

# York Music Hub

## Commissioning Fund: 2019/20

### Guidance for applicants

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#### 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 recently identified four specific priorities which it wants all providers to be engaged with:

- to increase the number of schools engaged with the hub,
- to increase the number of children and young people playing in ensembles or singing in choirs,
- 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.

The Hub is also interested in supporting proposals that include a commitment to promoting and funding the Arts Awards scheme which ‘supports anyone aged up to 25 to grow as artists and arts leaders’.

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 Managers 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 Commissioning Fund. Applicants should be aware, however, that funding is not available to support the following:

- Purchase of music copy/materials (except where these may be used for wider use),
- The purchase of equipment that duplicates provision already made through the instrument hire scheme,
- Cover for teaching staff,
- Provision within the school curriculum,

- Activity which is already in receipt of grant funding from the Music Hub.

Preference will be given to applications which can demonstrate that additional funding is available, that the project has the potential to attract further funding and that it 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, and applicants should expect awards for the 2<sup>nd</sup> or 3<sup>rd</sup> year of a project to be significantly smaller than in the first year.

### **3. Funding**

The funds available for the commissioning fund are limited and bidders should submit no more than one proposal 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 the YMH Memorandum of Understanding and the YMH Delivery Partnership Agreement which includes details of the reporting schedule and payment arrangements.

### **5. The Proposal Form**

The Proposal Form is designed to tell us what activities 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 briefly and 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. You may wish to log on to the Hub website to look at the business plan for 2018 – 2020, but 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!

### **Assessing and agreeing proposals**

Decisions about the allocation of the commissioning fund will be made by the Hub Manager 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.

### **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

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