

York Music Hub

Commissioning Fund: September 2022 - August 2023

Guidance for Applicants



1. Purpose

The Commissioning Fund provides grants to schools and other providers for projects that will help the Hub achieve its charitable aim which is 'to advance the musical education of all children and young people in the City of York and surrounding area'.

The Hub has identified four specific priorities which all providers should engage with:

- To increase the number of schools engaged with the Hub;
- To increase the number of children and young people playing and/or singing in ensembles;
- To improve access to opportunities for making and enjoying music to an increasing number of children and young people living in challenging circumstances;
- To enhance the quality of youth music provision in the City.

It should be stressed that this list is neither exclusive nor comprehensive, and providers who are interested in submitting bids may wish to contact the Hub Director for a preliminary discussion in order to make sure that their proposal is appropriate.

2. Eligibility

Schools and other providers of music education are all eligible to apply for grant funding from the Hub's Commissioning Fund. Applicants should be aware, however, that funding is not available to support the following:

- Purchase of music copy/materials, unless these can be used beyond the project;
- Cover for teaching staff;

Preference will be given to applications which have the potential to attract further funding and demonstrate that the project is sustainable once the grant is no longer available. Whilst the Hub is willing to consider applications for grants to support existing projects, it is highly unlikely to fund projects for more than 3 years.

3. Funding

The funds available for the Commissioning Fund are limited and each proposal should be up to a maximum of £1,500. All proposals should make clear the timescale for delivery.

4. Contracting

All recipients of funding will be expected to sign relevant documentation which includes details of the reporting schedule and payment arrangements.

5. The Proposal Form

You can submit your Proposal Form electronically via [this link](#).

The Proposal Form is designed to tell us what activity you want to deliver, how you plan to deliver the activity and how much funding it will require. It asks you to:

- Describe the project as succinctly as you can. We want to know what the grant is for and what outcomes you expect to see;
- Relate your project to the aims of the Hub. Do make sure that you read carefully the opening section of this guidance document;
- Summarise your delivery plan for the project. It is often easiest to do this by breaking the work down into a series of stages in order to show how the work will develop over the period of the project (e.g. preparation, pilot, roll-out);
- Provide a guarantee of quality. Feel free to make reference to endorsements about the quality of your work, and provide a brief risk assessment;
- Explain how you will report on what has been achieved. The Board will expect successful bidders to demonstrate how they will share their experience;
- Provide an itemised budget for the project. Please include all sources of income, and make sure that the figures add up!

6. Assessing and agreeing proposals

Decisions about the allocation of the Commissioning Fund will be made by the Hub Director in consultation with the Chair of the Board. Proposals will be assessed against the criteria outlined in this document and will be subject to the availability of funding.

7. Monitoring and Evaluation

All projects which receive funding will be required to complete a final report which will capture the impact of the activity, including information about the number of children and young people involved, their age/key stage, the impact of the work and lessons for the future. Successful applicants will also be expected to provide a record of the work suitable for use on social media or the Hub website, which may be in the form of a short video.

For further information, please contact the Hub at info@yorkmusichub.org.uk.