

# About the Grow Revenue

Information about applying for this fund



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

October 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 24**.



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

**Website:** [www.leedscultureprogrammes.org.uk](http://www.leedscultureprogrammes.org.uk)

**Email:** [culturalgrants@leeds.gov.uk](mailto:culturalgrants@leeds.gov.uk)

**Phone:** 0113 336 7440

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# What is the Grow Revenue



The **Grow Revenue** provides grants for organisations.



It is to support organisations to deliver a programme of **arts** activities.

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



**Art projects should be based in:**

- 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.

## We want Grow Revenue 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.



- Help pay for running costs for the activity. Like staff wages and heating bills.



- Help organisations get more funding for the **arts** programmes.



- Support our plan to make Leeds the best city.



- Support activities that gives 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



**This funding is for organisations.**

## Organisations must:



- Be **legally constituted**. This means you have a set of rules. They say what you do and how you are run. The rules are also called a constitution. You will need to give us proof of this. For example, you can give us a copy of your **constitution**.



- Be **non-profit**. This means you do not make money for your own gain.



- Have a main address in Leeds.



- Have a board or a management committee.



- Have a bank account in the organisation's name.



- Be doing ok financially, and have good money management. You should be able to give us proof such as annual accounts.



- Have been running for 3 years or more.



The grant cannot be more than 20% of your organisation's annual income. Your annual income is all the money that your organisation gets in a year.



For example, if you apply for £10,000, your annual income should be at least £50,000.



Organisations should follow the law. They should have up to date policies and procedures up to date.





## Types of organisations that can apply:

- Limited companies registered at Companies House
- Community Interest Companies (CICs) registered with the CIC regulator
- Charitable Incorporated Organisations (CIOs) registered with the Charity Commission
- Charitable companies or charitable trusts registered with the Charity Commission
- Limited Liability Partnerships (LLPs) registered at Companies House
- Community benefit and co-operative societies regulated by the Financial Conduct Authority (FCA)
- Groups of organisations working together. 1 organisation 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

We cannot give Grow Revenue funding to:



- Individuals



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



- Activity that does not involve artists.



- 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 with 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



**You must apply by 12pm midday on Monday 8 January 2024.**

## How much money could you get



**You can apply for funding between £5,000 to £15,000 each year.**



**We think we will fund 15 to 25 projects.**

## When must your activity happen



Your activity should take place between 1 **April 2024** and 31 **March 2026**.



You cannot get any other funding from the Leeds Cultural Investment Programme during this time.

## Do you need match funding



Yes. The money you ask for cannot be more than 20% of your annual income.



For example, if you wish to apply for £10,000, your annual income (including the grant) should be at least £50,000.



You do not need to have match funding ready when you apply.



Applications that have high levels of match funding may be seen as stronger. Applications that already have match funding in place are better.

## How to apply



1. You must book a 1 to 1 meeting with someone from the Culture Programmes team. To book a meeting go to:

[www.leedscultureprogrammes.org.uk](http://www.leedscultureprogrammes.org.uk).



You can talk about your activity. And how much money you could apply for.



2. You should then complete the **Grow Revenue application form**. You can find this on the Culture Programmes website:

[www.leedscultureprogrammes.org.uk](http://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](#)).



- Important organisation documents, that explain how you are run and managed. For example, your **constitution**.



- Your most recent audited accounts. These are financial statements that have been formally checked.





- Your monthly financial accounts.



- Website 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](mailto: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 your organisation should get money for your activity.

**Assess** means we will check it in detail 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 organisations across the city.
- Different art forms.



If we get a lot of applications, you may be offered less money than what you applied for



## 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 **12 weeks** of the deadline dates.



If your application is not successful you can look into other funding on our website: [www.leedscultureprogrammes.org.uk](http://www.leedscultureprogrammes.org.uk)



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

# If your application is successful



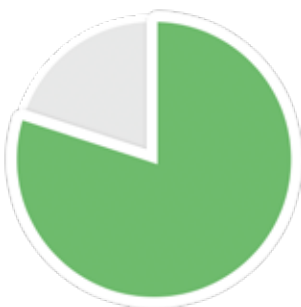
If your application is successful, you must sign a **grant agreement** and send it to us.



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 a **signed grant agreement** from you.



For each year of your project, you will get most of the grant paid in April or May.



The rest of the grant money will usually be given in October. To get the second payment you must send us reports 4 times.

## After the first year, ongoing funding will be given if:



- You have made progress on your goals in year 1.



- You agree to new goals for the next year.



- You get the match funding needed.



- You complete the annual **Leeds Cultural Impacts Survey**.



We may change the way we pay you the grant if and when needed.



We check how much money we have for our Cultural Investment programme every year. The amount of funding we can give may change.

## 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.