ARTS COUNCIL ENGLAND

Music Hub Investment Programme:
Grantium Guidance – How to Apply

Published 18 July 2023

Contents

Grantium support: enquiries@artscouncil.org.uk

0161 934 4317

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Getting Started

This guidance begins with assuming you have an up-to-date Grantium **user account** that is linked to the **Applicant profile** that you want to make the application from. If you need help to get to this stage, please use [this guidance](#) on our website.

To start an application for the **Music Hub Investment Programme**:

- Log into **Grantium**
- In the main left-hand menu click on **Browse Programmes**
- Next to **Music Hub Investment Programme** click on the magnifying glass
- Read the information and then click **Apply Now**
- At the top dropdown select the **Applicant Profile** that you wish to apply from, ignore the bottom dropdown and then click **Save & Next.**
- If you need to review your **Applicant profile** then click **View,** otherwise click **Next.**
- Type the name of your project and then click **Save & Next.**
- The **Eligibility Questionnaire** is now ready for you to complete.

> **Please note:**
>
> **Grantium** works like a flowchart.
>
> This means that the way in which you answer the questions will determine what the subsequent questions or pages will be.
>
> Not all the questions/pages mentioned in this guidance document may therefore appear for you, depending on your answers.

Eligibility Quiz

Getting Started

- Read the information and then click **Next**

About your organisation

- Answer each question, then click **Save & Next**

> **Please note:**
>
> After each set of questions, if your activity appears to be **ineligible**, you will see a message to let you know.

About your application

- Answer each question, then click **Save & Next**

Submission Summary

- Once you have answered all the questions, and if your activity appears eligible, then the final page will be the **Submission Summary** where you will be able to click **Submit.**

> **Please note:**
>
> You <u>must</u> click **Submit** before you can move onto the next part of the application process.

Application

In the **Grantium** main left-hand menu click on **Submissions**

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** next to **Application**

Introduction

- Read the information and then click **Next.**

Applicant details

- If you need to make any changes to the details on this page, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow this guidance on our website.
- Otherwise just click **Next**

Address information

- If you need to make any changes to the details on this page, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow this guidance on our website.
- Otherwise just click **Next**

Contact Information

- Review the contacts, which have pulled through to here from your **Applicant profile**. You may need to edit the contacts for this specific project.
  - If you need to edit one of the contacts, click the **magnifying glass**
  - If you need to delete a contact, click the **red circle**
  - If you need to add a different contact, click on **add**

  Once you have finished reviewing your contacts for the project, click **Next.**

Geography

- Make your selection at the **geographic area** dropdown
- Make your selection at the dropdown asking about **leading any further Music Hubs**
- Click **Save & Next**

Additional Geographic areas

- If you are not applying for more than one **geographic area** this page will not appear for you - skip ahead in this guidance to [About your organisation](#)

- In this table, you need to list all the **geographic areas** you are applying for:
  - To add a **geographic area**, click **add**
  - Make your selection at the dropdown
  - If you have more **geographic areas** to add, click **Save & Add Another**
  - Otherwise click **Save & Back to List**
  - Click **Next**

Top tips:

- Please bear in mind that if you draft your text in **MS Word**, that **Grantium** uses a different method of counting characters. One example is that when you press **Enter** to start a new line, **MS Word** counts this as one character whereas **Grantium** counts this as two ('line stop' and 'line start'). Your text is likely to have a larger character count in **Grantium** than it would in **MS Word**.

- Grantium will log you out after 20 minutes of inactivity.
  Please note that **Grantium** <u>cannot</u> tell when you are <u>typing</u>, it can only tell when you are <u>clicking</u> something. When you are typing, **Grantium** cannot tell that you are still using the system. Therefore, please remember to click **Save** often.
  You will receive a warning on screen when you are getting close to being logged out.

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About your organisation

- Type your answer in the box
- Click **Save & Next**

Consortium Partners

- If you are not applying as a **Consortium** this page will not appear for you - skip ahead in this guidance to [Local plan for Music Education](#)

- To add a **Consortium partner**:
  - click **add**
  - Type in the name of the **Consortium partner**
  - If you have the postcode for the **Consortium partner** then click to tick the **postcode search** box, type in the **postcode**, click **Get Address**, and then select the correct **address** at the dropdown
  - If you do not have the **postcode** then click to tick the **no postcode** box, type in the **address**, and select the **Local Authority** at the dropdown
  - Type in the **Contact Name**
  - Type in the **email address**
  - If you have another **Consortium partner** to add, click **Save & Add Another**
  - Otherwise click **Save & Back to List** and then click **Next**

Local plan for Music Education

- Type your answer in the box
- Click **Save & Next**

Music Hub Development Plan

- Add a line to the table for each **priority/milestone**:
    - click **add**
    - Click to tick whether this **priority/milestone** has a **Specific Date** or an **Estimated Time Period**
        - If you selected **Specific Date,** then a box will appear for you to add that **date**
        - If you selected **Time Period** then two boxes will appear for you to add details of the **estimated start and end dates**
    - Type your answer for **Activity/plan**
    - Type your answer for **Task Lead**
    - If you have identified any **risks** for this **priority/milestone** then type the details in the **Risks** box
    - If you have another **priority/milestone** to add, click **Save & Add Another**
    - Otherwise click **Save & Back to List** and then click **Next**

Partnerships

- Type your answer in the box
- Click **Save & Next**

Partners Table

- Add a line to the table for each **partner**:
    - click **add**
    - Type in the name of the **partner**
    - If you have the postcode for the **partner** then click to tick the **postcode search** box, type in the **postcode**, click **Get Address**, and then select the correct **address** at the dropdown
    - If you do not have the **postcode** then click to tick the **no postcode** box, type in the **address**, and select the **Local Authority** at the dropdown
    - At **Type of partner**, make your selection at the dropdown

- o At **Status of partnership**, make your selection at the dropdown
- o At the question around **funding**, make your selection at the dropdown. If you select **Yes** then a new box will appear for you to type in the **indicative amount of funding**
- o Type your answer at **Summary of roles and responsibilities**
- o If you have another **partner** to add, click **Save & Add Another**
- o Otherwise click **Save & Back to List** and then click **Next**

Schools Engagement

- Type your answers in the two boxes
- Click **Save & Next**

Progression and musical development

- Type your answer in the box
- Click **Save & Next**

Inclusion

- Type your answers in the two boxes
- If you need to download a copy of the guidance around the Inclusion Lead, then click the blue **applicant guidance** hyperlink on the **Grantium** page
- Click **Save & Next**

Sustainability

- Type your answer in the box
- Click **Save & Next**

Musical instrument storage, purchase and maintenance

- Type your answer in the box
- Click **Save & Next**

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Governance and Management

- Type your answers in the two boxes
- Click **Save & Next**

> **Please note:**
>
> - You are invited to attach a document on your **Governance and Management** (such as a visual aid) on the **Attachments** page – keep following the guidance through – there are instructions there for how to do this when you reach the **Attachments** section
>
> - If you are applying as a **Consortium**, you are also invited to attach a document on your **Consortium arrangements** on the **Attachments** page – keep following the guidance through – there are instructions there for how to do this when you reach the **Attachments** section

Financial information

- The **year your organisation was formed** has been pulled through to here from your **Applicant Profile**. If you need to amend this date, you can do so on this page, in the top box
- If your **Organisation** has a **Company Number** type it in the box, otherwise leave it blank
- Type in your **Organisation's income in the last full financial year**
- Click to tick whether that **income** figure you typed in is an **Actual figure** or an **Estimate**
- Type your answer in the box
- Click **Save & Next**

Attachments

Some of the attachments are mandatory and some are optional – please read through the text for details.

- To add your attachments:
    - Click to select the correct blue hyperlink underneath **Document Type** for what it is you are uploading
    - Type in a **description/name** for your document
    - Click **Choose file** to select the document you wish to upload from your computer
    - Click **Save & Back to List.**
- Repeat the above process until you have finished uploading all of your attachments
- Click **Next**

Governance document

The **Governance document** automatically pulls through from your **Applicant Profile**. If you need to change the document, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow this guidance on our website.

Monitoring Information

- Read the information
- Type the correct numbers into each relevant box
- Fill in the **Leadership** section as appropriate – you must make selections for all four leadership positions
- Type the correct numbers into the boxes in each section, making sure that each section totals the same as the total number of management (senior management plus board/council members)
- After the **Socio-economic background** section, click the **Click to Save Answers** button
- Continue to type the correct numbers into the boxes in each section
- Click **Save & Next**

Declaration

- Read all of the information
- If you are able to make each declaration, click to tick the boxes
- If you are able to, click to tick the **bank details** box
- Make your selection at the **Subsidy** dropdown
- If it applies to you, click to tick the final box
- Click **Save & Next**

Submission Summary

- The last page is the **Submission summary**. If you have green ticks next to the items in the list, then it will allow you to click **Submit**.
  If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it.

Application - Decision notification

You will receive an email to let you know once a decision has been made on your application.

In the main Grantium menu click on **Submissions**.

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown
- Click on the **orange folder** to view the decision notification
- Click **Next**

If your Application has NOT been successful:

- Read the information on each page
- If you see a **magnifying glass,** click on it to read the information in that section

If your Application has been successful:

- On the **Conditional Offer Notification** page:
    - Make your selection at the dropdown
    - Click **Save & Next**

- On the **Assessment** page:
    - Read the information
    - If you see a **magnifying glass,** click on it to read the information in that section
    - When you have finished reviewing the Assessment page, click **Next**

- If you applied as a **Consortium** then a **Consortium Contacts** page will appear for you to edit as necessary:
  - If you need to edit one of the contacts, click the **magnifying glass**
  - If you need to delete a contact, click the **red circle**
  - If you need to add a different contact, click on **add**

  Once you have finished reviewing your contacts for the project, click **Next.**

- The **Music Hub Development Plan** page from your **Application** will appear here for you update the **Status** of your **priorities/milestones** – as well as to make any changes as necessary:

  - To update the **Status** of each **priority/milestone**, click the **magnifying glass**
    - Make your selection at the **Status** dropdown
    - Click **Save & Back to List**
    - Repeat for each **priority/milestone**

  - If you need to edit a **priority/milestone**, click the **magnifying glass**
  - If you need to delete a **priority/milestone**, click the **red circle**
  - If you need to add a new **priority/milestone**, click on **add**

  - Once you have finished reviewing your **priorities/milestones** for the project, click **Next.**

- The **Partners Table** from your **Application** will appear here for you to edit if necessary:
  - If you need to edit a **partner**, click the **magnifying glass**
  - If you need to delete a **partner**, click the **red circle**
  - If you need to add a new **partner**, click on **add**
  - Once you have finished reviewing your **partners** for the project, click **Next.**

- There are **Attachments** for you to download.
  - Click on each **magnifying glass** 🔍 to download them one by one
  - When you have finished downloading them all, click **Next**

- There are **Applicant Attachments** that you must upload:
  - Click to select the correct blue hyperlink underneath **Document Type** for what it is you are uploading
  - Type in a **description/name** for your document
  - Click **Choose file** to select the document you wish to upload from your computer
  - Click **Save & Back to List.**
  - Repeat the above process until you have finished uploading all of your attachments
  - Click **Next**

- Make your selection at the **Acknowledgement** dropdown, then click **Save & Next**

- The last page is the **Submission summary**. If you have green ticks next to the items in the list, then it will allow you to click **Submit**.
  If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it