

Music education hubs

Prospectus for applicants

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SECTION ONE – INTRODUCTION

Welcome

This prospectus is published and should be read alongside the Government's recently published [*The Importance of Music: A National Plan for Music Education*](#). A key recommendation of this plan was the establishment of a network of music education hubs.

Music education hubs will consist of partnerships of organisations working together in a local area to create joined up, high quality music education provision for children and young people, in and out of school.

Arts Council England is operating as fund holder for the new music education hubs on behalf of the Department for Education. As fund holder, we will be responsible for providing advice, assessment, decision-making and monitoring the performance of music education hubs against agreed delivery plans.

Taken together, *The Importance of Music: A National Plan for Music Education* and this prospectus give you the information you need to apply to lead a music education hub. Please read them carefully before you fill in the online application form. Please check the [music education hubs section](#) on our website for further information and sources of advice.

The open and competitive application process will ensure that music education hubs are operating in each local authority area and provide quality and consistency of music education across England. Successful applicants will be offered funding from September 2012 to March 2015 to lead the new music education hubs. Please see *The Importance of Music: A National Plan for Music Education* for more background and context on music education hubs.

Applications to lead a music education hub will need to provide evidence of leadership and delivery of music education directly or through secure partnership arrangements.

If you decide to make an application, we wish you every success.

Available budget

Applications should be for funding for activity from 1 August 2012 – 31 March 2015. £50 million is available for activity taking place between September 2012 and March 2013; £63 million in 2013-14; £58 million in 2014-15. Funding allocations for 2012-13 are for two terms' activity from 1 September 2012, with preparatory work from 1 August 2012.

The Arts Council is delivering these funds through a ring fenced grant from the Department for Education. This funding is in addition to the money we receive through our funding agreement with Government and from the National Lottery.

Funding will be aligned to the local authority pupil populations and cover all the children aged 5 to 18 within one or more local authority areas. These allocations have been calculated by the Department for Education according to a national funding formula, which they are publishing alongside *The Importance of Music: A National Plan for Music Education*. Please refer to this funding formula when making your application.

Other sources of funding

In most cases, this funding for music education hubs will be one of several funding sources available in a local area that the hub will draw upon.

We expect hubs to draw in and align funding streams from elsewhere to best meet the local needs of pupils' music education and deliver the core and, where possible, extension roles laid out in *The Importance of Music: A National Plan for Music Education*. These can include:

- Income earned from your activities.
- Contributions from parents and schools.
- Funding from public organisations such as local authorities.
- Grants from trusts and foundations.
- Sponsorship, commercial or industry donations and contributions.
- A contribution from your own organisation's resources.
- Lottery funding such as through Youth Music.

Our website has some advice about [other sources of funding](#).

Contact us

We will schedule national briefing events for prospective applicants and partners during the application period. More details of these will be published on our website. Please contact our Enquiries team to register your interest in attending these events.

You can also discuss your application directly with us. Before contacting us:

- First read this guidance and *The Importance of Music: A National Plan for Music Education*.
- Decide in which area(s) you intend to operate as a music education hub and check The Department for Education's published funding formula for the amount allocated.
- Consider which partners you will work with.
- Consider the outline of your proposal, including your approach to the core and, where possible, extension roles.

You should then contact our Enquiries team who will put you in contact with a member of staff who will offer advice and support on your application.

- Tel: 0845 300 6200
- Fax: 0161 934 4426
- Textphone: 020 7973 6564
- Online enquiry form: www.artscouncil.org.uk/about-us/contact-us

SECTION TWO – MUSIC EDUCATION HUBS

The Importance of Music: A National Plan for Music Education

Ensuring that children and young people have the opportunity to experience the richness of the arts is at the core of the Arts Council's 10-year vision for the arts – [Achieving great art for everyone](#).

We are delighted to be working with the Department for Education in making the vision set out in *The Importance of Music: A National Plan for Music Education* a

reality. The arts contribute to the development and well-being of children and young people, so it is vital that children engage with the arts early in their lives. Music education hubs will play a key role in ensuring that every child has the opportunity to experience the richness of the arts.

The role of music education hubs

Music education hubs will act as a gateway for local areas to create music education provision that works in a local context, both in and out of school. They will help drive the quality of service locally, with scope for improved partnership working, better value for money, local innovation and greater accountability.

By September 2012, music education hubs will be established to serve every local authority area. We do not anticipate that there will be a standard model for all music education hubs – all will be different, reflecting local circumstances and local needs. Their development will build on the foundations of existing local authority music services and on partnership working to move to a new way of delivering high quality music education that gives scope for all pupils to progress and to reach the next level of excellence.

Music education hubs will provide opportunities for children to learn instruments, play and sing with others and for musical talent to be developed. Hubs will have an important role in supporting first access to music education, providing a range of opportunities, ensuring clear progression routes, and enabling talent and excellence to develop. Hubs will ensure that every child can experience enjoyment and success from the earliest stages of musical learning.

The Department for Education funding will augment and support schools' music curriculum provision. Music education hubs will work in partnership with a range of organisations, determined by the local needs of children and young people, to deliver high quality music education that gives scope for all children to progress and to reach the next level of excellence. In delivering their services, hubs will need to take account of the benchmarks set out in chapter two of *The Importance of Music: A National Plan for Music Education*.

We expect most hubs to involve local authorities. Other partners are likely to include relevant nationally funded organisations (such as any of the Arts Council's National portfolio organisations involved in music education, which the Arts

Council will expect to work constructively with hubs); local music societies/choirs; local, regional and national music organisations; local community and voluntary organisations; and local businesses. We anticipate that hubs will work productively with the Arts Council's [Bridge organisations](#) to build shared understanding of local needs, and to promote effective collaboration between hubs and the wider local cultural offer. It will also be important that hubs collaborate with all schools in the area – both in terms of delivering services to pupils, as well as advocating the importance of music education to school leaders.

The new music education hubs will receive funding from September 2012 to March 2015 to ensure that all children in state schools (including academies and free schools) will have access to music education in and out of school. They will work innovatively to meet local needs and draw in other resources. It is expected that all hubs will focus on pupil outcomes and carry out the **core roles** set out below:

1. Ensure that every child aged five to 18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument.
2. Provide opportunities to play in ensembles and to perform from an early stage.
3. Ensure that clear progression routes are available and affordable to all young people.
4. Develop a singing strategy to ensure that every pupil is singing regularly and that choirs and other vocal ensembles are available in the area.

It is also expected that many hubs will be able to carry out extension roles, alongside the core roles. These **extension roles** will include some or all of the following:

1. Offer Continuous Professional Development (CPD) to school staff, particularly in supporting schools to deliver music in the curriculum.
2. Provide an instrument loan service, with discounts or free provision for those on low incomes.

3. Provide access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students.

Partnership working

Partnership working plays an important role in establishing sustainable provision with adequate breadth and capacity to deliver a high quality service, at the same time as meeting local and national priorities. Whilst we expect the network of music education hubs to serve every local authority area, we expect fewer music education hubs to be established than the number of local authority areas.

The appointed leaders of the new music education hubs will need to demonstrate how they will be able to draw together a wide range of local, regional, and national partners in order to deliver the core and, where possible, extension roles as effectively and efficiently as possible. Some hubs may wish to collaborate with neighbouring hubs to share access to ensemble opportunities and to central services such as IT, human resources, procurement or delivery of continuing professional development.

It will be for music education hub leads to decide which organisations they wish to partner with, although approaches should start with the needs of all children in the area.

Partnerships might include a local authority, schools, other hubs, national, regional or local arts/music organisations, Arts Council Bridge organisation or National portfolio organisations, Youth Music-funded organisation and community or voluntary organisations. We acknowledge that it may not be possible to have formal partnership agreements in place at the point applications are submitted; also, that hub partnership arrangements may evolve over time. However, all lead partners in music education hubs, and any partners involved in delivering core and/or extension roles must be committed to entering into a formal partnership agreement with each other and show a firm commitment to joint working.

The music education hub leads will be accountable for the funding and we expect them to have appropriate governance processes in place, particularly in cases

where the hub is led by a partnership, or where they are in formal contractual relationships with delivery partners. We will also look for governance that demonstrates how a hub partnership reflects local needs.

Multi-area bids are likely to be more appropriate where the geography supports them, for example in linked conurbations. Hubs that cover more than one local authority area will have scope to develop services and progression routes (particularly specialist services) that may not otherwise be possible if the hubs are of smaller size. They also have potential to generate economies of scale and better value for money.

Before applying, we expect organisations in a local area to work together to identify who will take the lead hub role including the appropriate local area that a music education hub could cover. Applications must be aligned with one or more local authority boundaries.

We have provided additional guidance on the different sort of partnerships, and matters to consider in drawing up a partnership agreement, [here](#).

Aims and outcomes

We will assess the success of the new delivery of music education via music education hubs through the following aims and outcomes.

The aims of the funding:

- Every child experiences enjoyment and success from the earliest stages of musical learning.
- Expertise should be available in every local area to drive up the quality and consistency of music education across England.
- Improved partnership working and local innovation, within a framework of core roles that provides equality of opportunity for all children.
- Local needs are met through drawing on a range of local, national and regional music and arts provision in each area.
- Effective partnership working delivers better value for money, local innovation and greater accountability.
- Extension roles meet local needs through drawing in and aligning local activity and income streams.

The outcomes expected from the funding:

- Effective first access to provision.
- Effective progression routes exist.
- Musical talent and excellence are developed/thriving.
- Improved quality and consistency of music education in England.
- Local music education is coherently coordinated.
- Local, regional and national resources for music education are aligned.
- Value for money and back-office cost savings.
- The horizons of both children and the music workforce are widened.
- Other sources of funding are levered in to support the extension roles of the hubs.
- Wider community needs are met.

We will report against these aims and outcomes to the monitoring board being established by the Department for Education to oversee the delivery of *The Importance of music: A National Plan for Music Education*.

SECTION THREE – HOW TO APPLY

Four steps to applying for funding

There are four steps to applying for funding for music education hubs:

1. **Read *The Importance of Music: A National Plan for Music Education*, the local authority allocations spreadsheet with the funding formula, the terms and conditions and this guidance carefully.**
The Importance of Music: A National Plan for Music Education and the local authority allocations spreadsheet with the formula are published on the [Department for Education website](#).

This guidance gives you information on how to apply for funding and answers some common questions. Please check the [music education hubs section](#) on our website for further information and sources of advice.

Once you have developed the outline of your proposals with your partners, we recommend that you contact our Enquiries team before making an application.

2. Fill in the online application form

Use the online application to tell us about your organisation and how you plan to operate as a music education hub.

You must apply online from our website (www.artscouncil.org.uk). Printed applications will not be accepted. If you have difficulty applying online please contact our Enquiries team.

3. Include any relevant extra information

The application form asks for various pieces of extra information, such as information on your organisation and its activities, financial documentation and evidence of your governance and partnership arrangements.

Make sure you have given us all the information we are asking for. We will not consider any additional information you send after you have submitted your application, unless we have specifically asked for it. If your application does not include all the information specified, we will contact you and ask you to submit the missing documentation within five working days.

We will not consider any additional information you supply beyond that specified in this prospectus.

4. Submit your application online at www.artscouncil.org.uk

Once you have registered online you can start your application, save your work and come back at any time to complete it. Applications must be submitted no later than **5pm on Friday 17 February 2012**. Applications submitted after this time will not be considered.

Who can apply

To be eligible for funding, you must meet the following criteria:

1. Be properly constituted as an organisation and applying to deliver the lead hub role for a local area. We welcome applications for hubs led by a partnership, although you will need to name a single organisation as the lead applicant.

This lead applicant will be responsible for managing the application and any grant that is awarded.

The kinds of organisations that are eligible to apply include:

- Statutory bodies including local authorities.
- Limited companies registered at Companies House (or equivalent, if outside the UK).
- Community Interest Companies registered with the CIC Regulator.
- Charities or trusts registered with the Charity Commission.
- Limited Liability Partnerships registered at Companies House.
- Partnerships established under a Deed of Partnership.
- Industrial and Provident Societies or Community Benefit Societies subject to regulation by the Financial Services Authority.
- Organisations established by Royal Charter or other legislation.

Unless you are a statutory body or you are established by Royal Charter your application must include a copy of your governing documents showing how you are constituted. In addition, you will be asked to confirm that your application is supported by the governing body of your organisation.

If you are a local authority, you should send evidence that your application is supported by the chief executive or authorised signatory.

If you are applying as a newly constituted organisation or partnership, please send us details of your planned governance arrangements, together with your current governing documents.

If you are unclear about what you should send, then please contact us.

2. Applying for funding for activity from 1 August 2012 - 31 March 2015.
3. Applications must be aligned with one or more local authority boundaries. Applications are encouraged to cover more than one local authority area, provided all state educated children within local authority areas (including academies and free schools) are covered by the application.
4. Applying for the amount allocated for the relevant [local authority area\(s\) boundaries](#).
5. Demonstrate you are working in partnership with a range of local, regional, and national partners in order to deliver the core, and where possible, extension hub roles. We have published an advice sheet about partnerships available [here](#).

If you have a partnership agreement in place, then please send it. If not, you will need to supply relevant letters of support completed according to our published [template](#).

Your partnership might include one or more local authorities, schools, other hubs, national, regional or local arts/music organisations, National portfolio organisations, Youth Music-funded organisations and community or voluntary organisations.

We acknowledge that it may not be possible to have formal partnership agreements in place at the point applications are submitted; also, that hub partnership arrangements may evolve over time. However, the lead partners in any music education hub application must be committed to entering into a formal partnership agreement with each other and show a firm commitment to joint working. Applicants must provide, as part of their application, evidence of partnerships: either copies of existing or draft partnership agreements, or letters of support completed according to our supplied [template](#).

If you are successful, you will be asked to provide us with appropriate documentation detailing the partnership arrangements for delivery of the core and extension roles of your hub. These will include:

- Formal partnership agreements between the hub partners, including where a hub leads are working with one or more other organisations or hubs to deliver core and/or extension roles funded through Department for Education funding. You will be asked to provide a copy of this as a condition for the release of the first payment.
- Any further partnership documentation such as Memoranda of Understanding; or contracts covering the delivery of extension roles where non-Department for Education funding will be used.

Please note that we reserve the right to request changes to your partnership documentation in accordance with your funding agreement and agreed programme of activity.

Who cannot apply

You cannot apply:

1. If you are based outside the European Union.
2. As an individual, unless you apply as a director of your own company. We will not accept applications from people applying in a purely personal capacity.
3. To deliver in only part of a local authority area.
4. For more than the [allocations for each local authority](#).
5. To deliver activity that ends before 31 March 2015.
6. If you are unable to offer music education provision from 1 September 2012.
7. If you do not have expertise and a track record in music education delivery.

When you can apply

Applications must be made online at www.artscouncil.org.uk by **5pm on Friday 17 February 2012**.

When you will know

We will tell you by **late April 2012** whether you have been successful.

After you apply

You will receive an email within 15 minutes of submitting your application. This will include a PDF version of your application as an attachment.

We will perform further eligibility checks on submission of your application. If you do not hear from us after the receipt of this email, your application is in the process of being assessed and you will be notified of the decision in accordance with the published timetable.

What your application must include

All applicants will be asked to include details of:

1. Your mission or purpose.
2. A copy of your governing documents showing how the lead organisation or partnership is constituted. If you are a local authority, you should include evidence that your application is supported by the chief executive or authorised signatory. If you are applying as a newly constituted organisation or partnership, please send us details of your planned governance arrangements, together with your current governing documents.
3. Which local authority area(s) you intend to cover and therefore how much funding you are applying for.

The online application asks you to say how much funding you are applying for in each of the three financial years 2012-13, 2013-14 and 2014-15. Please take these figures from the Department for Education's published funding allocations. Funding allocations for 2012-13 are for two terms' activity from 1 September 2012, with preparatory work from 1 August 2012. Please note that for 2013-14 and 2014-15 these figures are indicative only and may be subject to some change to reflect changes in pupil numbers. More details about this are published in the local authority allocations spreadsheet published by the Department for Education alongside *The Importance of Music: A National Plan for Music Education*.

4. Your partners, including evidence of partnership (either existing or draft partnership agreements, or letters of support completed according to our supplied [template](#)).
5. Your proposal demonstrating how you meet the criteria for music education hub funding (please see the section 'How we will make our decision').
6. Your outline budget for the period (August 2012-March 2015).

Your budgets should include details of all of the anticipated hub's activity and sources of funding. We will consider how you plan to use the Department for Education grant within the context of your overall budget. Your budgets should show that from August 2012, at least 80% of Department for Education funding will be spent on front line delivery (any activity directly involving children and young people) or continuing professional development of music educators engaged in delivering the hub's core and extension roles to children and young people. Please note that the majority of Department for Education funding should be spent on front line delivery.

The Department for Education funded core activities should be readily identifiable in the financial information provided.

If you are a local authority, please provide financial information that shows clearly how The Department for Education funding will be used (with cost centres that are distinct from the rest of the authority).

7. A copy of your most recent financial statements, prepared to the relevant legal standard for an organisation of your size and legal status. If you are a new organisation and do not have relevant financial statements, or if you are unclear what you should supply, you should contact us.

If you are a local authority, please provide your most recent financial statements, which clearly show details of operational activity against relevant cost centres.

We reserve the right to ask any applicant to provide additional information to clarify any of the above information that they have provided to us.

How we make our decision

When we receive your application we will first check whether it is eligible, and whether it includes all the information specified. If it does not, we will contact you and ask you to submit the missing documentation within five days.

All eligible applications will then be considered against the same set of criteria. Our decision-making will be in two distinct stages.

The **first stage** is an assessment of the application itself on its own merits and its ability to meet the following four criteria:

1. Proposed music education hub delivery.
2. Value for money.
3. Leadership, governance and management.
4. Track record in high quality music education delivery.

The **second stage** will look across the applications received to ensure a balance of high quality education music provision is achieved across the country. The second stage will also make recommendations where there is more than one application to lead hub activity in a local authority area.

We will make our decision solely on the basis of the information you provide in your application, together with any further clarification regarding that information that we may require.

Stage one: assessing your application

The first stage makes a judgement about how well the application meets the criteria.

The body of your application will be a proposal set out under the headings based on the four criteria. The following section tells you the information we need under each of these headings. If appropriate to your application, you can emphasise some points more than others, and add further points of your own.

Identifying and considering the level of risk in your application, and what plans you have to mitigate these, is an important part of our assessment.

Criteria

1. Music education hub delivery

We will make an assessment of how each hub plans to deliver the requirements of the music education hubs.

Your application needs to tell us how you plan to deliver the core roles, including who you will work with to do this, and how you will ensure that all children have the opportunity to learn a musical instrument; to make music with others; to learn to sing; and to have the opportunity to progress to the next level of excellence.

You will also need to tell us which extension roles you are undertaking and how you propose to deliver them. We want to understand which delivery partners you are working with and how, what progression routes are in place or planned over the three-year period, and (if this is only part of your work) how music education hub delivery will fit with the rest of your work.

We want to hear about the total planned activity of the hub, not just that funded by Department for Education funds.

You should provide details of:

- Evidence of an existing or proposed regular (at least annual) local needs analysis and audit of provision in the area, including how you plan to develop services and partnerships around the needs of children in the area, both in school and more widely.

We will expect hubs to use this to ensure equality of opportunity amongst all children, regardless of the school they attend, their background or personal circumstances – both in the context of ability to pay, as well as across the spectrum of special educational needs and disabilities, looked after children, race and gender.

We will also expect hubs to feed in and make use of the scoping activity that [Bridge organisations](#) will undertake.

- A strategy for collecting/analysing/evaluating uptake of musical opportunities/progression routes provided, and the views of schools and parents/carers.
- What partners you will work with, and how the activities of the music education hub will be resourced.
- How you will engage with schools and teachers in your area, and how many schools will engage with your hub.
- The range of genres and ensembles that you will provide for young people at different stages.
- How you will ensure every child aged 5 to 18 has the opportunity to learn a musical instrument (other than voice) through whole class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument.
- How you will provide opportunities to play in ensembles and to perform from an early stage.
- How you will ensure that clear progression routes are available and affordable to all young people.
- How you will develop a singing strategy to ensure that every pupil sings regularly and that choirs and other vocal ensembles are available in the area.
- Which extension roles you are undertaking, and how you will deliver them. You should tell us how you will approach any of the following that are in your plans:
 - offering CPD to school staff, particularly in supporting schools to deliver music in the curriculum
 - providing an instrument loan service, with discounts or free provision for those on low incomes
 - providing access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or

venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students

- The risks you have identified in the delivery of hub activity, and how you will manage them.

2. Value for money:

You should set out how you will ensure value for money is achieved, including through partnership working, local innovation and greater accountability, and your approach to delivering extension roles and offering other provision to meet local needs.

In assessing value for money, we will consider: likely ability to bring in additional funding; levels of spend on employees; and efficiencies enabled through partnership.

You need to demonstrate how your offer ensures the most effective use of resources. We want to understand what controls are in place to ensure appropriate financial management, and how your budget is realistic in relation to the proposed activity.

You should provide details of:

- How you will draw together funding sources so that these align to meet the music education needs of the children in your area including other public funding (such as local authority funding), schools' contributions, parental contributions, charitable/philanthropic donations, sponsorship, industry sources and Lottery funding through Youth Music grants.
- How you will reach the widest possible range of schools within the local area.
- How you will coordinate your work to maximise impact and avoid unnecessary duplication in an area or between hubs.
- How you plan to ensure that from August 2012, at least 80% of Department for Education funding will be spent on front line delivery or continuing

professional development of music educators engaged in delivering the hub's core and extension roles to children and young people. Please note that the majority of Department for Education funding should be spent on front line delivery.

- Any intentions to use or share assets and resources to create new revenue streams or to achieve back office cost savings.
- How you may take on extension roles, alongside offering other provision to meet local needs.
- The risks you have identified in ensuring value for money, and how you plan to manage them.

3. Leadership, governance and management

We will make an assessment of the lead hub organisation or partnership's knowledge and experience of music education to reach a judgement on your ability to lead the work of the proposed music education hub.

Your application needs to demonstrate your proposed governance structure. The leadership of the hub needs to be clear, and to demonstrate the appropriate range of skills and experience. Within your proposed partnership, collaborative or any other joint working arrangements please tell us about arrangements to ensure quality, accountability and reporting.

You should provide details of:

- Your leadership experience, including your knowledge and previous experience of music education, managing change and strategic planning to ensure effective targeting of resources.
- Your governance model and any plans for changing or strengthening it to better achieve the role of music education hubs and reflect local needs.
- Your track record in forming effective partnerships locally, regionally and nationally and how you will share expertise and develop networks with other hub leaders.

- How you will engage with schools.
- How the partnership will be sustained and grown over the funding period.
- How you are financially sustainable, have appropriate financial controls in place and have experience of leveraging in support from other sources.
- How you plan to promote and develop diversity and equality throughout your organisation and more widely in the work of the music education hub.
- Your plans for monitoring and evaluating the work of the hub.
- The risks and how you would manage these in carrying out the hub role.

4. Evidence of track record in high quality music education delivery

We will make an assessment of the lead organisation and its partners' track record in delivering a range of high quality music education.

Your application needs to provide evidence of the expertise, qualifications and relevant training of teachers and delivery partners. You should provide evidence of the learning outcomes for young people that you have achieved to date, and illustrate the range of provision that you already deliver and how it responds to the needs of your local area.

You should demonstrate your approach to partnership delivery and show how you will draw together a wide range of local, regional, and national partners to deliver a range of high quality music education experiences to all children and young people in the area.

You should provide details of:

- Who you are working with and what each partner has agreed to bring to the partnership thus far.
- The skills and experience of your staff and/or your confirmed partners in delivering similar services to those expected of music education hubs to children and young people, in and out of school, including all of the core roles expected of music hubs and, where possible, extension roles. This

should demonstrate your commitment to ensuring that a diversity of musical experiences will be available that will respond to local needs.

- Your track record in forming productive partnerships with a range of primary and secondary schools.
- Your experience of engaging partners in delivering music education.
- Your approach to quality assurance in the delivery of music education.
- What the current range of workforce skills are, what assessment has been made of the workforce needs to meet the requirements of the music education hubs, and how you will address any identified skills gaps.
- How you will ensure that the music programme is inclusive and accessible for all children and young people.
- The risks you have identified in ensuring the quality of your hub's activity, and how these will be managed.

Stage two: National overview of applications

The **second stage** will look across the applications received to ensure a balance of high quality education music provision is achieved across the country. The second stage will also make recommendations where there is more than one application to lead hub activity in a local authority area.

Value for money will also be considered, including how many applications cover more than one area.

If you are successful

Any decision to offer funding will be subject to discussing and finalising a detailed funding agreement. This process could result in agreed changes to your planned activities and budgets.

If you are unsuccessful

We will write to you giving reasons why your application was unsuccessful and telling you who to contact if you would like more detailed feedback.

Complaints procedure

If you are not happy with the way we have dealt with your application, please contact us and we will discuss this with you. If you are still unhappy, you can ask us for a copy of our complaints procedure.

SECTION FOUR – IF YOU ARE OFFERED A GRANT

Our relationships with music education hubs will be conducted through our regional teams, which will act as a first contact point for information and advice supported by our Head office. Our monitoring relationship will primarily be with music education hub leaders.

All successful applicants will be allocated a relationship manager as their main point of contact.

The funding agreement

You will receive an offer letter together with a copy of our conditions for grants, which everyone who receives a grant from us must accept. A copy of our conditions for grants is published alongside this prospectus.

We will normally make a first payment in August 2012 on agreement of a signed funding agreement and acceptance of conditions. The funding agreement is the document that governs our relationship with music education hubs. It will cover the delivery of activity between 1 September 2012 and 31 March 2015. It will include any special conditions and include details on how we will pay the grant. The first conditions of funding necessary to release the first grant payment in August 2012 will include, but not be limited to, providing:

1. A business plan through to March 2015, which will include an audit of local needs (or an approach to undertaking this), objectives and how you will know if you are meeting them, details of delivery of core and extension roles, other activity, budgets including details of how you will draw together income sources, and any skills gaps you have identified and how you will address them.
2. Partnership agreements between hub leaders and other partners as follows:
 - Formal partnership agreements between the partners, and also where the hub leads are working with one or more other organisations or hubs to deliver core and/or extension roles funded through Department for Education funding. You will be asked to provide copies of these as a condition for the release of the first payment.
 - Any further partnership documentation, such as a Memoranda of Understanding or contracts covering the delivery of extension roles where non-Department for Education funding will be used.

The business plan and partnership agreements should be confirmed as acceptable to the Arts Council before any funding is released.

The final funding agreement will include details of any additional terms and conditions that the Arts Council might require and also any further details of what monitoring information we will expect from you.

Further payments will be made termly in advance subject to a satisfactory progress report and evidence of delivery. Funding is confirmed until March 2015, subject to the will of Parliament.

We will make all payments straight into your bank account when you have met any conditions associated with payment. You must also continue to meet our standard conditions of grant. It may take up to 15 working days to process payments.

Monitoring

A copy of our terms and conditions is published alongside this prospectus.

Monitoring will be undertaken by Arts Council staff in your region. The funding agreement will include data requirements for termly and annual reporting, and we will also talk to you regularly and at least on a termly basis about your progress. Data requirements are likely to include regular submission of quantitative data linked to the delivery of core and extension roles such as the number of children taking up different activities in different age groups, and what progression opportunities have been taken up in your area.

Arts Council England also recognises the value of self-evaluation and will encourage Music Education Hubs to reflect on their own performance to inform planning, development and to measure the impact of provision on outcomes for children and young people. Arts Council England will also consider how these self-evaluations might be used as part of independent, external monitoring and evaluation of music hubs, including through Ofsted music survey inspections.

Organisations will also be monitored for risk. This allows Arts Council England to identify where we believe there is a degree of risk to the delivery of a funding agreement and therefore, to our investment.

The Arts Council in turn is required to report to the Department for Education on a termly and annual basis. This will include a report on hubs' individual and collective progress, and a data report compiled from the information supplied by hubs.

The Arts Council will also be held to account by the monitoring board to be established for overseeing *The Importance of Music: A National Plan for Music Education*. We will report to them on the success of the delivery of music education via music education hubs against the aims and outcomes outlined in Section two.

SECTION FIVE – FREEDOM OF INFORMATION ACT

The Arts Council is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions.

We are also listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000.

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the [Freedom of Information website](#) for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process. However, we will, after completion of the process, publish a list of all successful applicants.

APPENDIX A – ARTS COUNCIL REGIONAL OFFICES

The Arts Council has nine regional offices which cover the following areas:

www.artscouncil.org.uk/about-us/regional-offices

- Our **East** office covers Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.
- Our **East Midlands** office covers Derbyshire, Leicestershire, part of Lincolnshire, Northamptonshire, Nottinghamshire and Rutland.
- Our **London** office covers the greater London region of 33 boroughs.
- Our **North East** office covers County Durham, Northumberland, Tees Valley and Tyne and Wear.
- Our **North West** office covers Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside.
- Our **South East** office covers Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey and West Sussex.
- Our **South West** office covers the counties of Cornwall, Devon, Dorset, Gloucestershire, the Isles of Scilly, Somerset and Wiltshire and the unitary authorities of Bath & North East Somerset, Bristol, South Gloucestershire, Swindon, North Somerset, Bournemouth, Poole, Plymouth and Torbay.
- Our **West Midlands** office covers Herefordshire, Shropshire, Staffordshire, Warwickshire, Birmingham, Coventry, Dudley, Solihull, Wolverhampton, Walsall and Sandwell and Worcestershire.
- Our **Yorkshire** office covers Yorkshire and the Humber, which includes North and North East Lincolnshire.