**Music Hub Investment Programme: applicant checklist**

This is a checklist of the resources available to support you in preparing your application to become a Music Hub Lead Organisation. It also explains what you need to know and what you need to do to apply.

All the information in this checklist is also on our [Music Hub Investment Programme: making your application webpage](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application).

This is a Word document so that you can edit, make notes, or print it off as you prepare your application.

Please note that this document was updated on Tuesday 18 July 2023.

**Have a question?**

[Take a look at our FAQs >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-frequently-asked-questions)

**Still need help?**

Our teams are here to support you.

[Get in touch >](https://www.artscouncil.org.uk/contact)

**What you need to know**

At the end of each section, you can find a link to the webpage where you can access the documents.

You can check off the boxes to the left of each resource name once you’ve accessed it.

**Guidance for Applicants**

This document explains what new Hub Lead Organisations will need to do, as well as how to apply and how we’ll make our decisions. You must read the Guidance for Applicants before making an application.

[ ]  Guidance for Applicants

[Download the Guidance for Applicants >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-3)

**Essential documents**

You will need to refer to the contents of these essential documents in your application. You must read all six essential documents before making an application.

[ ]  Programme of activity for Music Hubs

[ ]  Strategic functions for Hub Lead Organisations

[ ]  Governance and management arrangements for Music Hubs

[ ]  Music Hub areas and grant allocations

[ ]  Lead Schools for Music

[ ]  Purchasing and maintaining musical instruments

[Download the essential documents >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-4)

You should also read **The power of music to change lives: a national plan for music education** before applying. This government plan explains the ambitions for new Music Hubs.

[ ]  The power of music to change lives: a national plan for music education

[Download the National Plan for Music Education >](https://www.gov.uk/government/publications/the-power-of-music-to-change-lives-a-national-plan-for-music-education)

**Helpful documents**

You don’t need to refer to the contents of these four helpful documents in your application, but they contain information that may help you to develop your Hub Lead Organisation application.

[ ]  Access Support

[ ]  Safeguarding and child protection

[ ]  Guidance on preparing a partnership agreement

[ ]  Microsoft Word version of the application form.

Please note that the Microsoft Word version of the application form is to help you prepare your application offline. You are not able to submit your application as a Word document.

[Download the helpful documents >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-5)

**Using our application portal: Grantium guidance**

You must submit your application through our application portal, Grantium.

We have shared a step-by-step guide and video walkthrough to help you complete the application form.

[ ]  How to apply - Grantium guidance

[ ]  Music Hub Investment Programme - how to apply in Grantium video

[Download the Grantium guidance >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application)

[Watch the video walkthrough >](https://youtu.be/hDD_we4jP20)

**Templates and ‘how-to’ guides**

You will need to complete three tables within the application form: the Partners Table, the Music Hub Development Plan, and the Monitoring Information table. You will also need to download, complete, and upload a Financial Information template as part of your application.

We have created ‘how-to’ guides to help you do this.

[ ]  How-to guide: Partners Table

[ ]  How-to guide: Music Hub Development Plan

[ ]  How-to guide: Monitoring Information table

[ ]  Financial Information template

[ ]  How-to guide: Financial Information template

[Download the template and ‘how-to’ guides >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-6)

**Further reading**

You may find the following guidance for current Music Education Hubs helpful. You do not need to refer to the contents of these documents in your Music Hub Investment Programme application.

[ ]  2023-24 Relationship Framework

[ ]  2023-24 Relationship Framework webinar

[ ]  Local Plan for Music Education guidance

[ ]  Needs analysis guidance

[ ]  Working with schools guidance

[ ]  Progression strategy guidance

[ ]  Inclusion strategy guidance

[ ]  Annual survey guidance

[Download the Music Education Hubs guidance >](https://www.artscouncil.org.uk/MusicEducationHubs/Guidance)

You might also wish to read Arts Council’s wider approach to supporting the creative lives of children and young people in our 2020-2030 strategy, Let’s Create.

[ ]  Let’s Create

[Download Let’s Create >](https://www.artscouncil.org.uk/lets-create)

**What you need to do**

1. Read the Guidance

Read the Guidance for Applicants and all the essential documents. You also might want to read the other helpful documents and further reading recommended in this checklist.

[ ]  Read the Guidance

[ ]  Read the essential documents

1. Speak with your team

Be sure to speak to people on your organisational board, or its equivalent, about whether you should apply.

[ ]  Speak with your team

1. View the new Music Hub areas and confirmed core grant allocations

We’ve shared the new geographic areas for Music Hubs and confirmed budget for each Music Hub.

The confirmed grant allocations are different to the indicative grant allocations that were previously published. You need to use the confirmed grant allocations in your application. You can read why the confirmed grant allocations are different in our Funding FAQs.

[ ]  View the new Music Hub areas and confirmed core revenue grant allocations

[Download a spreadsheet of the new Music Hub areas and their confirmed grant allocations>](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-4)

[View a map of new Music Hubs >](https://datawrapper.dwcdn.net/u50cw/9/)

Use the plus and minus button on the top left of the map to zoom in and out.

[Read the Funding FAQs >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-frequently-asked-questions#t-in-page-nav-6)

1. Think about partnerships

If you’re interested in being part of a new Music Hub, you should start speaking with other organisations in your area to consider how you could work together to deliver the best outcomes for children and young people.

You can use our resources to help you have these conversations:

[Download our guidance on preparing a partnership agreement >](https://www.artscouncil.org.uk/partnership-agreement-guidance)

[Find potential Music Hub partners in your area >](https://www.artscouncil.org.uk/music-hub-investment-programme-develop-your-partnerships)

[ ]  Think about partnerships

1. Take a look at the data

Our Music Education Hub data dashboard has information about current Hub delivery, engagement with schools, funding arrangements, governance and workforce. This information could help you think about what a new Music Hub partnership could look like in your local area.

[ ]  Take a look at the data

[View the data >](https://www.artscouncil.org.uk/MusicEducationHubs/music-education-hubs-survey-and-data)

1. Rewatch our webinar

On 28 June, we held a webinar to guide you through the application process, answer your questions and support you as you prepare your application.

[ ]  Rewatch the webinar

[Rewatch the webinar and download the transcript >](https://us06web.zoom.us/rec/play/GuZLQZ-uMShfuzjIPzmmy6XC-qZ1Y3tCpcLrcmspz46pVt4Hgtqx23iwUh7zxzrP2AmSV46NVKSYBPia.xHu_jZMyZrTXqq98?canPlayFromShare=true&from=share_recording_detail&startTime=1687942936000&componentName=rec-play&originRequestUrl=https%3A%2F%2Fus06web.zoom.us%2Frec%2Fshare%2FCUcNa4OM_Tw1pNVr38ehmUSOVZPtzda-mPUdobSYVjYIS_zhvrD-t4zJHD8S_Lv3.mhcnnPfwZ5ive7K9%3FstartTime%3D1687942936000)

1. Request an introductory conversation

All organisations planning to apply to the Music Hub Investment Programme must have an introductory conversation with Arts Council England. You can learn more about introductory conversations in the Guidance for Applicants.

You can request an introductory conversation on [this webpage](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-book-introductory-conversation) or by [calling our Customer Service team](https://www.artscouncil.org.uk/contact). The deadline for requesting an introductory conversation is **midday (12pm) on Monday 31 July 2023**.

You should request your introductory conversation after you have read the Guidance for Applicants and have spoken with your team.

[ ]  Request an introductory conversation

1. Register for Grantium

You’ll make your application through our online portal, Grantium. Before you start your application, you’ll need to create an account, if you haven’t got one already. It can take **up to ten working days** to approve your account.

Our Grantium support webpages guide you through how to create your user account and applicant profile.

[Take a look >](https://www.artscouncil.org.uk/grantium-support)

[ ]  Register for Grantium

1. Submit your application

You can now apply to become a new Hub Lead Organisation. The deadline to submit your application is **12pm (midday) on Thursday 12 October 2023**.

[Apply now >](https://applications.artscouncil.org.uk/frontOffice.jsf)

[ ]  Submit your application

1. Sign up to our newsletter

Keep in touch by signing up to our newsletter.

[Sign up >](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-sign-updates)

 [ ]  Sign up to our newsletter