

# Music Education Hubs: Appendix 2: Additional Conditions

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## Music Education Hubs – Additional conditions 2023-24

This version has been updated in response to feedback from Music Education Hubs. Some original requirements for the 2023-24 funding period which were published 12 May 2023 have now been made optional. These are as follows:

- outline workforce plan (sections 4.2 & 11.2)
- approach to financial sustainability (section 10.1)
- approach to environmental sustainability (section 10.2)

This means that you will not be required to submit these documents during the funding period, and this will not affect your risk rating. Please do submit them still if you wish to, and self-assess your ratings within your SMART objectives template, as per the Performance Framework. If you do not submit these elements you will be able to record 'not applicable' for the 'Sustainability' performance area within the SMART objectives template. This is in lieu of determining a performance rating for this performance area. You will be able to review your ratings at a later date, as part of your quarterly payment condition submission.

We have also reduced the mandatory requirements for which areas the communications and engagement plan (section 4.4) must cover.

Additional conditions form a key part of the funding agreement with Hub Lead Organisations (HLOs), providing essential further detail on all the documents and information to be submitted to meet our funding requirements. We expect all Hub boards to have full oversight and approval of key documents, not necessarily prior to submission, but with approval being recorded in minutes or equivalent for your Relationship Manager's reference.

The Hub partnership must be made aware of these conditions to ensure collective understanding of the requirements. The document refers to the 'Music Education Hub' or 'Hub', when referring to the whole partnership, and 'Hub Lead Organisation', 'HLO' or 'you' when referencing specific responsibility of the HLO. For the avoidance of doubt, the Hub Lead Organisation will be solely responsible and accountable for the grant.

All documents submitted as part of your payment conditions will need to be approved by the Arts Council before grant payments can be made. The Arts Council also reserves the right to request any further information, as set out in the [terms and conditions](#), as part of this offer of funding. Where appropriate we will provide templates and guidance to support you in providing these documents. These will be made available on our website [here](#).

All Hubs should familiarise themselves with the requirements set out in [The power of music to change lives: a national plan for music education](#) and in the [2023-24 Relationship Framework for Music Education Hubs](#). We also recommend reading about the Arts Council's strategy, [Let's Create](#), and the associated Outcomes, [Investment Principles](#) and [Delivery Plan](#), in order to understand potential partnership opportunities with the wider arts and cultural sectors.

1.	<p><b>Local Plan for Music Education</b></p> <p>We require you to express the strategic and operational arrangements for your Music Education Hub in a <b>Local Plan for Music Education (LPME)</b>, which must cover the 12-month investment period 1 September 2023 to 31 August 2024. You must submit a copy of your LPME to the Arts Council on <b>1 September 2023</b>.</p> <p>The LPME should be flexible, evidence-led, and informed by the Hub’s collective understanding and analysis of local needs and circumstances in all local authority areas covered by the Hub. It should describe how the Hub will deliver against the <b>three aims</b> for Hubs in the 2022 National Plan for Music Education (NPME) and incorporate all relevant plans and strategies associated to the Hub. The LPME should also connect to the <b>five strategic functions</b> for HLOs which set out how the HLO will operate to deliver the aims. The LPME should comprise the following elements:</p> <ul style="list-style-type: none"> <li>• a summary of your needs analysis (see Section 2)</li> <li>• SMART objectives and performance ratings (see Section 3)</li> <li>• programme of activity (see Section 4)</li> <li>• outline workforce plan (see Section 4.2)</li> <li>• details of your instrument hire service (see Section 4.3)</li> <li>• communications and engagement plan (see Section 4.4)</li> <li>• approach to quality and impact (see Section 5)</li> <li>• partnership arrangements (see Section 6)</li> <li>• approach to school engagement (see Section 7)</li> <li>• outline progression strategy (see Section 8) – <b>NB: this will be required by December 2023</b></li> <li>• inclusion strategy (see Section 9)</li> <li>• charging, remissions and subsidy policy (see Section 9)</li> <li>• approach to sustainability (see Section 10)</li> <li>• instrument stock and management policy (see Section 10.3)</li> <li>• governance and management arrangements (see Section 11)</li> <li>• finance arrangements (see Section 12)</li> </ul>
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2.	<p><b>Needs analysis</b></p> <p>Your LPME must include a <b>summary of your needs analysis</b>.</p> <p>By putting needs analysis at the centre of your work, HLOs can work with local partners and stakeholders to develop achievable, effective local plans that support and deliver the aims of the NPME. An effective needs analysis should demonstrate a clear understanding of needs, opportunities, provision gaps and expertise gained through research, evaluation, self-evaluation and ongoing consultation. These approaches should draw on the experiences and needs of a range of local stakeholders and communities, ensuring there are meaningful ways in which the perspectives and voices of children, young people, parents/carers and partners are heard and responded to via regular consultation.</p> <p>Please refer to needs analysis guidance published on our website <a href="#">here</a>.</p>
3.	<p><b>SMART objectives and performance ratings</b></p> <p>At the start of the investment period (to be submitted <b>1 September 2023</b>), HLOs must set <b>SMART objectives</b>, based on your LPME and informed by appropriate data, evidence and national and comparative averages for delivery using our <a href="#">mandatory template</a>. You should then report on progress against your SMART objectives each quarter via payment submissions.</p> <p>These objectives should outline your priorities and ambitions for your Hub, including how you will deliver the three aims for Music Hubs and embed the five strategic functions for HLOs, and in doing so they should align to and reflect your <b>performance ratings</b> against each of the seven performance areas of the Performance Framework. There should be at least one objective per performance area.</p> <p>Within the SMART objectives template, Hubs will need to record your self-assessed current performance in each of the seven areas of performance in each of the seven areas of performance and apply one of the four ratings (ie 'developing' 'emerging' 'engaging' and 'stretching'). This should be completed within the 'Performance Framework' tab.</p>

3.	<p>You will have the opportunity to revise your performance ratings and submit evidence of progress against your SMART objectives for each quarterly payment.</p> <p>For areas which have been rated as 'developing' and 'emerging', all associated objectives must set out clear actions, targets and timeframes to improve performance to the required standard.</p> <p>For further details on our SMART objectives and/or the Performance Framework, please see our <a href="#">Relationship Framework</a> and the <a href="#">Performance Framework Appendix</a>.</p>
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4.	<b>Programme of activity</b>
4.1	<p>Your LPME must include a <b>programme of activity</b> which details the:</p> <ul style="list-style-type: none"> <li>• activity and support available to schools and education settings, including support for School Music Development Plans, the school music curriculum (including the Model Music Curriculum), classroom instrumental lessons and co-curricular and extra-curricular programmes</li> <li>• activity and support delivered out-of-school, including at weekends, after school and during school holidays</li> <li>• workforce development opportunities for teachers and other music educators (see Section 4.2)</li> <li>• affordable access to musical instruments and equipment (see Section 4.3)</li> </ul>
4.2	<p><b>This is now optional.</b> Where possible, Hubs are asked to provide an <b>outline of a workforce plan</b> which:</p> <ul style="list-style-type: none"> <li>• summarises your programme of high-quality CPD opportunities for both specialist and non-specialist school-based workforce as well as other non-school based educators, artists and practitioners</li> <li>• demonstrates opportunities are responsive to local context and demand and that you have considered the ways in which a broader range of individuals can be supported into music education careers and to progress their careers</li> <li>• includes a range of opportunities, including but not limited to, training, networking, peer support, and resources, that aim to support a skilled and dynamic workforce</li> </ul> <p>For related requirements on workforce, please see the governance and management section (Section 11).</p>

4.3	<p>Your LPME must include <b>details of your instrument hire service</b>. HLOs will be responsible for ensuring the Hub offers appropriate access to well-maintained musical instruments and equipment for children and young people, either through their Hub partnership and/or other appropriate providers. This should include accessible and adapted/adaptive instruments, where possible and appropriate, for young people with special educational needs or disabilities.</p> <p>Please see the sustainability section (Section 10.3) for information required regarding instrument storage, purchasing and maintenance as well as <a href="#">guidance on managing instrument stocks and purchasing</a>.</p>
4.4	<p>Your LPME must include a <b>communications and engagement plan</b>.</p> <p>This should support, promote and celebrate the offer of the Hub to local schools, children, young people, parents/carers and other relevant stakeholders. The communications and engagement plan should include the use of appropriate and accessible communication channels, including a dedicated website or online platform. It must detail how the Hub intends to:</p> <ul style="list-style-type: none"> <li>• publish information about the Hub's offer for schools, children, young people and parents/carers, including clear information about how to access and engage with the support and provision offered by the Music Hub, as well as signposting to other local, regional or national opportunities</li> <li>• publish relevant information and/or links to strategies and policies contained within the Hub's LPME, such as the Hub's inclusion strategy and its charging and remissions policies</li> <li>• provide contact details for the HLO and other relevant delivery partners, ensuring communication channels exist to enable stakeholders to share feedback and inform needs analysis</li> </ul> <p>Where possible, Hubs should:</p> <ul style="list-style-type: none"> <li>• raise the profile of music education in their area to a range of stakeholders (such as education and creative organisations and networks, local government and MPs), highlighting and celebrating music education and young musicians and drawing attention to specific areas of expertise or achievement</li> <li>• collate collateral and digital content of Hub work, such as images, videos and case studies, from delivery partners for use in communications and advocacy, in line with safeguarding policies and procedures</li> <li>• address the further points found in the LPME guidance.</li> </ul>

5.	<b>Quality and impact</b>
	<p>Your LPME should include information on your <b>approach to quality and impact</b>. This should include:</p> <ul style="list-style-type: none"> <li>• an overview of the quality framework(s) and quality assurance methodology for Hub provision</li> <li>• an outline of mechanisms to be used to understand and track engagement, quality and progression</li> <li>• if relevant, a summary of your approach or plans to undertake research and/or activity to better understand and/or demonstrate your Hub's impact</li> <li>• acknowledgement that HLOs will need to comply with requests made by either the DfE or a third party designated on behalf of the DfE to support evaluation. An independent evaluation will be undertaken, under the instruction of the DfE, to measure and assess the impact of the Hub programme against the key Hub aims, to track how the programme meets the overall aims and objectives as set out in the NPME, and to inform how to improve delivery over the life of the programme</li> </ul>
6.	<b>Partnerships</b>
6.1	<p>Alongside or as part of the LPME, you must demonstrate <b>varied, diverse and representative partnership</b> arrangements for your Hub that meet the expectations set out in the NPME and submit the following by <b>1 September 2023</b>:</p> <ul style="list-style-type: none"> <li>• An <b>outline of the partnerships</b> which are already in place and your plans for maintaining those and/or developing new strategic and delivery partnerships at local, regional and national level. The outline must include: <ul style="list-style-type: none"> <li>◦ the role and responsibility of each partner within the Hub</li> <li>◦ evidence of how you will connect to a wide range of educational institutions, including higher education institutions, further education colleges and independent schools (including specialist schools for music and Cathedral schools)</li> <li>◦ alignment to place-based initiatives and connection with place-based partnerships, including the DfE's Education Investment Areas, the Arts Council's Local Cultural Education Partnerships, and <a href="#">Arts Council England and DCMS and Levelling Up for Culture areas</a>.</li> </ul> </li> </ul>

6.1	<p>The range of partners within the Hub should be determined at a local level (with relevant input and support from the Hub's board or equivalent oversight group), with HLOs taking a proactive and flexible approach to the identification, recruitment and retention of Hub partners. Please refer to the LPME guidance section (<a href="#">here</a>) on partnerships for more detail.</p>
6.2	<p><b>Partnership agreement/s</b> with key delivery partners (for which part of the grant is used to pay for the partner's involvement in the project) must be submitted on <b>1 September 2023</b> and:</p> <ul style="list-style-type: none"> <li>• cover the period 1 September 2023 to 31 August 2024</li> <li>• refer to, or preferably include, the terms and conditions of the funding agreement</li> <li>• state that if there is any conflict between the interpretation of the Arts Council's terms and conditions of the funding agreement and the terms of the partnership agreement, the Arts Council's will always take precedence</li> </ul> <p>Due to the nature of partnership working, it is acceptable to submit several shorter-term partnership agreements to cover the full investment period.</p> <p>You do not need to routinely submit (but the Arts Council reserves the right to request sight of and comment on these if deemed necessary) partnership agreements, Service Level Agreements and delivery contracts for:</p> <ul style="list-style-type: none"> <li>• openly procured organisations</li> <li>• organisations which do not receive any part of the grant as payment but contributed to the agreed activity</li> </ul> <p>Please refer to Partnership Agreements guidance published on our website <a href="#">here</a>.</p>



7.

## Schools

Alongside or as part of your LPME, you must detail your **approach to school engagement**, to be submitted on **1 September 2023**. You should outline:

- how the Hub will develop and sustain responsive and collaborative relationships and partnerships with all state-funded schools and educational establishments in your area/s including special schools and alternative provision settings, providing high-quality activity and support including:
  - supporting the development of School Music Development Plans
  - curriculum support (including using the Model Music Curriculum)
  - workforce development opportunities/CPD
  - classroom instrumental lessons (Whole Class Ensemble Teaching or similar small group ensemble tuition)
  - specialist tuition
  - access to musical instruments and equipment
  - ensembles, choirs and group music-making opportunities
  - other projects and performance opportunities
- the mechanisms the Hub will use to communicate and collaborate with settings of all types and phases
- how you will identify schools and their pupils who have historically been disengaged from the Hub programme and work with them to offer support
- how you will monitor and track the reach of the Hub's work to support schools, including the development of School Music Development Plans
- partners' roles in supporting school engagement. It will be the responsibility of the HLO to identify and commission partners that can support each school to execute their plans to deliver a high-quality music education offer that is responsive to their specific needs and the needs of their learners

We expect to see **clear, ambitious targets** as part of your approach, which demonstrate how your Hub aims to engage with all schools and/or to increase school engagement year on year. The Department for Education's ambition is for the Hub programme to engage with at least 95% of all state-funded schools, and for all schools to receive key information and an offer of appropriate support from their local Hub.

Please refer to the working with schools guidance on our website [here](#).

8.	<b>Progression and musical development</b>
	<p>Alongside or as part of your LPME, you must submit an <b>outline progression strategy by 1 December 2023</b> which summarises your existing understanding of and approach to supporting the progression and musical development of children and young people and enabling them to progress their interests and potential as far as they would like, across a range of genres and traditions. The outline strategy must:</p> <ul style="list-style-type: none"> <li>• identify opportunities and potential provision or expertise gaps</li> <li>• draw on the skills and capabilities of partners at a local, regional and national level, including the partners of schools and multi-academy trusts, in order to support children and young people’s progression</li> <li>• identify the means by which children and young people can connect with the broad range of training, support, resources, equipment, facilities, and opportunities which will support their development</li> <li>• describe how the Hub will work with schools and other providers to establish mechanisms which can capture, track and understand progression into further study, employment, and/or engagement. This will include working with schools and other appropriate education settings to track and record the progress of their individual pupils, including their engagement with lessons, ensembles and other Hub activities, and how they have been supported to access further opportunities</li> <li>• align with the inclusion strategy, considering how children and young people with a range of needs and lived experiences are supported to progress their interests and potential</li> <li>• align with other elements of the LPME, including your programme of activity, communication and engagement plans, workforce plan, and instrument stock and management policy</li> </ul> <p>You should respond to Arts Council’s guidance document <a href="#">here</a>.</p>

9.	<b>Inclusion</b>
9.1	<p>Alongside or as part of your LPME, you must submit your <b>inclusion strategy</b> on <b>1 September 2023</b>.</p> <p>The inclusion strategy should respond to your duty to support equality, diversity and inclusion in your provision, leadership, workforce and governance. It must:</p> <ul style="list-style-type: none"> <li>• outline the specific support made available for children and young people who are eligible for Pupil Premium, including looked-after children and/or those who are care experienced, and those who have an identified special educational need or disability (SEND)</li> <li>• reflect the Hub's approach to ensuring that inclusion underpins the entire offer, as the responsibility of all partners and individual team members</li> <li>• demonstrate how an inclusive culture will be embedded across the Hub and ensure that inclusive work is adequately resourced, in relation to partners, staffing and financial support</li> <li>• draw on evidence, research and examples of good practice to support the design of programmes and activities which are inclusive</li> <li>• set out and connect to other relevant policies and activity detailed within the LPME, including the CPD offer, performance management/quality frameworks, the Hub's charging and remissions policy and the instrument stock and management policy</li> <li>• be accessible via the Hub's dedicated website or online platform/s</li> <li>• map against and respond to the Hub's needs analysis and consultation procedures, and include opportunities for young people to contribute to decision making</li> <li>• describe the approach to developing a music education workforce and implementing Hub governance, leadership and management arrangements that reflect the diversity and lived experiences of the area it represents</li> </ul> <p>We expect to see <b>appropriate targets</b> as part of your strategy, which demonstrate how your Hub aims to increase participation with children and young people from disadvantaged backgrounds (including Pupil Premium and those who have an identified special educational need or disability (SEND) at least proportionally supported).</p>

9.1	<p>You should provide evidence of publishing the whole, or a summary of your Hub's inclusion strategy by <b>1 December 2023</b>, incorporating any feedback received from your Relationship Manager as part of their initial review in September 2023, if applicable.</p> <p>Please refer to inclusion strategy guidance published on our website <a href="#">here</a>.</p>
9.2	<p>As part of your LPME or within your inclusion strategy, you must identify an <b>Inclusion Lead</b> for the Hub and describe what their role and responsibilities will be.</p>
9.3	<p>You should include the Hub's <b>charging and remissions policy</b> as part of your LPME on <b>1 September 2023</b>.</p> <p>You should provide evidence of publishing the whole, or a summary, of your Hub's charging and remissions policy by the <b>1 December 2023</b>. This can be within your inclusion strategy or a separate document, where appropriate. You should incorporate any feedback received from your Relationship Manager as part of their initial review in September, if applicable.</p>

10	<b>Sustainability</b>
10.1	<p><b>This is now optional.</b> Where possible, Hubs are asked to submit a summary of your approach to developing your <b>financial sustainability</b> on <b>1 September 2023</b> alongside or as part of your LPME. Hubs should demonstrate skills in fundraising and are required to identify diverse sources of income to best meet the local needs of pupils' music education. As much as possible, your approach should identify potential income sources, provide analysis of opportunities and challenges, consider appropriate resourcing and capacity, and include appropriate actions to develop the financial resilience of the Hub.</p>

10.2	<p><b>This is now optional.</b> Where possible, Hubs are asked to review and respond to the DfE's <u>sustainability and climate change strategy</u> and use the Hub's needs analysis or LPME to set out your approach to <b>environmental sustainability</b>, submitted on <b>1 September 2023</b>. As part of this you should demonstrate the progress you have made, or that you intend to make, in considering the Hub's environmental impact. This might include, for example, consideration of your curriculum; buildings; operations (including the partners you work with); CPD (including carbon literacy training); organisational culture; travel; governance; digital; procurement; and resources and programming to determine appropriate future actions and an approach for the Hub.</p>
10.3	<p>As part of your LPME submitted on <b>1 September 2023</b> you must include information on your <b>approach to musical instrument storage, purchase and maintenance</b>. Your approach must demonstrate:</p> <ul style="list-style-type: none"> <li>• appropriate stock levels are available and maintained locally</li> <li>• appropriate considerations for storage, maintenance and accessibility</li> <li>• accurate records are maintained in relation to type and level of stock, purchasing and repairs, loans, sales, transfers and disposal (where instrument stock and equipment is held by the HLO or a Hub partner on behalf of their Hub)</li> <li>• any instrument stock or equipment purchased using the Hub grant adheres to the terms and conditions, ensuring a register is kept detailing all assets, recording, as a minimum: (a) the date the item was purchased; (b) the price paid; (c) if the asset(s) is proposed to be disposed, the date of our written permission; (d) the date of disposal (in due course); and (e) the value of the disposal.</li> </ul> <p>Guidance can be found <a href="#">here</a>.</p>
11	<b>Governance and management</b>
11.1	<p>As part of your LPME submitted <b>1 September 2023</b> you must demonstrate <b>appropriate management, staffing and governance arrangements</b> are in place to oversee the funded activity of the Hub, using an organogram where appropriate. You must also include:</p>

11.1	<ul style="list-style-type: none"> <li>• evidence that your organisation is taking action, through any ongoing recruitment, to ensure that your organisation's <b>workforce</b> (including volunteers), and the wider Hub workforce where appropriate, reflects the <b>diversity</b> of the individuals and communities you are working with and working to reach, including membership from protected characteristic groups (for example, ethnicity, disability, sex and individuals across socio-economic backgrounds)</li> <li>• a <b>risk register</b> which covers all risks (internal and external) to delivery of the funding agreement and considers risks posed around the transition to the new Music Hub programme from September 2024, identifying severity of risk and mitigations</li> <li>• a <b>copy of safeguarding policies and procedures</b>. This policy must be reviewed regularly, and staff (on all types of contracts), volunteers and trustees must be regularly trained on its contents. You must ensure that all Hub partners and sub-contractors have their own, appropriate safeguarding and child protection policies and procedures in place where they have been appointed by the HLO to supervise, care for, or otherwise have significant direct contact with children, young people or adults at risk as part of the Music Hub's activity.</li> </ul>
11.2	<p><b>This is now optional.</b> Where possible, Hubs are asked to share an <b>outline workforce plan</b> as part of your LPME, outlining how quality assurance processes and development opportunities are to be made available for delivery teams and how quality and performance will be considered as part of the HLO's oversight role.</p> <p>For related requirements on workforce, please see the programme of activity section (Section 4.2).</p>
11.3	<p>You are responsible for ensuring <b>Hub governance arrangements</b> enable impartial, evidence-based decision-making, with oversight from a Hub board or equivalent oversight group. In managing the Hub board (or oversight group – herein referred to as the 'Hub board'), HLOs are required by <b>1 September 2023</b> to:</p> <ul style="list-style-type: none"> <li>• <b>implement a Hub board</b>, which has the skills and authority to check, challenge and champion strategic decisions</li> </ul>

11.3	<ul style="list-style-type: none"> <li>• agree a <b>terms of reference</b> which clearly defines the remit of the Hub board and relationship between the HLO (including the organisation's board and executive) and where relevant, any sub-committees, steering groups and partner organisations, to ensure the purpose, objectives and responsibilities of the Hub board are clearly communicated</li> <li>• appoint an <b>independent Chair of the Hub board</b> with the authority to meet and correspond freely with the Arts Council, and to represent the Hub board</li> <li>• ensure that there is a <b>conflicts of interest policy</b> that applies to how the Hub board members make decisions, and that any conflicts of interest are appropriately managed</li> <li>• ensure that the Hub board (and steering groups) have <b>broad and diverse representation</b>, demonstrating a range of perspectives, skills and protected characteristics within its membership, and is representative and reflective of the communities served by the Music Education Hub. Representation must include schools, parents/carers, young people, strategic partners, and the wider arts/cultural, youth and music industry/sector. We would expect the HLO to regularly review the representation, skills and diversity of the Hub board</li> <li>• ensure there is appropriate <b>succession planning</b> for key HLO officers and Hub board members, as and when required</li> </ul> <p>Please refer to governance guidance provided on our website <a href="#">here</a>, which is intended to support Hubs to align our requirements with generally accepted best practices for good governance.</p>
11.4	<p>We require that your <b>Hub board regularly monitors and reports</b> on progress against your <b>SMART objectives and LPME</b>, providing us with <b>copies of your Hub board papers</b> (or equivalent management report) every three months in a format acceptable to the Arts Council.</p> <p>Hub board papers must include:</p> <ul style="list-style-type: none"> <li>• an agenda for the Hub board meeting</li> <li>• minutes from the previous Hub board meeting</li> <li>• papers submitted to the Hub board meeting</li> <li>• up-to-date financial information, including: <ul style="list-style-type: none"> <li>◦ your most recent management accounts, using our <a href="#">mandatory financial reporting template</a> for September 2023 onwards – these should include the original budget set for the year, the budget and actuals for the period and to date, and the resulting variances and revised projections to the end of the year, and must be updated within the last three months</li> </ul> </li> </ul>



11.4	<ul style="list-style-type: none"> <li>• your updated risk register/s</li> <li>• an updated SMART objectives template, which includes your latest self-assessment performance ratings and demonstrates progress against your SMART objectives based on your LPME. Each update should identify any areas of activity where insufficient progress is being made, with appropriate actions that increase progress and performance and/or mitigate risks</li> <li>• evidence of the Hub board having reviewed and discussed any feedback from the Arts Council</li> </ul>
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12.	<b>Finance</b>
	<p>You must provide by <b>1 September 2023</b> a detailed <b>budget</b> for the period 1 September 2023 to 31 August 2024 using our <a href="#">published 2023-24 financial reporting template</a>.</p> <p>Budgets must provide evidence that the grant and related income are being managed appropriately, clearly demonstrating how the grant and related income are expected to be used to support the activity, services and support delivered by or through the Hub partnership, as well as the calculations used to determine figures.</p> <p>You must ensure:</p> <ul style="list-style-type: none"> <li>• efficiencies are enabled through partnership working</li> <li>• a maximum of 20 per cent of the Hub grant can be used to cover the strategic and/or administrative costs, and a minimum of 80 per cent should be directed towards frontline activity, services and support delivered by or through the Hub partnership</li> <li>• recharges for the use of premises, HR, financial, legal support and other general running costs and overheads contribute directly towards the aims of the Hub. You must show how these have been calculated. These costs must be reviewed and agreed by your Relationship Manager and can only be increased after this point in exceptional circumstances</li> <li>• staff (including freelance) are properly and fairly paid</li> </ul> <p>As per the <a href="#">standard terms and conditions</a>, the grant <b>cannot be used for marketing and advertising</b>, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development and/or creation of new websites.</p>



12.1	<p><b>Management accounts</b> must be provided as part of quarterly payment conditions using the appropriate <a href="#">published financial reporting template</a>:</p> <ol style="list-style-type: none"> <li>1. Management accounts submitted for September 2023 payment condition must use the 2022-23 template.</li> <li>2. Management accounts submitted for December 2023, March 2024 and June 2024 payment conditions must use the new 2023-24 financial reporting template.</li> </ol> <p>The management accounts must have been updated within the last three months.</p>
12.2	<p>Hubs must provide a final <b>financial end-of-year summary</b> as part of the annual survey. As set out in the standard terms and conditions, the Hub grant must be fully utilised within the funding agreement period. Any <b>underspends</b> must be returned to the DfE via the Arts Council.</p>
12.3	<p><b>Financial statements</b> must be provided by all non-local authority-based HLOs within 10 months of the end of your organisation's previous financial year. Financial statements should be prepared to the appropriate standards for your organisation.</p>

13.	<p><b>Hub annual survey requirements</b></p>
	<p>In <b>autumn 2023</b>, we require that you complete an <b>annual survey</b> for activity delivered in the 2022-23 academic period, which also provides financial data against the 2022-23 financial year and the five-month extension period, April to August 2023. The exact deadline will be confirmed to you in writing.</p> <p>We also require that you collect data on the activity taking place during the 2023-24 academic year funding agreement period, and related financial data.</p> <p>If you are ceasing to be a HLO from 1 September 2024, you must complete an annual data survey template by <b>1 August 2024</b>, and provide written confirmation from the new HLO that they have received this from you.</p>

13	<p>The data must be submitted in accordance with our reporting requirements and expectations for data capture and analysis which will be published annually. Broadly this will cover participant numbers and characteristics, staffing and board statistics, data about the range of activities provided, and income and expenditure.</p> <p>We require confirmation that all the data in your annual reporting is accurate, verifiable and acknowledged by your board.</p> <p>The Arts Council will publish information from the annual survey on its <a href="#">website</a>.</p>
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14.	<b>Transition requirements</b>
	<p>By <b>1 June 2024</b>, you must provide an update to your SMART objectives template which addresses all practical considerations associated with the transition to the new Music Hub programme which comes into place on 1 September 2024. For example, data, knowledge and asset transfer to a new HLO, if applicable to you, or preparations required in order for you to meet the new requirements of the 2024-25 funding period.</p> <p>If applicable to you, by <b>1 August 2024</b> you must provide written confirmation from the new HLO that they have received your data, knowledge and asset transfer, to enable continuous activity from 1 September 2024.</p> <p>By <b>1 August 2024</b> you must provide a written statement confirming whether any underspends are anticipated for the grant allocation for the 1 September 2023 –31 August 2024 funding period.</p>

15.	<b>Subsidy control requirements</b>
	<p>We are making this award to you on the basis that the grant is used in line with the "flow through" model, in order to comply with the UK subsidy control regime. You will need to demonstrate to us that, by the end of the funding period, the entirety of the grant has been used to deliver services for the end beneficiaries (ie members of the public) through the "Agreed Activity". This means the activities to be carried out during the Funding Period, which have been agreed with us and for which we are giving you a grant as set out in the grant offer letter and in accordance with the Funding Agreement.</p>

15	<p>As a result of the above, if we are to give you the grant this is on the condition that:</p> <ol style="list-style-type: none"> <li>1. you will ensure that the Agreed Activity is efficiently delivered and does not pay excessive sums for any goods, works or services using the funding;</li> <li>2. the grant and related expenditure will be held separate to all other funds and solely used to deliver the agreed activities as set out in the standard terms and conditions; and</li> <li>3. you will keep accurate records to demonstrate that you have applied the “flow through” model, including (but not limited to) all expenditure and costs related to the Agreed Activity, such as the value of cash and in-kind support to other organisations as well as all costs you have incurred in delivering the Agreed Activity. At any time during or after the delivery of the Agreed Activity, we may request such records to ensure that the “flow through” model has been suitably applied by you. Where not all the funding has been used to deliver services to the end beneficiaries, then we may choose to recover the unspent proportion of our funding to you.</li> </ol>
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