examples (but this is not an exhaustive list): partnership working and combining resources, the number of people involved in your activity, creating new work and opportunities unique to Leeds, the wellbeing of participants, working with new groups, offering new learning opportunities.

4.4 What number of people from the community will you engage as creators - This means anyone involved who is not being paid, but who is contributing to the production of your activity, this can include volunteers and any audiences actively participating.

Section 5: YOUR OUTCOMES

5.6 Number of sessions you will engage the following people in training/learning and participation - '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.

5.7 What other outcomes will show that your project has been a success - examples of this this might be new partnerships, levels of engagement, positive audience feedback, attendance figures, reviews of activity, number of products sold.

Section 6: FINANCES

6.4 *Income for your activity* - If you are applying for a grant which builds activity over more than 1 year please also fill in Section 12. Make sure your budget balances, ie. your totals for section 6.4 and section 6.7 match.

6.5 *Explain your approach to raising as much money as you can from other sources, what other sources of funding you have applied for, and the progress of any other applications you have made for funding* - We expect you to find at least 10% of the cash for the activities from other sources.

We will not usually consider applications for the total cost. It will strengthen your application if you can demonstrate that you are seeking funding from other sources. Please indicate when you expect to find out the outcomes of additional match grant or sponsorship applications for this project.

6.6 *Explain how you will manage the budget and your cashflow* - What systems do you have in place to manage finance within your organisation or partnership to ensure accountability for public funds. Examples of this might be reporting to Boards of Directors and the procedures in place for authorising spend on project accounts.

6.8 *Support in kind* - Examples of support in-kind are donation of products, advice, materials, staff and support, rehearsal or office space that are given free of charge to the project.

Section 7: ECONOMIC IMPACT

We are working with Leeds Metropolitan University to develop a simple process for cultural organisations that will measure the economic and social impact of culture in the city. We will be sharing this process with you when it is complete.

7.1 *What value do you put on the activity's contribution to Leeds' economy* - If you already have processes in place that assess the economic value of your activity to the city please provide the information in the space provided. Otherwise, please leave this section blank.

7.2 *What value do you put on your press and media coverage* - If you already have processes in place that assess the economic value of your press and marketing activity please provide an estimate of the coverage you hope to achieve. Otherwise, please leave this section blank.

Section 9: FITTING THE LEEDS INSPIRED CRITERIA

All applications must fit the four Leeds Inspired criteria. To help you demonstrate this we have provided a series of prompts under each of the four criteria. You do not have to answer every single prompt but you should use them as a guide.

9.1 Spotting, nurturing and retaining talent in Leeds

Suggested prompts to help describe how the activity will:

- ▶ work with the city's existing and potential creative talent
- ▶ bring established talent into the city
- ▶ ensure the performers/artists involved are high quality
- ▶ engage with apprenticeships, volunteers, coaching/mentoring and training
- ▶ create work placements, apprenticeships, coaching/mentoring, volunteering opportunities – how many and for how long
- ▶ involve young people in out-of-school learning
- ▶ work with FE/HE to encourage graduate retention and what evidence of retention will you collect as a result
- ▶ contribute to the city's job situation
- ▶ provide training and support to artists/performers and what is the value of this
- ▶ How many days paid employment for artists/performers does the activity provide

9.2 Removing barriers

Suggested prompts to help describe how the activity will:

- ▶ reach people would not normally engaged with the arts
- ▶ communicate with people (press and marketing activities, including your use of Breeze Culture Network).
- ▶ involve 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.
- ▶ address access, equality and diversity issues (relating to both the artists and audiences).
- ▶ use innovative (new) approaches to engaging the public in this activity.
- ▶ 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).
- ▶ Numbers of people you engaged from the community as creators and audiences. Break down age ranges, ethnicity, ability, etc.

9.3 Demonstrating Leeds' distinctiveness and telling the city story

Suggested prompts to help describe how the activity will:

- ▶ act as an advocate for the city, both within Leeds and nationally, helping to define Leeds's distinctive nature and underpinning the economy
- ▶ bring new work to the city or create new work specifically for Leeds
- ▶ show ambition and distinctiveness
- ▶ add to the cultural infrastructure
- ▶ contribution to art in the public realm, either temporary or permanent, if any
- ▶ demonstrate the relationship with Leeds.

9.4 Community inspired

Suggested prompts to help describe how the activity will:

- ▶ engage with community groups, particularly those in the most challenging wards of the city
- ▶ demonstrate the impact of it's work with the community
- ▶ offer space/opportunities for specialists or smaller arts organisations to create or meet at low or no cost
- ▶ work with at least one other cultural or voluntary organisation
- ▶ will collaborate with other art forms
- ▶ be performed or shown outside the city centre but within Leeds.
- ▶ enable members of the community to take part either as participants or audience
- ▶ make a difference to the people of Leeds

Section 10: EVALUATION

What are the different ways you will gather information to monitor your activity and achievements.

Section 11: REGISTER OF INTERESTS

It is important that we know whether anyone who works for your organisation (whether paid or voluntary) has any other employment or connections which may be relevant to your application.

Section 12: LONG TERM GRANT APPLICATION FORM

If you are applying for a grant that will develop a concept over a few years this section is an opportunity to share the long term vision for your project. We can only commit grant funding for the year 2012 but we are keen to understand your overall idea, how you plan to breakdown the work into different years, the potential to engage local people and visitors and the draft costing for each future year.

We appreciate that your ideas will be refined after the first year of development but this will give us an insight into the scale and vision behind your idea. We are keen to support longer term planning and want to avoid unnecessary burden and we will balance this with a transparent and fair process to apply for Year 2 or 3 funding.

As a long term grant applicant you will need to provide a report at the end of your Year 1 grant funded activity describing the year's impact on your plans. You will also need to complete a new grant form.

We propose to work with long term grant applicants to develop this process during 2012.

Checklist for your application

1. Completed application form Fill in the whole application form unless there are sections that you are asked not to complete. If your application is part of a partnership project, ensure you include partnership information for each section.

2. Supporting documents (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



