**Application form questions:** 

**Organisations applying to the Music Hub Investment Programme**

**Access support**

We are committed to being open and accessible to everyone. We realise some people may find that there are barriers to applying for a grant or accessing our services. Our [**Access support information sheet**](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-5) explains the ways we can help.

You can find the following versions of the Guidance for Applicants for this programme on [our website](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application):

* audio
* Easy Read
* large print

If you require the Guidance for Applicants in a different format, please contact us. We will work to extend your application deadline for the length of time it takes us to produce the accessible format. You must inform us of your request for an alternative accessible format by Friday 18 August 2023.

If you experience or expect any barrier with making your application and would like more information, please contact us:

|  |  |
| --- | --- |
| **Email**  | enquiries@artscouncil.org.uk |
| **Web** | You can **Livechat** with us by visiting our website: [artscouncil.org.uk](https://www.artscouncil.org.uk/) |
| **Post** | Arts Council EnglandThe Hive, 49 Lever StreetManchester, M1 1FN |
| **Telephone** | 0161 934 4317 |

We will be as flexible as possible and consider and respond to requests on an individual basis.

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# **About this document**

Thank you for interest in becoming a Music Hub Lead Organisation.

This document contains all of the questions applicants need to complete when submitting an application. It has been produced to support applicants with preparing their applications on Grantium. Whilst every effort has been made to align this document to the format of the application form on Grantium, some of the text may differ.

All applications must be submitted via Grantium. We have created this document to help you prepare your application. You cannot submit a completed version of this document as part of, or instead of your application on Grantium.

**Please note:** Grantium will open for applications on Tuesday 18 July 2023 and the deadline for applications is 12pm (midday) on Thursday 12th October 2023.

Please refer to our [Guidance for Applicants](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application) when using this form to prepare your application.

# **Eligibility questionnaire**

Before you begin completing an application to lead a Music Hub we want to ensure that your organisation meets some of our basic eligibility criteria.

There are some types of organisations we are not able to support.

The following questions will take you through some basic points of eligibility for the Music Hub Investment Programme, but please be aware this questionnaire is not a full eligibility check.

Before beginning your application, you should check your eligibility by reading the Music Hub Investment Programme guidance and resources on our [website](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application).

When we receive an application, we will conduct a full eligibility check.

## Eligibility questions – about your organisation

|  |  |
| --- | --- |
| **Is your registered address within the United Kingdom?***Please note: if you answer ‘no’ to this question then your organisation will not be eligible to apply to lead a Music Hub and you will not be able to progress to make a full application.* | * Yes
* No
 |
| **Is your organisation properly constituted?***Please note: if you answer ‘no’ to this question then your organisation will not be eligible to apply to lead a Music Hub and you will not be able to progress to make a full application.* | * Yes
* No
 |
| **Is your organisation an Arm's Length Body that is directly accountable to, and in receipt of Grant in Aid from, central Government or from UK devolved Governments?** *Please note: if you answer ‘yes’ to this question then your organisation will not be eligible to apply to lead a Music Hub and you will not be able to progress to make a full application.*  | * Yes
* No
 |
| **Are you applying on behalf of a consortium?***Please note: if you select ‘yes’ to this question then you will be asked to provide additional information about your consortium arrangements within the application form.* | * Yes
* No
 |

## Eligibility questions – about your application

|  |  |
| --- | --- |
| **Do you want to create an application to be a Music Hub Lead Organisation?***Please note: if you answer ‘no’ to this question then your application will not be eligible.* | * Yes
* No
 |
| **Are you asking for funding for activities taking place in England?***Please note: if you answer ‘no’ to this question then your application will not be eligible.* | * Yes
* No
 |
| **Have you had an introductory conversation with the Arts Council about your application?** *Please note: if you answer ‘no’ to this question then your application will not be eligible.* | * Yes
* No
 |
| **Is the programme of work you are proposing aimed at making a profit to be distributed to members or shareholders?** *Please note: if you answer ‘yes’ to this question then your application will not be eligible.* | * Yes
* No
 |
| **Does the activity that our investment would support focus on supporting and coordinating music education for children and young people in England?***Please note: if you answer ‘no’ to this question then your application will not be eligible.* | * Yes
* No
 |

**If your application appears to meet our basic eligibility criteria, you will able to make a full application.**

The application form will ask you to identify the geographic area in which you are applying to lead a Music Hub, followed by a series of questions about your proposed activity and approach to leading a Music Hub.

When making an application, any questions marked with an asterisk (\*) must be answered otherwise you won’t be able to submit your form.

All free text boxes will have a character limit on Grantium, which includes spaces. Please stick to this character limit as any additional text won’t be saved.

If you are successful with your application to lead a Music Hub, your organisation will be allocated a **core revenue grant** to coordinate and support the delivery of music education provision for children and young people through your Music Hub partnership. You will also be allocated a **capital grant for musical instruments**.

# **Applicant details**

The first part of the application form will be automatically filled in with information you have already provided in your ‘applicant profile’ on Grantium. Please refer to our guidance on creating and updating your applicant profile on Grantium on [our website](https://www.artscouncil.org.uk/grantium-support).

Please check that your details correct. If you need to make any amendments, you will need to go back to the ‘applicants’ section in Grantium and make amendments to your applicant profile.

To complete your applicant profile, you will be asked to provide the following information:

|  |  |
| --- | --- |
| **\* Applicant name** |  |
| **\* Applicant number** |  |
| **\* Applicant type** | * Individual
* Organisation
 |
| **\* What is your organisation’s legal name?**  |  |
| **\* What name is your bank account registered in?** |  |
| **Please give any other names your organisation uses** |  |
| **\* Which option most closely describes your organisation?** | Choose one option that applies from the following list:* Arts organisation
* Commercial organisation
* Community group
* Faith group
* Government/ public body
* Healthcare organisation
* Library
* Museum
* School or college
* Youth group
* Other
 |
| \***Which option most closely describes your organisation’s status?** | Choose one option that applies from the following list:* Central government body
* Community Interest Company (CIC)
* Company limited by shares
* Company limited by guarantee
* Local government body
* Mutual society
* Partnership or consortium
* Trust or foundation
* Unincorporated group
* Other
 |
|  \***Which category most closely describes your organisation?** | Choose one option that applies from the following list: * Amateur or voluntary organisation
* Professional organisation
 |
| **\* Are you a registered charity?** | * Yes
* No

  |
| **\*Are you based within England or the wider United Kingdom?** | * Yes
* No
 |

## Address information

|  |  |
| --- | --- |
| **Address name or number:** |  |
| **Street:**  |  |
| **Locality:** |  |
| **\* Town/ city:** |  |
| **\* Postcode:** |  |
| **\* Main contact number:** |  |
| **\* Email address:** *Please note: This should be the organisation’s email address.* |  |
| **Website address:**  |  |
| **Fax number:** |  |

# **Geography**

This section of the application form will ask you to confirm the geographic area where you applying to lead a Music Hub.

|  |  |
| --- | --- |
| **\* Please confirm the geographic area you wish to apply for***Please note: you will be asked to select the Music Hub area from a drop-down list. Applicants are only able to select one geographic area from the drop-down list. If you wish to apply to lead a Hub in more than one of the areas listed, you will be required to submit a separate application per area.* |  |

Once you have selected the Music Hub area from the drop-down list, the value of the core revenue grant for the 2024-25 funding period will be displayed on the screen. Please ensure this figure is reflected in your budget submission.

You will also be shown the value of the capital grant for music instruments.

You will then be asked to confirm if you are applying to lead another Music Hub.

|  |  |
| --- | --- |
| \***Have you (or are you planning to) apply to lead another Music Hub?***Please note: if you answer ‘yes’ to this question, you will be asked to confirm the additional Music Hub area(s). You will not be asked to provide any additional information about any other application being made at this stage.* | * Yes
* No
 |

# **About your organisation**

**Why do you believe your organisation would make a good Hub Lead Organisation for the area you are applying for?**

In your response, please include the work your organisation does that evidences:

* your track record of establishing and managing successful partnerships of a similar size or coverage
* your track record of strategically coordinating educational and/or cultural activity and support for children, young people, families and schools
* how your track record demonstrates that you are a well-run organisation that merits public investment
* the quality of your work and how it responds to needs and priorities

\* **Up to 2,500 characters**

|  |
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|  |

**If you are applying on behalf of a consortium**, you will need to provide a simple overview of who your consortium members are. Please see [Appendix A](#_Appendix_A:_Consortium) for an example version of the Consortium Members template.

# **Facilitating, developing and implementing your Local Plan for Music Education**

*Please note: This section of the application form contains two parts – a response to the question below and the completion of the Music Hub Development Plan template on Grantium.*

**How will you facilitate, develop and implement a Local Plan for Music Education that delivers against the three aims for Music Hubs set out in the NPME and ensures a consistently high-quality music education offer is available to all children and young people within your Music Hub area?**

Type your response in the text box below. In your response, please outline your approach to:

* collaborating with a range of local, regional and national Music Hub partners, drawing on appropriate skills and expertise, to develop and deliver a Local Plan for Music Education (LPME) that meets the strategic aims for Hubs
* capturing the needs, priorities, and ambitions of children and young people, families, schools, teachers, and other relevant stakeholders in each local authority within your Music Hub area to inform your LPME
* understanding and auditing existing provision and infrastructure so that your LPME can respond to opportunities and/or gaps
* monitoring the quality, impact and effectiveness of your LPME, including how you will capture and analyse data and evidence to inform planning, drive change, and ensure consistent monitoring and reporting
* identifying risks to delivery and having appropriate mitigation measures in place to deliver your Music Hub’s key priorities and milestones

\* **Up to 5,000 characters**

|  |
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## Music Hub Development Plan

Please complete the mandatory Music Hub Development Plan setting out your Hub’s key priorities and milestones, starting from 1 April 2024 up to 31 August 2025.

Please see [**Appendix B**](#_Appendix_A:_Music) for an example version of the Music Hub Development Plan template.

Please note that the template may look different on Grantium. We have published a separate how to guide for completing the Music Hub Development Plan on Grantium, which is available on our [website](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-6).

# **Partnerships**

*Please note: This section of the application form contains two parts – a response to the question below and the completion of the Partners Table on Grantium.*

**In this section, please tell us how your organisation will establish, develop, and sustain an effective and appropriate partnership for the Music Hub?**

Type your response in the text box below. In your response, please include:

* an outline of your proposed partnership arrangements
* your approach to reviewing and evolving the partnership in response to the developing needs and context of the Music Hub area
* your proposed arrangements for appointing, securing and/or commissioning partners to deliver and support Hub activity, including the purchase of musical instruments using the capital grant for musical instruments, where appropriate
* how current workforce arrangements have informed your partnership plans, where appropriate
* how you will monitor quality and performance of Hub partners

\* **Up to 5,000 characters**

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## Partners Table

The Partners Table is a mandatory template for providing information on the organisations and individuals you intend to include in your proposed Music Hub partnership, and who you will work with and fund to deliver the Music Hub aims.

This should include the names of partners, partnership status (expected or confirmed), roles and responsibilities and the approximate amount of funding each partner will receive from the core revenue grant and/or the capital grant for musical instruments (if applicable).

Your partnerships can be expected or confirmed at the point of application; however, we will ask for further information on your partnerships if your application is successful. This template will be reviewed as part of your application.

Please see [**Appendix C**](#_Appendix_C:_Partners) for an example version of the Partners Table template.

Please note that the template may look different on Grantium. We have published a separate how to guide for completing the Partners Table on Grantium, which is available on our [website](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-6).

# **School Engagement**

*Please note: This section of the application form has two questions.*

**What is your strategic approach to school engagement?**

In your response, please include:

* how you will work with schools to identify their needs and priorities and support the development of their School Music Development Plans
* how you will work with schools to remove barriers to participation in music education
* your approach to communications, information sharing and networking
* your approach to curriculum advice and support, including promoting high-quality curriculum resources such as the Model Music Curriculum and Oak National Academy

**\* Up to 4,000 characters**

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## Appointing Lead Schools for Music

**What are your plans for identifying and appointing Lead Schools for Music in each local authority area covered by the Music Hub you are applying for?**

In your response, please include:

* your indicative plans for the roles and responsibilities of Lead Schools for Music and how these respond to the needs of schools in your Hub area
* how you will identify and appoint appropriate Lead Schools in each local authority area covered by the Music Hub
* how you will ensure there is remuneration or support in kind for schools to take on this role
* your approach to monitoring the impact of Lead Schools

**\* Up to 1,800 characters**

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# **Progression and musical development**

**What is your strategic approach to supporting progression and musical development for children and young people, including how you and your Music Hub partners will enable children and young people to progress their interests and potential as far as they would like, across a range of genres and traditions?**

In your response, please include:

* how you will collaborate with a range of Music Hub partners to develop a Progression Strategy as part of the Local Plan for Music Education
* how you will support children and young people to progress their interests and potential, including developing high-quality progression routes in and beyond formal education settings and across a range of genres and traditions
* how you will work with Music Hub partners and other providers to address gaps in expertise and identify opportunities for provision
* how you will work with schools and other providers to establish mechanisms to monitor progression of children and young people into further study, employment, and/or engagement

**\* Up to 4,000 characters**

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# **Inclusion**

*Please note: This section of the application form has two questions.*

**What is your strategic approach to ensuring music education is inclusive of all children and young people with a range of needs, including how your Hub will ensure inclusion and widening opportunity will be embedded across all activity, plans and policies?**

In your response, please include:

* how you will collaborate with a range of Music Hub partners to develop an Inclusion Strategy as part of the Local Plan for Music Education
* how your Music Hub will ensure that inclusion and widening opportunity are embedded across all activity, plans and policies, including provision, leadership, workforce, governance, charging and remissions, and ensure this work is adequately resourced
* how you will draw on good practice, evidence and research to support the design of high-quality programmes and activities which are inclusive and improve opportunity and access
* the specific support and resources, including access to musical instruments, that will be 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)

**\* Up to 4,000 characters**

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## ****Appointing an Inclusion Lead****

**What are your plans for appointing an appropriate Inclusion Lead to carry out the functions described in the applicant guidance?**

In your response, please describe how you will identify and appoint an appropriate Inclusion Lead and your plans for what their roles and responsibilities will be.

**\* Up to 1,800 characters**

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|  |

# **Sustainability**

**What is your approach to ensuring the strategic, financial, operational and environmental sustainability of your Music Hub?**

In your response, please include:

* your approach to charging and remissions and specifically how your policies will help to reduce or remove financial barriers experienced by children and young people in your area
* your approach to generating additional income to support the Hub's offer and support for children and young people
* your approach to supporting and sustaining a dynamic and well-trained music education workforce within your Hub area, including your CPD offer for the workforce employed or commissioned by the HLO
* how you will act upon your organisation's and the wider Hub's environmental responsibilities, setting appropriate targets that align with the [Department for Education's Sustainability and Climate Change Strategy](https://www.gov.uk/government/publications/sustainability-and-climate-change-strategy)
* how you will monitor and evaluate your Hub's impact and performance, including the effective use of needs analysis, impact framework, self-evaluation and performance framework

**\* Up to 4,000 characters**

|  |
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# **Musical instrument storage, purchase and maintenance**

**What is your approach to musical instrument storage, purchase and maintenance?**

In your response, please include:

* your approach to consultation and understanding needs for musical instruments in your area
* how you will develop your strategy for investing the capital grant for musical instruments, including how you will plan your purchase of new stock in response to the needs and priorities for your area, and how you will ensure your purchasing will support access to instruments for children and young people with SEND
* an outline of any plans you have to work with partners to deploy this investment. These can be identified and reflected in your Partners Table
* how you will store and manage assets as a Hub Lead Organisation and/or through Hub partners, including the approach to repair and maintenance, record-keeping and reporting

**\* Up to 3,500 characters**

|  |
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|  |

# **Governance and Management**

*Please note: This section of the application form has two separate sections for you to respond to – the first section is about your proposed governance arrangements and the second section is about your proposed leadership and management arrangements.*

**What are your proposed Music Hub governance and management arrangements and how would your organisation effectively manage and lead the Music Hub in your area?**

In your response, please include your proposed **governance arrangements** for your Music Hub, including plans for:

* establishing a Hub board or equivalent oversight group that is representative and reflective of the communities served by the Music Hub
* ensuring independent and impartial accountability, including the appointment of an independent chair for your Hub board or equivalent oversight group

**\* Up to 3,000 characters**

|  |
| --- |
|  |

Please outline your proposed **leadership and management arrangements** for your Music Hub, including:

* the roles and responsibilities of senior leaders within the HLO and/or the Music Hub
* any gaps in diversity, skills or expertise that you have identified and how these will be addressed via recruitment, training and/or development plans
* your ability to effectively support and manage employees and/or the wider Music Hub workforce through periods of change and transition, including the coordination and management of staff transferring under TUPE, where applicable
* your commitment to ensuring fair and equal pay across the Music Hub workforce

**\* Up to 3,000 characters**

|  |
| --- |
|  |

# **Financial Information**

*Please note: This section of the application form will ask you to respond a number of questions relating to your organisation’s finances. You will also need to upload your financial statements for your previous financial year (prepared to the relevant legal standard for an organisation of your size and legal status) and a completed Financial Information template.*

**In this section, we will collect information about your organisation’s finances. Firstly, you will need to tell us:**

|  |  |
| --- | --- |
| **\* In what year was your organisation formed:** |  |
| **What is your organisation’s company number:** (if applicable) |  |
| **\* What was your organisation’s income in the last full year?***Please note: If you are a new organisation, please estimate your income for the first year.*  | £ |
| **\* Choose one that applies from the following list for the income stated above:** | * Actual
* Estimate
 |

You will then be asked to respond to the following question.

**What are the proposed financial arrangements for your Music Hub, including the budget plans and financial controls you will put in place?**

In your response below, please include relevant details about:

* your organisation’s current reserves target (as per your organisation’s reserves policy), explaining whether this relates to all of your unrestricted funds including designated funds, or just to free reserves
* detail on any assumptions or exceptional items included in your budget
* any key risks (and mitigations) you have identified in relation to your budget or balance sheet
* the financial controls you have or will put in place to oversee, monitor and manage the Music Hub's finances

**\* Up to 3,500 characters**

|  |
| --- |
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**Financial documents**

In this section we will ask you to upload financial documents to the Attachments page in Grantium at the end of this application form. You need to attach:

* your financial statements for your previous financial year, prepared to the relevant legal standard for an organisation of your size and legal status
* a completed Financial Information template.

**Financial statements**

If your organisation has not been established long enough to have a set of financial statements, you should include an explanatory statement in the text box provided for this question above.

If your organisation was previously trading in some other form, for example as a service within a local authority or if two or more organisations have recently merged, you should include an explanatory statement in the text box provided for this question and, where applicable, upload financial statements for the previous financial year.

**Financial Information template**

There are two sections in the Financial Information template to complete:

* your organisation’s balance sheet at 31st March 2023
* a detailed budget for the Music Hub (for the period 1 September 2024 to 31 August 2025)

**Please note:** If you are applying as part of a consortium, the balance sheet should be for the lead organisation. The budget should be for the consortium activity.

# **Attachments**

In this section of your application, you will be asked to attach mandatory and additional documents that will form part of your application.

The mandatory documents you must attach are:

* confirmation that your organisation has had an **introductory conversation** with the Arts Council
* **financial statements** for your previous financial year, prepared to the relevant legal standard for an organisation of your size and legal status
* A completed **Financial Information template**, using the mandatory template provided

If you have a document that details your proposed governance and management structure, such as a visual diagram, you can upload this here too. If you are applying on behalf of a consortium, this could include further information on your consortium arrangements.

**Please note:** anything provided that is not related to governance and management will not be reviewed as part of your application. If you need to update the Governance document for your organisation, this must be done on your Applicant profile. The new version will then update on this form.

The maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint, jpeg and zip files. Your financial information template must be uploaded in xls or xlsx format (MS Excel).

# **Monitoring information**

As part of your application, you will be asked to provide monitoring information for your organisation. You will need to supply monitoring information for your organisation only or, if you’re applying on behalf of a consortium, for the lead applicant only.

A how to guide and template for completing the Monitoring Information will be published [on our website](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-6) on 24 July 2023.

# **Declaration**

In this section, we will inform you about Data Protection and Freedom of Information, and how we will collect, store, and share these details. As well as subsidy control, bank account requirements and conflict of interests.

**\*** You will be asked to respond and tick the following:

* **I confirm that, as far as I know, the information in this Application is true and correct.**
* **I confirm that the information contained within this application form is endorsed by the Chair of my organisation’s board or equivalent.**
* **I understand that personal data will be collected and used in accordance with** [The Arts Council’s Privacy Notice](https://www.artscouncil.org.uk/our-organisation/data-protection) **and will be subject to the Arts Council’s obligations under the Data Protection Law and the Freedom of Information Act.**
* **I confirm I am authorised to submit this application on behalf of the organisation.**

You will be asked to confirm that:

* **you meet our bank account requirements as set out in our** [**Bank Details Guidance**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.artscouncil.org.uk%2Fsites%2Fdefault%2Ffiles%2Fdownload-file%2FBank_details_guidance_and_form_Oct_21_0.docx&wdOrigin=BROWSELINK).

You will be asked to indicate whether the award meets the ‘flow through’ model to comply with the [Subsidy Control Act 2022](https://www.legislation.gov.uk/ukpga/2022/23/enacted).

|  |  |
| --- | --- |
| **\* Please state whether, if awarded, you believe your organisation would meet the requirements of the ‘Flow Through’ Model and acknowledge the conditions that will apply to the funding?** | * Yes
* No
 |

You will be asked to tick if you or any individual involved in your organisation:

* **has worked for the Arts Council in the last three years**
* **is an Arts Council (area or National) council member**
* **is related to a current member of staff or council member**

**Contact us**

|  |  |
| --- | --- |
| **Email**  | enquiries@artscouncil.org.uk |
| **Web** | **Livechat** with us by visiting our website: [artscouncil.org.uk](https://www.artscouncil.org.uk/) |
| **Post** | Arts Council England The Hive, 49 Lever StreetManchester, M1 1FN |
| **Telephone** | 0161 934 4317 |

# **Appendix A: Consortium Members template**

**If you are applying on behalf of a consortium**, you will need to provide a simple overview of who your consortium members are.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Postcode** | **Local Authority** | **Contact name** | **Email address** |
|  |  |  |  |  |
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# **Appendix B: Music Hub Development Plan**

When completing your Music Hub Development Plan, please include key priorities and milestones that will enable you to plan, prepare and implement your Music Hub and its LPME for the start of the funding period (1 September 2024). You should also provide an outline of the activity your Hub will carry out during the funding period to meet the objectives you intend to set out in your LPME. This could include key deliverables and/or the development and implementation of Hub activities and plans that will:

* prepare partners in readiness for delivery, including the establishment of appropriate partnership agreements, resourcing plans and onboarding arrangements for key delivery staff
* communicate about your Hub to key partners and stakeholder manage the transfer of staff and/or assets, where applicable

The information and plans you outline in your plan should be succinct, providing additional context to the responses you have provided within the rest of your application form. We are aware that proposed plans may be subject to change between the point of application and funding announcements. Successful applicants will be required to submit updated plans as conditions of their grant payments.

You should use one row for each priority/milestone. The maximum amount of rows you can add is 50. There is a limited character count within each text field of 700 characters.

We have provided a short guide to completing the table below:

* **Date / Time Period** – enter either a specific date (eg by 1 September 2024), or an estimated time period (eg August 2024 – January 2025). The activity you enter must take place no earlier than 1 April 2024 and no later than 31 August 2025.
* **Activity / Plan** – provide a brief outline of the activities and milestones you expect your Hub to carry out and achieve from 1 April 2024 – 31 August 2025. These can be expected or confirmed at the point of application, however, we will ask for further information on your HLO plans and Hub activity if your application is successful.
* **Task Lead** – name the individual or organisation responsible for overseeing this work eg it could be a named Hub partner.
* **Risks** - provide an outline of any risks you've identified with the activity and your planned actions to mitigate those risks.

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| **Date / Time Period** | **Activity / Plan** | **Task Lead** | **Risks** |
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# **Appendix C: Partners Table**

This is a mandatory template for providing information on the proposed partnership arrangements for your Music Hub. Your partnerships can be expected or confirmed at the point of application, however we will ask for further information on your partnerships if your application is successful. This template will be reviewed as part of your application.

**You should use one row for each partner. You will not be able to delete rows, 30 rows are provided as a guideline. You are able to add up to 20 more rows, if required.**

There will be a limited character count within each cell of 700 characters.

We have provided a short guide to completing the table below:

* **Partner name** – include the name of the organisation or individual
* **Location** – provide the organisation or individual’s location details (e.g. address)
* **Type of partnership** – select from the dropdown below whether this will be a Delivery partner/ Strategic partner / Both
* **Status of partnership** – select from the dropdown below whether this partnership is Confirmed / Expected.
* **Do you intend to use the core revenue grant to fund this partner?** - select from the dropdown below, either Yes / No / Undecided.
* **Provide an indicative amount (if applicable)** - This amount can be indicative only. We understand this may be subject to change in the time between application and funding decision. A reminder to ensure that any indicative amounts you input here should correspond with what you input to your mandatory budget template.
* **Summary of roles and responsibilities** - briefly provide an outline of the roles and responsibilities you expect this partner to carry out in the Hub. These can be expected or confirmed at the point of application, however, we will ask for further information on partnerships if your application is successful.

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| **Partner name** | **Location** | **Type of partnership** | **Status of partnership** | **Do you intend to use the core revenue grant to fund this partner?** | **If you intend to use the Hub grant to fund this partner, please provide an indicative amount** | **Summary of roles and responsibilities** |
| *Example Music Service*  | *Leeds* | *Delivery partner* | *Expected* | *Yes* | *£10,000* | *Coordinate and deliver instrumental lesson provision for Key Stage 2 pupils across Leeds and Wakefield. Track and monitoring pupil progress in agreed framework. Monitor funding spend, submit updated budget regularly.* |
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