

## arts@leeds 2018 – 2022 Grant Scheme FAQs

### 1. Which briefing should I attend?

**Individual artist:** The engagement programme briefing Monday 6 November

We do not fund individual artists, however you can join the engagement programme and network

**Small & medium arts orgs:** The development programme briefing on Wednesday 16 August

If you are an organisation wanting to join the arts@leeds scheme (see eligibility criteria)

If you currently receive under £50,000 from arts@leeds

If you're an arts@leeds recipient seeking an uplift we would suggest attending the development briefing first.

**Largescale organisations:** The investment programme briefing on Thursday 17 August

Organisations wishing to apply for over £50,000 from arts@leeds

Please see eligibility criteria for more details

If you're an arts@leeds recipient seeking an uplift we would suggest attending the development briefing first.

### 2. When will the application forms be released?

The application forms will be released on Friday 18 August. Applications open Monday 21 August 2017

Applications close Thursday 12 October (noon) 2017. Applications received after the 12 noon cut-off point will not be eligible.

### 3. When can I book a funding surgery?

The dates will be released on Friday 18 August. They are obligatory for any organisation that didn't receive

funding for 2015/18 and any current arts@leeds grant recipient wishing to request an uplift. To book a surgery

go to: <https://artsatleedsfundingsurgeries.eventbrite.co.uk>

### 4. As a currently funded arts@leeds recipient can I request an uplift?

You will need to book a funding surgery to talk to us if you want to apply for an uplift.

### 5. Is the amount in each band per year, or for the whole four years?

The amount in each band is per financial year (April to March)

### 6. When will the funding be released?

Recommendations will be made at the February Executive Board, and then successful organisations will be informed in March to receive funding in April 2018.

### 7. Can organisations that are unsuccessful go into the engagement programme?

Yes, we will be recommending that all unsuccessful organisations join the arts@leeds engagement programme to be able to receive business support etc.

### 8. When will the application form and guidance notes etc go live on the website?

The documents will be available on the website ([www.artsatleeds.co.uk](http://www.artsatleeds.co.uk)) by Friday 18 August at 10am

### 9. What can be used as match?

**development programme applicants** will need a minimum of 25% external cash match funding (per year) for the duration of the scheme from other funding sources.

**investment programme applicants** will need a minimum of 50% external cash match funding (per year) for the duration of the scheme from other funding sources.

Match funding can include:

- Earned income from your activity (such as ticket sales)
- Funding from public organisations such as Arts Council England, central Government or the European Union
- Grants from trusts and foundations
- Sponsorship
- Kickstarter campaigns
- Philanthropy
- Money from 'friends of' groups

#### **10. Does the match funding have to be confirmed?**

For the development fund in year 1 and 2 please state in section 2.4 where your match funding will be sourced and if it this is confirmed or expected.

#### **11. Is there a restriction on how much funding an organisation new to the arts@leeds scheme can apply for?**

We accept applications from organisations new to the scheme, however please be aware when deciding what level of grant to apply for that the arts@leeds grant scheme is consistently heavily oversubscribed and we strongly advise submitting a realistic request, we can discuss this further in your funding surgery.

#### **12. If I receive funding from arts@leeds will this affect future applications to Leeds Inspired?**

No, we encourage organisations to receive funding from as many sources as possible

#### **13. Do we have to target our activity at a certain group or community?**

As we anticipate more applications than we will be able to fund we would then look at the spread of applications to assess (balance). In doing this, we have to look at a range of areas and consider if we are achieving the right spread of investment across the arts.

We will take into account the level of financial risk to our investment across the organisations.

We need to make sure that we are supporting a range of:

- Organisations – cultural, voluntary and community groups
- Artforms
- Geographical spread of activity
- Participant/audience member including religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability.

Leeds City Council aims to fund organisations/projects to provide services to citizens irrespective of their religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability.

We do not expect every organisation to target their work at all the categories. We ask the question so we are able to identify which organisations do target specific groups. For example:

Disabled people

People from Faith communities

Older People (over 55)

Younger People (under 25)

People from low income households

Black Minority Ethnic (BME) Communities LGBT+

Gender and gender identity including Trans and gender non binary

#### **14. When will successful organisations receive the monitoring form?**

We will aim to send this out with the funding agreement in the spring of 2018

#### **15. July exec Board report**

Can be found here: <http://democracy.leeds.gov.uk/ieListDocuments.aspx?Cid=102&Mid=7828&Ver=4> see section 36a

#### **16. What is defined as 'Artistic Staff Costs' in the arts@leeds budget template?**

Under the heading 'Artistic Staff Costs' in the budget template organisations will need to include all freelance artistic staff costs and any staff costs for core staff that artistic delivery responsibilities, eg. Artistic director, actors, musicians etc. All other staff should be listed under 'Other Staff Costs' for example HR managers, fundraisers, marketing managers, administrators etc.

#### **17. Can I use my own budget template?**

Please use the supplied budget template when you submit your budget with your application.

### **development programme – application eligibility**

**Who can apply:** Applications are welcomed from non-profit making organisations involved in arts and cultural activities in Leeds. We are committed to supporting a diverse portfolio of organisation delivering on a range of objectives for the city. With this in mind we have separated our criteria into essential and desired characteristics. In order to be eligible for the scheme organisation must meet all of the essential criteria and at least two of the desired criteria.



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| <b>To be eligible for this scheme organisations must:</b>   | <b>(ESSENTIAL)</b> |
| <ul style="list-style-type: none"> <li>• be a constituted organisation</li> </ul>   |                    |
| <ul style="list-style-type: none"> <li>• have received external funding in the last 2 years of a minimum of £3,000 in total</li> </ul>  |                    |
| <ul style="list-style-type: none"> <li>• have a proven track record of delivering culture and arts programmes (minimum two years of operational activity)</li> </ul>  |                    |
| Demonstrate how you:  |                    |
| <ul style="list-style-type: none"> <li>• engage and inspire local people</li> <li>• intend to build a resilient business model and sustainable future for your organisation over the term of this grant</li> <li>• will achieve a balance of creative opportunity across the city for the benefit of communities</li> </ul>   |                    |
| <b>Organisations need to fulfil two of these areas</b>  | <b>(DESIRED)</b>   |
| Demonstrate how you will:   |                    |
| <ul style="list-style-type: none"> <li>• will grow your contribution to local the economy over the term of this grant</li> <li>• attract visitors to the city through your programming</li> <li>• Promote respect, coexistence and cohesion across communities in Leeds</li> <li>• support positioning Leeds as a nationally and internationally recognised liveable city, and a thriving, internationally connected cultural hub open to collaboration.</li> </ul> |                    |

**Who cannot apply:**

- Individual artists
- Organisations resident outside of the Leeds Metropolitan Area.
- Organisations that distribute profits to members or shareholders
- Student led groups in full time education
- Individual educational establishments where the activity does not provide significant benefits to the wider community or artists.
- 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
- Organisations who request funding for religious activities
- Uniformed Youth Groups

**Investment Programme – Application Eligibility**

**Who can apply:** Applications are welcomed from non-profit making organisations involved in arts and cultural activities in Leeds.

We are committed to supporting a diverse portfolio of organisation delivering on a range of objectives for the city. With this in mind we have separated our criteria into essential and desired characteristics.

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| <b>To be eligible for this scheme organisations must:</b>  | <b>(ESSENTIAL)</b> |
| Operate within the values outlined in the Culture Strategy for Leeds 2017-2030   |                    |
| Be currently funded by arts@leeds  |                    |
| Have a permanent venue   |                    |
| Have an international profile, host international work, or tour internationally  |                    |
| Currently work with three communities in Leeds   |                    |
| Ensure that vision, ambition and objectives of the organisation align with the seven objectives outlined in the Culture Strategy for Leeds 2017-30 |                    |
| <b>To be eligible for this scheme organisations are desired to:</b>  | <b>(DESIRABLE)</b> |
| Be part of the ACE NPO scheme  |                    |
| Have an education and outreach programme and team with the capacity to deliver Leeds City Council priorities                                       |                    |
| Currently offer paid internships or placements   |                    |

**Who cannot apply:**

- Organisations not currently funded by arts@leeds

