



Cultural Ambition Fund Guidelines

1. What is the Cultural Ambition Fund?

The Cultural Ambition Fund enables us to support organisations that are delivering against Leicester City Council's Corporate Priorities. The scheme is used to provide small-scale financial support for arts and heritage activities or events in Leicester city and to seed fund applications for larger sums to other funding organisations.

2. How much funding can be applied for?

We can support:

- Up to a maximum £3,000 in any financial year per applicant
- Up to 50% of the project costs (more usually up to 20%)

We have a limited budget and are not able to fund all eligible activity; similarly, eligible activity that receives funding may not receive the full funding requested.

3. Which organisations can apply to the scheme for support?

We are only able to support applications from '**not-for-profit**' organisations that have a bank or building society account and an adopted constitution or set of rules. You will be required to demonstrate you meet these requirements in advance of any payments being made to your organisation if funding is approved.

4. What projects will the fund support?

Projects must be for arts or heritage related activities or events and meet **one or more** of the following priorities:

- Extend the reach of Leicester City Council's Cultural Services
- Increase the capacity of the project to attract further funding from other funding bodies
- Increase the sustainability of a project or 'kick-start' a sustainable project
- Be of an innovative or developmental nature.

What projects will the fund support? (cont.)

Projects must also contribute to **Leicester's Cultural Ambition** and meet **one or more** of its aims;

- Our communities connect through a sense of pride, place and identity
- New work is created, new talent is nurtured and new ways are found for self-expression
- Every child and young person will thrive through a rich and adventurous cultural education
- Economic growth will flourish through investment, enterprise and business development.

To be eligible, the activity must:

- Take place in the City boundary of Leicester. If the request is part of a larger regional, national or international project, we will only fund parts of the project that take place in Leicester. If your project is regional, national or international, we will ask you to supply information both on the wider project and on the Leicester based activity.
- Be publicised and open to the public, following Leicester City Council policies.

5. What projects will the scheme **not** support?

The scheme will not provide funding for:

- Retrospective expenditure
- Organisations that have received Cultural Ambition Fund (CAF) or Cultural Activity scheme or CAPS funding within the last two years (from the date of previous grant offer letter to the date of submission of new application)
- Activity that has already received Cultural Ambition funding
- Capital expenditure or the purchase or improvement of assets
- Recoverable VAT incurred
- Commercial activity
- Political purposes nor for the purposes of any publicity which, in whole or in part, is designed to affect public support for a political party
- Promotion of religion or exclusively religious purposes
- Purposes which it is unlawful for the Council to fund or that would bring the Council in to disrepute.

6. How can I make an application?

Applications should be submitted using the Cultural Ambition fund – Application Form. Please click [here](#) to see the page where you can download the form.

All sections of the form must be completed and contact details provided before your application can be processed. All applications must specify whether they are seeking funding from other sources for the same project and, if so who from, what amount and towards which element of the project. Failure to do so may result in applications being withdrawn or funding being reclaimed where there is any duplication in funding.

7. How long will it take to process my application?

Please submit your application as far in advance of your event or activity as possible, **at least two months** is required to consider and make a decision upon applications, however, some applications may take longer to process should we require any additional information. A diagram detailing the steps in the application process can be seen on page 6 of this document.

8. What funding terms and conditions will there be if my application is successful?

Submission of an Application to the Cultural Ambition Fund implies acceptance of these terms and conditions.

- Funding must not be used for items listed in Section 5 of this document.
- Funding must only be used for the purpose for which it was awarded, as set out in your Application and/or any other agreed conditions approved in writing.
- You must acknowledge the funding we give you in your printed and digital publicity, by the inclusion of the Leicester City Council logo. This includes marketing material that is circulated beyond Leicester for projects taking place outside the city boundaries.
- You must keep a record of all expenditure made in respect of the Project. Original documents such as contracts, legal documents, delivery notes, receipts and other relevant documents relating to claims must be kept for at least 3 years from the completion of the Project. You shall ensure that these are available for inspection and copying by Leicester City Council at any reasonable time within that period and as required from time to time.

- You must maintain effective monitoring systems so that all your outputs and outcomes expected of the Project can be accurately identified and reported upon when requested by Leicester City Council.
- You must ensure that, insofar as any information may comprise personal data, that you have the consent of any individuals concerned so that that information may be provided to the Leicester City Council, or anyone acting on their behalf, in compliance with your obligations under these terms and conditions.
- A full evaluation of the Project and income and expenditure statement, showing actual figures against the budget provided in your application, will be provided by you and these should be submitted within six weeks from the end of the activity as outlined in your application for funding.
- You must provide to Leicester City Council with all and any information concerning the Project and any activity to which it relates, which Leicester City Council may reasonably require.
- You must authorise Leicester City Council access to your premises when required and in the reasonable opinion of the Council in connection with this Project.
- You must notify Leicester City Council immediately of any circumstances which seriously affects the achievement of the Project or is likely to lead to the Project not being complete.
- Leicester City Council shall not be responsible for liability to third parties for any debts or liabilities you incur or that are incurred through any act or omission by you. Any such debts or liabilities shall be your entire responsibility.
- Your organisation and any contracted parties or project partners must hold appropriate insurances in place covering the period of the Project.
- You must not transfer or otherwise deal with any rights, interests or obligations of this funding or substitute any person in respect of such rights interests or obligations.
- You must comply with the relevant law for the time being in force in the United Kingdom.

- Leicester City Council may reject applications for any future funding and/or require you to return items purchased with Cultural Ambition funding if:
 - You do not use the grant for the purpose for which we gave it or for a purpose which it shall not be used;
 - You are seriously liable not to achieve the Project or the Project is likely not to be completed in line with the outcomes and outputs outlined in your application, in the reasonable opinion of Leicester City Council;
 - Your organisation closes down, or sell or transfer or cease to carry out the activities
 - You significantly change the activity you for which the Funding is given without our prior written approval
 - You have given false or misleading information to us
 - You do not comply with the terms and conditions of the funding.

9. Where can I get further help or advice?

If you need help or advice on whether your project is eligible for support, please contact our Arts Management team:

By Telephone: 0116 454 3705

By Email: arts@leicester.gov.uk

Useful information with regard to undertaking risk assessments and running events safely can be found at <http://www.hse.gov.uk/guidance/index.htm>

Please note; when completing the application form any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our privacy notice on our website: www.leicester.gov.uk.

If you require support to access the web application form please feel free to visit any of our [libraries and multi-service centres](#) where we will be able to take you to the appropriate area online using the Council's free public access computers.

What happens after I have made an application?

