

# arts@leeds

## development programme guidelines

**The arts@leeds programme** provides support for cultural, voluntary and community organisations to create opportunities for residents from across the city to engage in cultural activity as a participant, an attendee or a creator.

**The arts@leeds development programme** aims to support arts organisations that want to grow and develop. An annual package of cash funding and business support from Leeds City Council will be delivered to enable the successful companies to thrive.

**Applications open:** Monday 21 August 2017

**Applications close:** Thursday 12 October (noon) 2017. Applications received after 12 noon will not be eligible.

**Funding surgeries available between:** Monday 21 August – Wednesday 20 September 17  
We can help explain the criteria and give information on other funding options. We cannot review draft applications, plans or proposals.

**Grant aid:** £4,000 - £50,000 per financial year

**Business support programme:**

Business planning	Access to workshops and seminars
Access to networks	Potential support with rate relief
Access to temporary spaces	

**Duration of programme:** The programme is for up to 4 years funding from April 2018 - March 2022. All grants are offered subject to funds being available from Leeds City Council and organisations delivering against their agreed objectives. There will be a 2 year review for each organisation in 2020 to ensure the organisation is still suitable for the scheme.

**How to apply:** Please read this guidance document carefully

- Fill in the application form and include the supporting documents requested
- Submit your application by **Thursday 12 October at 12pm (noon)** to [arts@leeds.gov.uk](mailto:arts@leeds.gov.uk)
- Applications received after this time will not be assessed.

**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, organisations must meet all of the essential criteria and at least two of the desired criteria.

<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 (not including arts@leeds)</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>	
<b>Demonstrate how you:</b> <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>• 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

### **How much can you apply for:**

- Minimum grant award: £4,000
- Maximum grant award: £50,000

The arts@leeds grant scheme has always been heavily oversubscribed and is therefore very competitive.

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.

We recommend our current recipients request standstill funding, however we will consider uplift requests on a case by case basis. This can be discussed in your funding surgery as each organisation will need permission to apply for a proposed uplift. Permissions for uplift requests need to be submitted by 15 September and decisions will be made by 22 September.

Please note in the last round we received applications to a total value of c£2.9m against a revised available budget of c£1.9m.

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

Other income 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

**In kind support or other LCC related grant aid will not be accepted as match funding**

**What we don't fund:** Applications for party political purposes or religious proselytising (encouraging adherence to a particular religion) - Leeds City Council cannot fund organisations/projects which promote a particular religious viewpoint or encourages people to join a religion or political party. Religious services will not be funded and events celebrating

religious festivals such as Eid or Christmas should be open to all sections of the community including other faiths.

### **Activities or events**

- that are not related to arts and culture
- that take place solely in schools in school hours
- which solely take place outside of Leeds
- that provide no or limited benefit or engagement opportunity to the people of Leeds or its visitors
- that include buying goods or services, which take place or start before we have decided about your application.
- or equipment that duplicates what already exists or which would not be used for the benefit of the public.
- charity fund-raising events
- that do not include artistic activity e.g. networking groups
- that are self-promotional activities which do not provide public benefit.
- that have already taken place

### **Costs**

- that are already covered by other funding including other Leeds City Council sources, external 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 earned funds.
- ongoing overheads relating to equipment or buildings, such as insurance, building repairs and maintenance costs.
- individual tuition, training or research

**Assessment of applications:** The applications will be assessed by officers of Leeds City Council and recommendations will be made to the Leeds City Council Executive board who will make the final decisions.

The applications will be assessed on the answers in the application and staff knowledge of past experience / relationship with the organisation. We may also consult other organisations, including Arts Council England, when necessary.

In order to be fair and transparent there will be a three stage process to the arts@leeds grant assessment

**Stage 1:** Each application will be assessed to ensure they are eligible for the grant scheme and that all supporting documents listed in 6.3 have been sent.

**Stage 2:** This stage will review that:

#### **the activity:**

- Is clearly described, realistic and well planned
- Is achievable within the given budget
- Increases public engagement in arts and culture
- Makes a positive contribution to the profile of the city
- And helps the city meet the aims and objectives of the Culture Strategy for Leeds

#### **the applicant has:**

- The capacity to complete the activity successfully – that the workload, staff implications and running costs have been taken into account
- A good track record of delivering similar activity
- Appropriate targeted plans to attract the people the activity intends to serve
- 25% cash match funding per year

**Stage 3:** 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.

**If you are successful:** You will be informed in January 2018 whether you have been successful and how much funding we are offering for 2018/19, with an indicative amount for the 2019–22 period.

All successful applicants will be expected to work with their Leeds City Council key account manager, complete monitoring and data reporting relating to the funds given. This will enable us to track the progress of our investment and show stakeholders the value of what we fund. As a council we will take into account all funds you receive from LCC.

Funding will be given in April 2018 on completion of your signed funding agreement, your year 1 key performance indicators (KPIs) and year 1 budget (if your settlement differs from your original budget in your application).

- Funding will then be made annually in 2 payments – 90% paid in April, remaining 10% paid on receipt of completed previous year's monitoring (monitoring will be due in May, payment will be made in June, failure to complete the monitoring will result in the funding being recalled) If you are new to the scheme in the first year you will receive 100% in year 1.
- You will need to attend an annual meeting with your key account manager and they will aim attend a minimum of 1 event or board meeting per year.
- For year 2, 3 and 4 send your budget and KPIs for the upcoming year in February.
- Send your annual monitoring for the previous year's activity in May.
- And your annual accounts

**If you are unsuccessful:** Leeds City Council is committed to supporting Leeds based cultural, voluntary and organisations and community groups to provide opportunities for residents from across the city to engage in cultural activity as a participant, an attender or a creator. We will invite all appropriate unsuccessful organisations to join the [arts@leeds engagement programme](mailto:arts@leeds), where we will endeavour to continue advising, promoting and advocating on behalf of all our arts organisations and will signpost you to other funding sources.

#### **Other funding opportunities and advice**

- **Arts Council England:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)
- **Leeds Inspired:** [www.leedsinspired.co.uk](http://www.leedsinspired.co.uk)
- **Leeds City Council Area Committee:** [www.leeds.gov.uk](http://www.leeds.gov.uk)
- **Leeds Community Foundation:** [www.leedsacf.org.uk](http://www.leedsacf.org.uk)
- **Voluntary Action Leeds:** [www.doinggoodleeds.org.uk/val](http://www.doinggoodleeds.org.uk/val)
- **Crowdfunding**
- [fundingopps@leeds.gov.uk](mailto:fundingopps@leeds.gov.uk)

**This document can also be made available in large print, Braille or audio CD, please request by contacting: 0113 378 6989**

# How to complete the form

## Eligibility

Before completing this application form please go through the following list carefully to ensure that you are eligible to apply. If you answer no to any of the bullet points in the essential section or are unable to demonstrate two areas in the desired section application you will automatically be ineligible and will not be assessed for the grant scheme.

<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>• 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>	

**Application form:** [artsatleeds.co.uk/development/](https://artsatleeds.co.uk/development/)

We strongly recommend that all answers to longer questions are written in a word document, saved to your computer, and copied into the form during submission. **We are not responsible for any data lost during submission.**

We recommend that a copy of your completed submission is saved to your computer. A summary of your response is shown after submission and you can save this by pressing ctrl+S (Windows) or cmd+S (Mac) in your browser when viewing the summary. You'll need to choose where to save the file and confirm.

An autosave feature is present within the form though we do not recommend you solely rely upon this (see point 1 above in particular). The autosave feature activates every 15 seconds and can help prevent data loss in the event of a browser crash or you accidentally moving away from the page. The autosave feature works in all semi-modern browsers (Internet Explorer 8 onwards) and can be tested by doing the following:

1. Enter some test data in the form.
2. Wait until the 'autosaving...' badge has flashed in the bottom right of the screen
3. Refresh the page (or leave and return) and your data should still be present
4. If for any reason the autosave feature does not appear to be working please complete the form with caution
5. Data is autosaved to your computer locally; it is not copied to a server, available on another device or held by us, so in the event of data loss we are unable to assist.

We will email you to acknowledge receipt of your application; if you do not receive a confirmation email from us, or the email you receive does not contain the correct data then it is your responsibility to re-submit or contact us for assistance

## 1. Organisation

### 1.1 Organisation overview

**Name of your organisation:** Please state the name of your organisation as it is registered

**Main artform of your organisation:** To ensure we fund a wide spread of activity please select your main artform.

**Please state your organisation's purpose / mission statement:** if you do not have a mission statement what are the main aims of your organisation (maximum 50 words)

### 1.2 Contact Details

**Main contact:** Please supply the information as requested, all correspondence will be made with this person, the address should be the registered Leeds address of the organisation.

**1.3 Organisation status:** Please tick which one refers to your organisation and if needed include the registration number

### 1.4 Organisation age

**Formation** specify the year

**Constitution** specify the year

### What Constitution and governance your organisation should have

- 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 with contact details
- Organisations must have at least 3 unrelated Trustees/Committee members
- 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 cannot also act as Trustees/Committee members
- As part of your application you must declare any conflict of interest specific to this application and Leeds City Council. This includes senior management and board members (including councillors)

Information about governance: Voluntary Action Leeds <http://doinggoodleeds.org.uk/val>

### 1.5 Register of interests

**Please declare any interest that senior management or board members of your organisation may have:** It is important that we know if any senior members of your organisation or board (whether paid or voluntary) has any other employment or connections which may be relevant to your application. This includes board members; please declare if any council staff or councillors are board members. This will not discount the application it will just enable us to offer a transparent review of your submission.

**1.6 How much would you like to apply for:** Please state what you would like to apply for each year.

- If you have received funding in 2017-18 please state that amount
- If you have received permission to apply for an uplift please include it here

**1.7 Previous funding:** If you have not received arts@leeds funding before please tell us about your past experience of delivering arts activity including who you have received external funding from (to be eligible for this scheme your organisation will have needed to have received a minimum of £3,000 external funding during the last 2 years (not including arts@leeds))

## 2 Finance

**As part of your application please submit a detailed expenditure and income budget for 2018-2022. Please use the template provided**

It is very important to show a balanced or surplus budget (i.e. your total spending is not higher than your income, if it is you need to highlight that you are drawing on your reserves and state what your reserves moving forward will be). We expect you to illustrate a minimum of 25% of the cash match from other sources.

### **2.1 Your organisation's accounts:**

**Total income of your organisation in 2016-17:** Please state the full amount of income you received during the financial year 2016-17

**Total expenditure of your organisation in 2016-17:** Please state the full amount of expenditure you received during the financial year 2016-17

**Total surplus of your organisation in 2016-17:** this is your income minus expenditure. Please enter a negative (-) value if you recorded a loss

**Organisation reserves at year end 2016-17:** please include all your reserves / money being carried forward from 2016-17 to 2017-18

**If any of your reserves are restricted, state how much and for what purpose:** This could be for equipment a project or renovations

**2.2 Your organisation's income and expenditure:** From your budget please state what your total expected income and expenditure for 2018-19, 2019-20, 2020-21 and 2021-22 will be, we understand that 2020-22 will be indicative figures

**2.3 Rate relief: If you receive rate relief from the council please can you state what percentage discount you receive and how much this saves you each year:** If you have applied and received rate relief for your office or venue please let us know what percentage of rate relief you were awarded and how much that saves you per year.

**2.4 Managing your funding: Explain how you will manage the budget and your cash flow:** What systems do you have in place to manage finance to ensure accountability for public funds? For year 1 and two please state where your match funding will be sourced and if it this is confirmed or expected.

## **Future development & vision** (a maximum of 300 words per section)

**3.1 What do you consider to be your biggest opportunities over the next four years?**

**3.2 What do you consider to be your biggest challenges over the next four years?**

**3.3 How will funding this funding enable you to respond to these challenges and capitalise on your opportunities?**

**3.4 Please describe your business model and funding mix**

**3.5 Explain how your programme reflects value for money in relation to the people involved and Leeds City Council**

**3.6 If you also deliver work outside of Leeds, please let us know what work you aim to deliver and how this will enrich your work in Leeds. (300 words maximum)**

We supports Leeds based companies who deliver work in Leeds and outside of the city, tell us what you want to achieve and what the benefit to Leeds residents will be.

### 3.7 Describe the new opportunities for collaboration with artists from outside of Leeds

### 3.8 Please choose 2 of these areas to answer:

You only need to complete two of these sections, if you complete more than necessary only the first two will be assessed.

- will grow your contribution to local the economy over the term of this grant
- attract visitors to the city through your programming
- promote respect, coexistence and cohesion across communities in Leeds
- support Leeds as a nationally and internationally recognised liveable city, and a thriving, internationally connected cultural hub open to collaboration.

## 4 Your Outputs

### 4.1 Artistic

#### Number of sessions

**Of your proposed Leeds based activities how many sessions will be:** using the session definition below please calculate the number of sessions, we appreciate 2020-22 will be indicative. Please note when counting exhibitions it is the number of sessions the exhibition will be open not the number of works exhibited.

The day is divided into three sessions, morning, afternoon and evening as follows:

One **morning**, or part of a morning, is one session

One **afternoon**, or part of an afternoon, is one session

One **evening**, or part of an evening, is one session.

#### Creation of new work

**If your activity includes the creation of new work, please let us know the number of new pieces you will produce:** Please state how many new works are being created, if you are producing an exhibition, a new performance or a publication it is not the number of pieces exhibited, performances completed or copies published these would count as one exhibition, one new performance and one publication.

### 4.2 Audience

**Who do you currently target your work towards:** 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

**Who would you like to target your work towards in the future:** see above

### 4.3 Location

**In which ward is the organisation based:** using this [wardfinder](#) please let us know which ward you are based in

**Which wards are you planning on working in:** Tell us where in Leeds your activity will take place and how many sessions you aim to deliver in these areas. If you are planning on working in different wards each year, let us know. Please use the wardfinder to answer this question

### 4.4 Economic Impact

**Please indicate the number of NEW opportunities in Leeds you aim to create.** Please note that full time is averaged out at 230 days a year.

## 5 Evaluation

**5.1 How will you monitor your progress and evaluate your achievements throughout the funding period?** Please explain how you intend to monitor and evaluate your programme. How will you know if your programme has been successful or not? We need to know how you will monitor your activity, whether they found it worthwhile, and what lessons you learned to take forward into future projects (maximum 300 words)

## 6 Submit

**All applications must be sent by Thursday 12 October (noon) 2017**

Please remember to request confirmation of your submission

Applications received after this time will not be eligible

### 6.1 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.**

Please complete this section, as it is being emailed you can type in your signature.

Data Protection – we need to ensure that you are happy for us to keep and use your data for recording purposes, please tick one of the boxes, you will still be eligible to apply we just need to ensure we handle your data as requested

**6.2 Data Protection:** We need to ensure that you are happy for us to keep and use your data for recording purposes, please tick one of the boxes, you will still be eligible to apply we just need to ensure we handle your data as requested.

### 6.3 Supporting documents

1. Budget including income and expenditure – using the budget template provided
2. Constitution/governing document.
3. List of Trustees/Committee members and signatories
4. Equality and Diversity Policy
5. Protection of Children and Vulnerable Adults Policies (if applicable)

**Please check all information carefully before submitting. You will be presented with a summary of your application which we strongly recommend you retain a copy of.**

**Note that this form is validated before submission. If it will not submit, please carefully check you've answered all required questions, and that your file attachments are each less than 500KB in size**