



Arts and Minds Creative Grants

- **what you can apply for**
- **how to apply**



Arts and Minds Creative Grants

Framework and Guidance

1. Introduction

The document sets out a framework for creative grants for arts activity and initiatives by members of the Arts and Minds network in Leeds.

2. Rationale

Our aim is to support the arts as part of recovery, inclusion and well-being. The fund is one way in which we hope to support and encourage artistic and creative initiatives led by people who receive and work in health and social care settings in Leeds.

3. Purpose

The purpose of the fund is to support members of the network to take part in creative activity. Applications can be made by groups, or individuals planning to work with groups.

Applicants who are not members of the network may either join the network or apply through a member organisation.

The fund is specifically intended to support small-scale initiatives that would otherwise not be funded.

The fund has been developed and is maintained by fundraising activities and donations from members of the network.

4. Criteria for applications

Applications can be made by groups, or individuals planning to work with groups, and should meet the following criteria:

- Demonstrate that they will benefit adults receiving health and social care services and/or their carers
- Have the grant request endorsed by a sponsor.
- Demonstrate partnership working with service users and/or carers
- Demonstrate partnership working with other agencies where appropriate
- Demonstrate how they will be evaluated¹
- Be outside of the funding remit of the relevant organisation²
- Be prepared to share learning and/or exhibit/perform where appropriate

A maximum of 1 applications can be made per financial year (i.e. April to March)

Role of the sponsor

The sponsor for an application to the Arts and Minds fund has the responsibility for:

- Supporting the applicant to complete the application for and authenticating it.
- Being responsible for overseeing and enabling the use of the grant.
- With the applicant, jointly reporting back to the network on the use of the grant after an agreed period.

The fund has been developed and is maintained by fundraising activities and donations from members of the network. If the sponsor fails to ensure that the applicant adheres to the criteria set out in the guidance they will not be able to act as a sponsor for any future applications.

5. What the fund can be used for

The fund can be used to enable service users, carers and staff to participate in the arts (e.g. painting, writing, drama, poetry, photography etc.).

Examples of what can be applied for are as follows:

- Artist's fees
- Arts materials
- Room hire
- Publicity
- Equipment

This is not an exhaustive list and all applications will be considered.

In some cases it may not be possible to cover the full cost.

6. How much can be applied for

Grants of up to £100 per application will be considered by the panel. However it is expected that most grants will be in the region of up to £50.

7. How are decisions made

A panel meets every 3 months (usually in April, July, October, and January) to make decisions about awards. The maximum of £300 will be allocated per meeting.

The panel is comprised of 3 members of the network steering group. The panel will receive anonymised application forms and will score them against the criteria set out in this framework.

The panel is co-ordinated by the Arts and Minds Development Manager.

8. Outcomes of applications

We will notify applications of the outcome of their application as soon as possible after we have made a decision.

9. Responsibilities of successful applicants

1. Only use the grant for the purpose described in the application.
 2. Refund any unspent balance to Arts and Minds.
 3. Use the grant within six months
 4. Acknowledge Arts and Minds in any publicity relating to the project.
 5. Share information and knowledge about the initiative where appropriate.
 6. Submit an evaluation of the project within two weeks of its completion.
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10. Administration

The day-to-day administration of the fund will be co-ordinated by Leeds Partnerships NHS Foundation Trust.

¹The Arts and Minds network can provide information and advice about evaluation.

²This is not relevant to individual applicants.

Arts and Minds Grant Application Form

Please return the completed form to the Arts and Minds network, Inkwell, 31 Potternewton Lane, Leeds, LS7 3LW
Please read carefully and answer all questions in full. All information is confidential to the panel.

The panel meets every 3 months and we will review your application at the first available meeting after we receive it.
We will tell you about our decision, in writing, within two weeks of the meeting in which it was discussed.

Applicant

Name

Address

..... Postcode

Tel Email

I have read the terms and conditions and confirm that by applying I will adhere to them.

Signature Date

Sponsor

Name

Address

..... Postcode

Tel Email

In what capacity does the sponsor know the applicant?

I confirm I am willing to act as a sponsor for the applicant.

I have read the terms and conditions and confirm that by applying I will adhere to them

Signature Date

If your application is successful, the grant will be paid in one of the following ways:

If you are part of LPFT - by transfer into your budget Budget CodeDepartment
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All other applicants will be paid by cheque. We will require an invoice from you to release the cheque.

Please state the name or organisation to be written on the cheque (please print)

Please give full details of what the grant is required for, including quotations where relevant, itemised costings and supporting information (e.g. brochures, leaflets) where applicable. Please attach any additional information in support of this application on a separate sheet).

What is Grant required for?

Item Cost

Where from Total cost

How much grant are you applying for?

If the amount of grant is less than the total cost, where will the rest of the money come from?

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Start date of project

End date of project

Applicant: please say how the application will meet the criteria set out in the guidance
(please note this section must be completed)

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Sponsor: please tell us the reasons for you supporting this application. Please do not use the applicants name
(Please note, this section must be completed)

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n.b. please continue on a separate sheet if necessary

Arts & Minds creative grants

Grant Application Form (continued)

How did you find out about the Arts and Minds network creative grants?

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Sponsor details

Organisation (please tick relevant box):

- Voluntary sector - housing
- Voluntary sector - day care
- Voluntary sector - other
- Social services - hostels
- Social services - day care
- Housing Association
- Leeds Mental Health Trust
- Primary care
- Other

Profession (please tick relevant box):

- CPN
- Social Worker
- Housing Worker
- Hostel Worker
- GP
- Home Support Wore
- Allied Health Professional
- Mental Health Nurse
- Psychiatrist
- Other