

Leeds 2023 Explore
Information for Applicants

EXPLORE

PHOTO: Beauty and the Beast by Northern Ballet

Leeds
2023

Leeds 2023 A Bid for the European Capital of Culture

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Leeds 2023 Explore Information for Applicants

What are the aims and objectives of the Explore capacity-building fund?

The general aim of the fund is to encourage, broaden, strengthen and deepen direct and mutual cultural relationships between Leeds, Europe and the wider world for the benefit of the work of Leeds 2023 bid for European Capital of Culture.

Key objectives to achieve this aim are:

- to broaden the base of relationships between cultural players in Leeds, Europe the world
- to provide opportunities for these relationships to be enriched through deepening levels of contact and the mutual ambition to build lasting connections and partnerships out of initial contacts
- to spread the message more widely that Leeds is an outward-looking, open and ambitious European cultural city
- to bring back contacts, stories and ideas from other countries and actively feed them into broader city thinking and the work of Leeds2023
- to further animate the cultural sector's engagement with and ownership of the Leeds 2023 bid for European Capital of Culture 2023

Crucially, applicants will also be able to adopt their own particular approaches to these objectives:

- to be a cultural catalyst and provide space for the emergence of longer term artistic and cultural collaborations, networking and projects, between Leeds-based practitioners and other European or international partners
- to enhance Leeds' exceptional, experimental and diverse cultural offer embedded across its many communities through international partnerships



What's the funding schedule?

The Explore capacity-building fund will exist throughout the initial Leeds 2023 bid phase from January 2017 to 27th October 2017. All activities funded by the Explore fund have to be completed by 31st December 2017.

The deadlines for all applications are 12 noon on:

- 1st February 2017
- 22nd March 2017
- 10th May 2017
- 28th June 2017
- 16th August 2017
- 27th September 2017.

In exceptional circumstances the panel reserves the right to consider applications outside of the normal panel meetings. Applicants will be informed of the outcome of their application within 10 working days of the respective deadline.

The start date for the activity must be a minimum of two weeks after the application deadline. Successful applicants will also be asked to meet with at least one member of the Leeds 2023 Executive Team prior to commencing the activity.

Payment of funding awarded will be made following the return and processing of relevant documentation. Funding over £1,000 may be paid in instalments.

Payments may be subject to further conditions.



Who can apply?

For the Big Explorer strand, applications can be made by these individuals:

- Leeds-based arts practitioners
- Leeds-based cultural leaders or producers
- Individuals who can demonstrate a strong track record in exploring the cultural offers of a place abroad, preferably in Europe, and in developing new partnerships between cultural players

For the Small Explorer strand, applications can be made by these individuals, groups or organisations:

- Leeds-based arts practitioners or cultural players
 - Leeds-based arts organisations
 - Leeds-based cultural organisations or community groups who can demonstrate the use and production of artistic content in their work
 - Groups of any of the above organisations (one will need to take the lead and have the main responsibility for managing the application and any funding received)
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Who cannot apply?

- Educational establishments
- Organisations or individuals who are not based in Leeds or deliver most of their work outside Leeds
- Closed membership groups whose activities do not reach a wider public
- Leeds City Council services



What activities do we fund?

The Explore fund aims to promote the development of new connections between Leeds, Europe and the wider world that are meaningful to the work of the Leeds 2023 bid for European Capital of Culture 2023, and add value to both the bid and the work of cultural and creative industries in Leeds.

It is important to us that:

- your activity focuses on making links with partners who you have not worked with before
- your activity has a clear link to culture and the arts
- your activity provides benefit to Leeds-based artists and arts organisations or the creative industries of Leeds as well as the Leeds 2023 bid for European Capital of Culture
- you can demonstrate an interest in building lasting connections and partnerships

As a **Big Explorer** you can apply for funding of up to £3,000 to spend up to one month in a particular place or region to scope a broad variety of contacts across any art forms and make links with cultural leaders and opinion formers. The funding can go towards all essential costs such as transport, accommodation or subsistence costs as well as festival or conference fees.

As an individual or group of **Small Explorers** you can apply for up to £500 towards either a visit abroad of up to five days or towards hosting a meeting with potential partners in Leeds. In this case, too, funding can go towards all essential costs of yourself or your invited contacts such as transport, accommodation or subsistence as well as festival or conference fees.



What do we not fund?

- Activities that do not have an international dimension or that take place elsewhere in the UK
 - 'One-directional activities' such as the work on or delivery of existing projects, residencies aiming exclusively at the personal development of individuals, and importing or exporting existing or commissioned work
 - Costs for more than one person travelling on any Big Explorer visit
 - Activities intended to generate a profit, raise funds or pitch to sponsors
 - The purchase of goods, services, equipment and tuition or training that is not essential or not directly related to the visit or hosting of international partners
 - Costs, including running costs, that are already covered by other funding or that should be covered by the individual's or organisation's own resources
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Terms & Conditions

We expect match funding of at least 10% from **Big Explorers** and 20% from **Small Explorers** in cash for the activities from other sources.

Other income can include:

- Funding from public organisations such as Arts Council England, the Central Government or the European Union
- Grants from trusts and foundations
- Sponsorship
- Crowdfunding
- A contribution from your organisation



How to apply

Please select one of our three application forms which are for **Big Explorers**, **Small Explorers** and those **Hosting Explorers**.

You can submit a paper application by email to hello@leeds-2023.co.uk or by mail to **Leeds2023, Leonardo Building, Level 7, 2 Rossington Street, Leeds LS2 8HD**.

Instead of a paper-based application, you can also record a video in which you answer all the questions of the application form and send us a file, a private YouTube link or a DVD to the addresses above.

What happens next?

All applications will be considered by a panel of three Leeds 2023 Executive Team members who will take into account:

- the relevance of your activity in achieving the aims and objectives of the Explore Fund
- the benefit the activity provides to Leeds 2023 bid for European Capital of Culture and Leeds-based artists and arts organisations
- both your and the activity's eligibility and your reasonable budgeting and match-funding

Out of all application submitted during the funding period, we are aiming to support a diverse range of applicants and activities that are reflective and inclusive of the whole city. Provided they are of the same quality, the panel will thus give priority to applications that contribute most to the overall diversity of explorations funded.

If your application is successful we will confirm this in writing and send you a funding agreement which you must sign and return. We will release your funding on receipt of this funding agreement. It can take up to 2 weeks for the funding to be in your bank, please remember to include this time in your financial planning.

We will also invite you to meet the Leeds2023 team in advance of your exploration to help us weave your work into the fabric of Leeds2023. You are kindly asked to accommodate this meeting in your plans.



Help and Advice

Surgery sessions

To support applicants, the Leeds 2023 Bid Team will be available for 30-minute surgery sessions to discuss applications. If you would like to arrange for such a meeting at our offices, please contact us using the contact details below.

Enquiries

If you have a query about your application, you can discuss it with a member of the Leeds 2023 Bid Team.

Telephone: 0113 378 7913

Email: hello@leeds-2023.co.uk

Completed paper or video applications should be emailed to hello@leeds-2023.co.uk or sent by mail to **Leeds2023, Leonardo Building, Level 7, 2 Rossington Street, Leeds LS2 8HD.**

