

GROW:PROJECT

APPLICATION FORM

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Start

Have you attended a grant advice session for this application?

Yes

No

All applicants must attend a grant advice session, otherwise the application will be ineligible. If you have an advice session booked but have not attended it yet, please answer 'yes'. If 'no', please [book your advice session here](#) and return to this form.

Have you submitted an application to the Leeds Cultural Investment Programme before?

Yes

No

Do not apply for a repeat or continuation of a previously funded project, this new application must be for a new project.

If 'yes', what was the name of your previous project?

If 'yes', has your project been completed and an end of project report submitted?

Yes

No

To be eligible for this round of funding your current Leeds Cultural Investment Programme (LCIP) project must be completed and an end of project report submitted by the application deadline of this round.

Applicant Type

Individual

Organisation

Partnership/Consortium

Individual

About You

Do you live in Leeds?

Yes

No

You must live in Leeds to be eligible for funding through Leeds Cultural Investment Programme. **Please do not continue with this application if you do not live in Leeds.**

Do you have a bank or building society account in your name?

Yes

No

You must have a bank or building society account in your name to be eligible for funding through Leeds Cultural Investment Programme. **Please do not continue with this application if you do not have a bank or building society account in your name.**

Your name

Your address

Your postcode

Your email address

Your phone number

Your website (if applicable)

Please enter the full website address, including the https:// - eg. <https://www.google.com>

Which council ward do you live in?

[Find your ward here](#)

Organisation

About Your Organisation

Is your organisation registered in Leeds?

Yes

No

Your organisation must be registered in Leeds to be eligible for funding through Leeds Cultural Investment Programme. **Please do not continue with this application if your organisation is not registered in Leeds.**

Do you have a bank or building society account in name of the organisation, as shown in your governing document?

Yes

No

You must have a bank or building society account in the name of your organisation to be eligible for funding through Leeds Cultural Investment Programme. **If you do not have a bank or building society account in your organisation's name please do not proceed with this application.**

Your name

Your job title

Organisation legal name

Organisation registered address

Your postcode

Your email

Your phone number

Your website

Please enter the full website address, including the https:// - eg. <https://www.google.com>

What council ward is your organisation in?

[Find your ward here.](#)

What is the legal status of your organisation?

Please check all that apply e.g., for orgs that are Registered as a Limited Company and a Registered Charity

What year was your organisation first registered as a company

Company registration number

Charity registration number

(if applicable)

VAT registration number

(if applicable)

Does your organisation have a board or management committee that meets regularly?

e.g., 4 times per year?

Yes

No

Staffing: How many people work for your organisation, including in a voluntary capacity?

Full time staff

Total staff

Part time staff

Total pt staff

Freelance staff

Total fl staff

Volunteers

Total volunteers

Board or Management Committee members

Total Board

Partnership/ Consortium

About your Partnership/Consortium

About Your Organisation

Is your organisation registered in Leeds?

Yes

No

Your organisation must be registered in Leeds to be eligible for funding through Leeds Cultural Investment Programme. **Please do not continue with this application if your organisation is not registered in Leeds.**

Do you have a bank or building society account in name of the organisation, as shown in your governing document?

Yes

No

You must have a bank or building society account in the name of your organisation to be eligible for funding through Leeds Cultural Investment Programme. **If you do not have a bank or building society account in your organisation's name please do not proceed with this application.**

Your name

Your job title

Organisation legal name

Organisation registered address**Your postcode****Your email****Your phone number****Your website**

Please enter the full website address, including the https:// - eg. https://www.google.com

What council ward is your organisation in?

[Find your ward here.](#)

What is the legal status of your organisation?

Please check all that apply e.g., for orgs that are Registered as a Limited Company and a Registered Charity

What year was your organisation first registered as a company**Company registration number****Charity registration number**

(if applicable)

VAT registration number

(if applicable)

Does your organisation have a board or management committee that meets regularly?

e.g., 4 times per year?

Yes

No

Staffing: How many people work for your organisation, including in a voluntary capacity?**Full time staff**

Total staff

Part time staff

Total pt staff

Freelance staff

Total fl staff

Volunteers

Total volunteers

Board or Management Committee members

Total Board

If your application is successful, a partnership agreement will need to be in place which identifies your organisation's role as the lead partner before you sign your funding grant agreement.

More About You

More About You

Tell us about you / your organisation / your partnership (up to 250 words)

Individual applicants - please give us a short summary about you and/or your creative practice.

Organisations - please tell us about your organisation and your work.

Partnership applications - please include information on the lead artist/organisation and other partners.

(Up to 250 words)

Examples of your work

Please provide web links of your creative work or attach up to three examples to this application form. If you are including attachments, please list the file names and a brief description below.

Have you had any other funding from Leeds City Council in the last 12 months? If so please tell us how much and for what activity?

Source of Funding	Amount of Funding	Activity delivered
Source of Funding	Amount of Funding	Activity delivered

About your project

Please answer each question.

What is the name of your project?

What is the start date of your project?

The start date of this project must be at least 10 weeks after the application deadline, this is due to the funding timeline.

What is the end date of your project?

This should be the date of when the proposed funded activity would be completed.

What is the main form of cultural activity in your project?

Project costs

What is the total cost of your project (£s)?

How much funding are you applying to us for (£s)?

Project activity

Q1 Summarise your project.

100 words.

Q2 Why do you want to do it?

100 words

Q3 Who is your project for and what do you hope people will gain from it?

200 words.

Q4 What is the delivery plan and timeline for the project?

100 words.

Q5 Are you working with partners? If so, who are they and what will they be doing?

100 words.

Q6 Tell us about your press and marketing plans.

100 words.

Q7 What steps are you taking to consider accessibility within your project?

100 words.

Q8 How will your project be inclusive and reflect the diversity of our city?

100 words.

Q9 How will you ensure that your work is delivered in an environmentally sustainable way?

Please tell us about the ways you will contribute to Leeds Best City Ambition to reach net zero emissions by 2030. How will you make your own work sustainable? How will you encourage others by example? How might you be able to evidence this? (500 words).

Q10 How will your project make a positive contribution to health and wellbeing?

Please tell us about the ways in which your project will contribute to Leeds Best City Ambition to reduce health inequalities across the city, supporting residents to live active, healthy and mentally healthy lives? (500 words).

Q11 How will you know that your project was a success?

Please provide us with your 5 most important measurable targets for your project. The Targets must be SMART: Specific, Measurable, Achievable, Relevant and Time-bound.

i.e. "Arthouse will deliver 12 dance workshops with 75 participants aged 65+ in East Leeds by November 2025."

Target 1

Target 2

Target 3

Target 4

Target 5

Q12 What are the risks to delivering your project and how will you tackle them?

Up to 200 words.

200 word(s) remaining

Q13 What will you do with the learning from your programme? What are your future plans beyond this project?

Up to 200 words.

Project Beneficiaries

How many people will benefit from your project?

Artists/creatives

Artist Creative Total

Volunteers

Total Volunteer Beneficiaries

Participants

Please estimate the total number of people who you want to engage with and their approximate age group. If a participant is engaged in repeated activity, such as a class or course, please only count them once.

Number of people per age range	TOTAL
Aged 0-5	Total
Aged 6-11	Total
Aged 12-15	Total
Aged 16-19	Total
Aged 20-24	Total
Aged 25-64	Total
Aged over 65	Total
Not age specific	Total
Participant Total	Participants Total Value

Audience

Please estimate the total number of audiences, viewers and spectators, including outdoor, public, non-ticketed events.

Audience

Number of people per age range	TOTAL
Aged 0-5	Total
Aged 6-11	Total

Number of people per age range	TOTAL
Aged 12-15	Total
Aged 16-19	Total
Aged 20-24	Total
Aged 25-64	Total
Aged over 65	Total
Not age specific	Total
Audience Total	Audience Total Value

Broadcast/online audiences

*Please do not count social media engagement in your broadcast/online audiences. Examples of what can be included are streamed performances, virtual galleries, podcast downloads, etc. **Please make sure that '0' is showing in this field if you have nothing to add.***

Will your work be targeted at a specific group?

Yes

No

Which Leeds ward(s) will your activity take place in? (Select all that apply)

[Find your ward.](#)



Project outputs – How many of each output will your project deliver?

New cultural activities, products

Performances or exhibition days

Learning or participation sessions

Days employment for freelance artists and creatives

Training opportunities

Volunteering Opportunities

Year 2 *If your project is longer than 12 months.*

Attachments

Please remember to also include the following attachments with your application:

For all applicants

Completed Equality, Diversity and Inclusion Monitoring form

For **Individual** applications - [download template here](#) / For **Organisation or Partnership** applications - [download template here](#)

Project budget.

Your budget will need to show a breakdown of your income and your expenditure, including descriptions.

The budget should balance to £0. [Download template here](#)

For organisations

- Governance documents e.g. Articles of Association
- Most recent set of end of year or audited accounts

Declaration

I understand that I will be required to complete the Leeds Cultural Impact Survey for the year(s) in which my activity takes place

Yes

No

(further information will be released in due course)

I confirm that my project will be delivered fairly and in line with current legislation such as the Equalities Act 2010 and the Human Rights Act 1998

Yes

No

I confirm that my project will comply with all relevant employment law and that any staff, freelancers, and volunteers will have appropriate job descriptions and contracts etc

Yes

No

I confirm that my project will have appropriate insurance certification – for example, public liability, employer's liability, professional indemnity (where appropriate) and when public events are to be held, the appropriate licenses and insurance is obtained

Yes

No

I confirm that my project will meet the statutory requirements for the safeguarding of children and vulnerable adults

Yes

No

I confirm that my project will carry out an appropriate risk assessment

Yes

No

For organisations: I confirm that my organisation has a board or management committee

Yes

No

I confirm that my project will comply with the General Data Protection Regulations

Yes

No

I understand that Leeds City Council will safely store my details given here in accordance with the Data Protection Act (2018) and will use this data to assess my application and for research and reporting purposes

Yes

No

I confirm that I am authorised to make this application.

Yes

No

I confirm that the information I provided in this application is true and correct

Yes

No

Name

Date

(end)