

## **2022-23 Extension Period Guidance**

**Updates to this guidance are indicated in purple.**

### **28 February 2023:**

- **Amendment to April 2023 payment submission requirements**

### **Introduction**

The 2022-23 Music Education Hub funding agreement will be extended to cover the period between **1 April and 31 August 2023**.

For this period, the **2022-23 Relationship Framework, Standard terms and conditions for 2022-23** and **Additional Conditions**, including delivery against the **2011 National Plan for Music Education**, will continue to apply. The guidance remains the same for your:

- Business plan
- Needs analysis
- Equality, diversity and inclusion strategy, including your approach to charging, remissions and subsidy
- Communications strategy
- Approach to instrument storage, purchasing and maintenance
- All other elements specified within the **additional conditions**

Note that the **Standard Terms and Conditions** have been updated for the extension period to:

- reflect the new UK **subsidy control regime** which began on 4 January 2023.
- cover partner organisations in clauses 7.3.5-7.3.7
- refresh the language throughout to make it more user friendly.

### **Why is it being extended?**

This extension will enable future funding agreements to run to an academic year cycle, from September 2023 onwards.

We will be moving the funding agreements for Music Education Hubs to academic years from September 2023, in line with funding allocations to schools. This will allow Hub lead organisations and their partners to plan accordingly in developing their business plans. It should also allow a longer lead in time between the Department for Education confirmation of future funding and the start of each academic year.

### **Allocations**

Hub lead organisations were notified of their individual allocations for this period in December 2022. They were also published **here** on the **Arts Council website**.

Please note the Variation letter contains the total grant awarded from 1 April 2022 to 31 August 2023. Hub allocations for the period 1 April 2023 to 1 August 2023 are available via the **published document** on our **website**.

## **Payment Conditions**

During the extension period, we will make two additional payments (on **1 April 2023** and on **1 July 2023**).

Payment request submissions are due via our online system, Grantium, by the 1<sup>st</sup> of the relevant month.

Information on the documentation required to be submitted for your April and July payments can be found in your Variation Letter, which will be available via Grantium in March 2023.

The payment conditions for April and July 2023 will be as follows:

### **1 April 2023**

- Most recent **management accounts**, using the published template, as set out in the additional conditions
- Most recent **board papers or equivalent management report**, as set out in the additional conditions
- Signed **partnership agreement(s)** which cover the period 1 April 2023 – 31 August 2023, as set out in the additional conditions
- An updated **SMART objectives template**, as set out in the additional conditions. This should cover any pertinent updates to your programme of activity for the extension period
- A satisfactory **budget covering the five-month period 1 April 2023 – 31 August 2023** based on your confirmed Arts Council allocation for this extension period published on our website [here](#) and using the published budget template. Any recharges and overheads must be acceptable to the Arts Council.
- **Written statement** confirming the 12-month grant allocation for 1 April 2022 – 31 March 2023 has been spent in full during that period

Please note that previous extension guidance required submission of a budget to cover the 17-month funding period 1 April 2022 – 31 August 2023. Payment conditions have been updated as it is necessary for the Department for Education (DfE) to review financial information and grant spend against the funding allocations for both the 12-month financial year and the five-month extension period to ensure there are no underspends.

Please **use the published budget template** and change the dates and grant amount to reflect the five-month extension period.

The **written statement** for the final condition can be provided as an email or document format and uploaded to Grantium as part of the payment condition.

### **1 July 2023**

- Most recent **management accounts**, using the published template, as set out in the additional conditions
- Most recent **board papers or equivalent management report**, as set out in the additional conditions
- An updated **SMART objectives template**, as set out in the additional conditions

To support you with fulfilling these requirements, we have updated our SMART objectives template, which is available [via our website](#). The document is called 'SMART Objectives Template 2022-23 extension period' and has columns just for April and July quarterly updates. Hubs should include any new objectives for the extension period in addition to copying over current SMART objectives from the existing template. You do not need to copy across any of the previous quarterly updates into this new template.

Please note that submission of updates to your financial narrative and programme of activity are not required. Detailed targets should be captured within the updates to your SMART objectives template.

If you expect that there will be a delay in being able to provide the relevant payment conditions, please discuss this with your Relationship Manager. Please note that we will usually be unable to release a payment until the relevant payment conditions have been met.

### **Further Information**

Hub lead organisations can refer to their Variation Letter and this guidance document.

Further details on the 2023-24 funding agreement period requirements (i.e. 1 September 2023 – 31 August 2024) will follow at a later date.