

About Inspire

Information about applying for this fund



This document was written by **Leeds City Council**. It is an easy read version of 'About Inspire'.

November 2023

How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what the words in blue mean on **page 23**.



Where the document says **we**, this means **Leeds City Council**. For more information contact the **Culture Programmes Team**:

Website: www.leedscultureprogrammes.org.uk

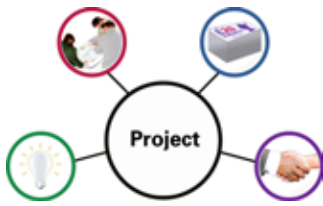
Email: culturalgrants@leeds.gov.uk

Phone: 0113 336 7440

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What is Inspire?



Inspire provides small grants for one-time arts projects.



The money should support an artist or arts organisation to deliver an **arts** project.

Arts means things like: performing, dancing, painting, music and writing.



Art projects means:

- Circus
- Crafts
- Festivals and Carnival
- Writing, poetry and spoken word
- Live art
- Dance
- Drama
- Film
- Digital media
- Music
- Photography
- Visual arts
- Or a mix of these art forms.



Projects should be new. They should be non-profit. This means they are not done to make money.



Projects must be based in Leeds.

We want Inspire to:



- Support the work done by LEEDS 2023: Year of Culture. This is a big project celebrating Leeds through different activities and events in 2023.



- Support new activity.



- Support you to develop a new creative idea.



- Support you to develop your own skills as a professional artist.



- Support our plan to make Leeds the best city.



- Support activities that give people the chance to get involved across the city.



- Support activities that show the **diversity** of Leeds.

Diversity means people are not all the same. For example, people come from different backgrounds and believe in different things.

Who can apply

Inspire is for:



- Individuals.



- **Arts** organisations.



- Community or voluntary groups to run a non-profit **arts** project.



- Businesses to run a non-profit **arts** project that is free for people



- Organisations or individuals working in partnership

1 organisation or individual will need to take the lead. They will manage the application. They will be in charge of any money given and reporting back to us.

Activity we cannot pay for

Inspire cannot fund:



- Activity you have already done – your project activity must be new.



- Schools, colleges, universities. Student or school projects or activities.



- Activity that does not involve artists.



- Activity that is not in an art form listed on **page 4**.



- Running costs of your organisations. Including things like staff pay, insurance and building repairs. The money from this fund must be spent on things linked to the activity only.



- Activities that will not provide any benefit to people in Leeds.



- Organisations that have any other funding from the Leeds Cultural Investment Programme.



- Organisations run by Leeds Council.



- Organisations that have a main address outside Leeds.



- Equipment that you normally use for your work. Like computers, software, or machines.



- Sports activity or sports kit.



- Charity fundraising events.



- Competitions or lotteries.



- Activities that promote political or religious views.



- This fund cannot be used as grant money that you give out to other organisations.

Applying for funding

When to apply



Inspire is available 4 times a year.

You must apply by:



- Monday 4 March 2024 by 12pm.



- Monday 3 June 2024 by 12pm.



- Monday 2 September 2024 by 12pm.



- Monday 2 December 2024 by 12pm.

How much money could you get



You can apply for funding between £500 to £1,500.



We think we will fund 20 to 50 projects a year.

When must your project happen



Do not start your project until:

- We get your signed funding agreement.
- We have given you the first payment.



We will not pay for activity which has already started.



You must finish your project within 12 months of your first grant payment.



You cannot get any other funding from the Leeds Cultural Investment Programme until you finish your project.



If you are unsuccessful you can apply again.

Do you need match funding



Yes. You must have at least 10% alternative funding in your budget towards the cost of your project.



For example, if you apply for £1,500 you must get £150 for your project in other ways.



This can be in cash or **in-kind**. **In-kind** is things like volunteer time, room hire, equipment or services given for free. Your own time cannot be used as match funding.



You do not need to have match funding ready at the time you apply.



But applications that already have match funding are better.

How to apply



1. Fill in the Inspire application form on our website: www.leedscultureprogrammes.org.uk.



2. You can go to 1 of our Leeds Cultural Investment programme surgeries. This is a meeting where you can get advice on your idea and application. You can book this on our website: www.leedscultureprogrammes.org.uk.

More information

To apply you will also need to include:



- An Equality, Diversity and Inclusion Monitoring form ([download template](#)).



- A budget for your project showing what money you will make and what you will spend ([download template](#)).



- Organisations must give us their accounts information.



- Links to examples of your creative work.

Access needs



Access needs are things you need to be able to take part. For example, information in easy read. Or sign language interpreters.



To talk about your **access** needs, please contact us: culturalgrants@leeds.gov.uk



We will make whatever **reasonable adjustments** we can to help you to apply for funding.



Reasonable adjustments are changes that services must make so everyone is able to use them. For example putting ramps in buildings for wheelchair users. Or giving information in easy read.

How will we make our decision



If everything is okay with your application, we will **assess** it and decide if it should get money to help with your project.

Assess means we will check it in details and decide if we want to fund it.



Applications will be **assessed** by Leeds City Council officers and **assessors from outside of the council**.



We may also take **references** from other funders. This means funders who can tell us about your work in the past.



We will try and give funding to:

- Different people and organisations across the city.
- Different art forms.



We may decide not to give you funding, if you do not:

- Follow the rules for this funding.
- Fill in the annual survey or end of project report in time.
- Tell us about changes to your project.



We will tell you our decision within **6 weeks** of the deadline dates.



If your application is not successful you can apply again.



You can also look into other funding on our website:
www.leedscultureprogrammes.org.uk



We may not be able to give you feedback on your application. We will have a lot of applications to deal with.

If your application is successful



If your application is successful, you must sign a **grant agreement** and send it to us.



We will make sure you meet all the rules for this funding. This may take 2 to 3 weeks. You will get most of the money in the first payment.



You will get the first payment after we get your signed grant agreement form. Your first payment will give you most of the money (90%)



You will get the rest of the money (10%) when you finish your project.



You will need to fill in a **Project Completion Form** when you finish your project.



You will need to complete the **Leeds Cultural Impacts Survey**. We will tell you about this closer to the time.

UK Subsidy Control



We follow a law called the **Subsidy Control Act 2022**.



This law says an organisation can get up to £315,000 of public funding in total within 3 financial years, this is called Minimal Financial Assistance (MFA).



You must confirm that the grant from Leeds City Council will not take you over this limit.



If you are over this limit, we will check if you can still get this funding.

Hard words

Access needs

Access needs are things you need to be able to take part. For example, information in easy read. Or sign language interpreters.

Arts

Arts means things like: performing, dancing, painting, music and writing.

Assess

Assess means we will check it in detail and decide if we want to fund it.

Diversity

Diversity means people are not all the same. For example, people come from different backgrounds, have different cultures and believe in different things.

Reasonable adjustments

Reasonable adjustments are changes that services must make so everyone is able to use them. For example putting ramps in buildings for wheelchair users. Or giving information in easy read.