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MUSIC HUB INVESTMENT PROGRAMME

Addendum to the Guidance for Applicants (London South West and South Yorkshire Music Hubs)

Published: April 2024

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Introduction

Introduction

To ensure the delivery of high-quality music education right across England, Arts Council England has extended the opportunity to apply to become a new Hub Lead Organisation (HLO) in two Music Hub areas:

- London South West
- South Yorkshire

Arts Council England first published its [Guidance for Applicants to the Music Hub Investment Programme](#) in June 2023. This guidance provided information about what is expected from new HLOs, along with details about how to apply and how the assessment of applications will be carried out.

Organisations that are interested in applying to lead a Music Hub in London South West or South Yorkshire should read this addendum in parallel to the original [Guidance for Applicants](#).

This addendum highlights where there are changes to the original guidance, including updates to essential documents and other supporting materials.

How much funding is available?

Organisations that are successful with their application to lead either (or both) of the Music Hubs in London South West and South Yorkshire will receive a core revenue grant for an initial period of one year, from 1 September 2024 to 31 August 2025. Following the first year, future funding is planned, subject to the outcome of the next government Spending Review.

In addition, new HLOs will also have responsibility for administering a capital grant for musical instruments.

The grant allocations for both Music Hubs are supplied below:

| Music Hub | Core revenue grant (2024/25 funding period) | Capital grant for musical instruments |
|-------------------|--|--|
| London South West | £2,245,869 | £737,749 |
| South Yorkshire | £1,962,873 | £644,787 |

Who can apply?

This application process is open to organisations interested in applying to lead either the Music Hub in London South West or South Yorkshire. You can apply to lead both Hubs, but you will need to submit separate applications to ensure proposals are specific to each area.

To be eligible to apply, you will need to be properly constituted and be able to demonstrate your ability to deliver the responsibilities for HLOs, as detailed in the original Music Hub Investment Programme Guidance for Applicants. Any changes to this guidance have been outlined in this addendum.

We continue to welcome applications from consortia, led by a named organisation.

How to apply

All applications to the Music Hub Investment Programme are made through our online application portal, Grantium.

You will need to create an applicant profile on Grantium, if you do not have one already. Your applicant profile will need to be validated by a member of our team, which can take up to 10 working days. Therefore, the deadline for submitting your applicant profile is midday on Tuesday 28 May 2024.

Key dates

The key dates for this application process are outlined below:

| | |
|--|-------------------------------------|
| Grantium opens for applications | Thursday 25 April 2024 |
| Deadline for submitting your applicant profile on Grantium (if applicable) | Tuesday 28 May 2024 |
| Deadline for submitting an application | 12pm (midday), Thursday 6 June 2024 |
| Award announcements | July 2024 |
| Funding period begins | 1 September 2024 |

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Summary of key changes

Summary of key changes

A summary of the key changes made to this programme in relation to the original Music Hub Investment Programme Guidance for Applicants are outlined below. Please ensure you read this information carefully, along with the detailed Change Log provided at the end of this document.

Music Hub areas

This application process is only open to organisations interested in applying to lead the London South West and/or South Yorkshire Music Hubs.

Introductory conversations

The requirement to have held an introductory conversation with the Arts Council is no longer applicable to this programme.

References made to the introductory conversation process in the original Guidance for Applicants should be disregarded.

You will not be asked to attach evidence of having held an introductory conversation with the Arts Council as part of your application.

Payment schedule for the core revenue grant

The payment schedule for the core revenue grant differs to the information supplied in the original Guidance for Applicants.

Six payments will now be made over the 2024-25 funding period – percentages indicate the approximate proportion of the grant made available for each payment:

- Payment #1 (September 2024) – 16.6%
- Payment #2 (November 2024) – 16.6%
- Payment #3 (January 2025) – 16.6%
- Payment #4 (March 2025) – 8.3%
- Payment #5 (April 2025) – 16.6%
- Payment #6 (June 2025) – 25%

This payment schedule is applicable to all HLOs, including those appointed through this application process.

All payments are subject to payment conditions being met by the HLO for the 2024-25 funding period. Further information on payment and additional conditions will be made available on our [website](#).

Capital grant for musical instruments

Significant updates concerning the capital grant for musical instruments have been issued since the publication of the original Music Hub Investment Programme Guidance for Applicants. These are outlined in the Capital Grant for Musical Instruments essential document, which will be made available on our [website](#).

You should use the information contained within this document to respond to areas of the application relating to the capital grant.

Information relating to instrument storage and maintenance can still be found in the ‘Purchasing and maintaining musical instruments’ document published with the original Guidance for Applicants in June 2023. However, you should disregard the information contained within this original document relating to the capital grant for musical instruments, as the most up to date information is now contained within the Capital Grant for Musical Instruments essential document.

Music Hub Development Plan

You must complete the mandatory Music Hub Development Plan as part of your application on Grantium, setting out the Music Hub’s key priorities and milestones, starting from 1 September 2024 up to 31 August 2025 (you can enter earlier activity, from 1 June 2024, if it is relevant to your application).

We have updated our HowTo Guide for the Music Hub Development Plan, which can be accessed via our [website](#).

Governance and management requirements

You **must** attach a document that contains a draft visual diagram for your proposed governance and management structure in the Attachments section at the end of the application form on Grantium. This is now a mandatory attachment and will form part of our assessment of your proposed governance and management arrangements for the Music Hub you are applying to lead.

You can also attach additional information about your proposed Hub governance and management arrangements, for example a draft terms of reference for your Hub board or equivalent oversight group.

If you are applying on behalf of a consortium, you should attach further information on your consortium arrangements, such as a draft consortium agreement (or equivalent document).

We have published a new How To Guide to support you to complete this section of the application, which you can find on our [website](#).

Financial information

The Financial Information template that applicants must complete and submit as part of their application has been updated. You will no longer need to provide your organisation's balance sheet when completing this template.

You will still need to submit a detailed budget for the Music Hub, for the period 1 September 2024 to 31 August 2025. Please include any accompanying notes highlighting whether proposed income is confirmed or expected.

You should also refer to the budget requirements set out in the 2024-25 additional conditions, which will be made available on our [website](#).

You can access the latest template from our [website](#). The completed template must be attached to your application in the Attachments section of the application form on Grantium.

We have also updated our HowTo Guide for the Financial Information template, which can be accessed via our [website](#).

Conditional offers

We expect to issue final funding agreements to successful applicants in July 2024. We don't expect these to be conditional offers, but payments will be subject to all necessary payment and additional conditions being met, as well as any bespoke conditions applied to the funding agreement.

Further information about the payment and additional conditions associated to the core revenue grant will be made available on our [website](#).

A separate, conditional offer for the capital grant for musical instruments will be issued once you have secured your funding agreement for the core revenue grant. You will be expected to meet certain conditions associated to the capital grant for musical instruments – these will be outlined in the Capital Grant for Musical Instruments essential document on our [website](#).

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Further information and support

Further information and support

We are committed to being open and accessible to everyone. We realise some people may find that there are barriers to applying for a grant or accessing our services.

We have published this addendum in the following formats:

- audio
- large print

If you require this guidance in a different format, you must contact us as soon as possible.

If you experience or expect any barrier to making your application and would like more information, please get in touch.

Email: enquiries@artscouncil.org.uk

Web: artscouncil.org.uk

Post: Arts Council England
The Hive
49 Lever Street
Manchester
M1 1FN

Telephone: 0161 934 4317

You can also **Livechat** with us by visiting our website: www.artscouncil.org.uk

We will be as flexible as possible and consider and respond to requests on an individual basis.

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Appendix 1 – Change Log

Appendix 1 – Change Log

The table below lists the changes made to the Music Hub Investment Programme Guidance for Applicants, published in June 2023. This can be found on the Arts Council [website](#).

These changes should be read in conjunction with the Addendum to the Guidance for Applicants (London South West and South Yorkshire Music Hubs).

Please note that section titles and page numbers indicated in the table below may differ in the audio, Easy Read and large print formats of the Guidance for Applicants.

| Section | Subheading | Page number(s) | Change |
|------------------------|--|----------------|---|
| Key information | Access Support Do you need this information in another format? | 2 | The deadline contained within the Guidance for Applicants for requesting an alternative accessible format is no longer applicable. Please contact us if you need to request an alternative format. |
| Key information | Summary of key information What is the focus of the Music Hub Investment Programme? | 4 | This guidance is for applicants interested in applying to lead the Music Hubs in London South West or South Yorkshire. |
| Key information | Summary of key information When is the deadline for introductory conversations? | 4 | The introductory conversation is no longer applicable. |
| Key information | Summary of key information When will the application portal open? | 5 | Grantium will open on Thursday 25 April 2024. |
| Key information | Summary of key information When is the deadline for full applications? | 5 | Grantium will close at 12pm (midday) on Thursday 6 June 2024. |
| Key information | Summary of key information What is the grant allocation for each Music Hub? | 5 | The Music Hub Areas and Grant Allocations essential document was updated on our website in July 2023 with confirmed allocations for the core revenue grant. The allocations for the Music Hubs in London South West and South Yorkshire have also been published in the addendum to the Guidance to Applicants. |

| Section | Subheading | Page number(s) | Change |
|------------------------|---|----------------|--|
| Key information | Summary of key information When will we make our decision? | 5 | We expect to announce our funding decisions in July 2024. |
| Key information | Summary of key information What is the funding period? | 5 | <p>New HLOs will receive a core revenue grant for an initial period of one year, from 1 September 2024 to 31 August 2025. Following the first year, future funding is planned, subject to the outcome of the next government Spending Review.</p> <p>HLOs will also have responsibility for administering a capital grant for musical instruments. The capital grant will be allocated to successful HLOs in a series of payments across the 2024-25 and 2025-26 academic years. Please read our Capital Grant for Musical Instruments essential document, which will be made available on our website, for further details.</p> |

| Section one | | | |
|--|---|----|--|
| Welcome to the Music Hub Investment Programme | Essential reading Purchasing and maintaining musical instruments | 10 | <p>Significant updates concerning the capital grant for musical instruments have been made. These are outlined in the Capital Grant for Musical Instruments essential document, which will be made available on our website.</p> <p>Applicants should use the information contained within this document to respond to areas of the application relating to the capital grant.</p> <p>Information relating to instrument storage and maintenance can still be found in the ‘Purchasing and maintaining musical instruments’ document published with the original Guidance for Applicants in June 2023. However, you should disregard the information contained within this original document relating to the capital grant for musical instruments, as the most up to date information is now contained within the Capital Grant for Musical Instruments essential document.</p> |
| Welcome to the Music Hub Investment Programme | Financial Information template | 10 | <p>The Financial Information template that applicants must complete and submit as part of their application has been updated. You can access the latest template from our website.</p> <p>We have also updated our HowTo Guide for the Financial Information template, which can be accessed via our website.</p> |

| Section one | | | |
|--|--|----|---|
| Welcome to the Music Hub Investment Programme | Helpful documents Access Support | 11 | Please note that some dates contained within the Access Support helpful document are no longer applicable. Please refer to the addendum for the latest information on how to request support with your application. |
| Welcome to the Music Hub Investment Programme | Helpful documents Safeguarding and child protection | 11 | In addition to our helpful document on safeguarding and child protection, please find information about our Safeguarding Policy for Grant Holders on our website . |
| Welcome to the Music Hub Investment Programme | Further information for applicants | 11 | The guidance for current Music Education Hubs for the 2023-24 funding period is still available. However, the additional conditions, payment conditions and standard terms and conditions for 2024-25 will be made available on our website and we would encourage applicants to read these documents. |
| Welcome to the Music Hub Investment Programme | About the Department for Education | 13 | Further information on the National Music Hub Centres of Excellence and Music Progression Fund can be found here . Our Capital Grant for Musical Instruments essential document, which will be made available on our website , contains the most up-to-date information about the capital grant for musical instruments. |

| Section three | | | |
|--|--|-------|---|
| Before you start your application | Responsibilities for Hub Lead Organisations | 23 | We are only inviting applications from organisations that are interested in becoming a HLO in London South West and South Yorkshire. |
| Before you start your application | Needs analysis | 24 | The needs analysis guidance for current Music Education Hubs for the 2023-24 funding period is still available. Updated guidance for 2024-25 will also be made available on our website . |
| Before you start your application | Lead Schools for Music | 25 | Our additional conditions for 2024-25, which will be made available on our website , contains the most up to date information on Lead Schools. |
| Before you start your application | Governance and management | 26-27 | Please also see our additional conditions for 2024-25 which will be made available on our website . |
| Before you start your application | Performance management, quality assurance and setting SMART objectives | 27 | Please also see our additional conditions for 2024-25 which will be made available on our website . |
| Before you start your application | Monitoring and reporting | 28 | Please also see our additional conditions, payment conditions and standard terms and conditions for 2024-25 which will be made available on our website . |
| Before you start your application | Safeguarding and child protection | 29 | In addition to our helpful document on safeguarding and child protection, please find information about our Safeguarding Policy for Grant Holders on our website . |

| Section three | | | |
|--|---|-------|---|
| Before you start your application | Geographic coverage Music Hub geographic areas | 30 | We are only inviting applications from organisations that are interested in becoming a HLO in London South West and South Yorkshire. |
| Before you start your application | Geographic coverage Music Hub geographic areas | 31 | Applicants are welcome to apply to lead a Hub in both areas, but will need to submit separate applications to ensure their proposals are specific to the area(s) they are proposing to lead. |
| Before you start your application | Funding arrangements for the core revenue grant Music Hub core revenue grant | 32-33 | <p>The Music Hub Areas and Grant Allocations essential document was updated on our website in July 2023 with confirmed allocations for the core revenue grant. The allocations for the Music Hubs in London South West and South Yorkshire have also been published in the addendum to the Guidance to Applicants.</p> <p>The payment schedule for the core revenue grant differs to the information supplied in the original Guidance for Applicants. Six payments will now be made over the 2024-25 funding period:</p> <ul style="list-style-type: none"> • Payment #1 (September 2024) – 16.6% • Payment #2 (November 2024) – 16.6% • Payment #3 (January 2025) – 16.6% • Payment #4 (March 2025) – 8.3% • Payment #5 (April 2025) – 16.6% • Payment #6 (June 2025) – 25% <p>This payment schedule is applicable to all HLOs, including those appointed through this process.</p> <p>All payments are subject to payment conditions being met by the HLO. Further information on payment and additional conditions will be made available on our website.</p> |

| Section three | | | |
|--|--|-------|--|
| Before you start your application | Additional funding sources | 34 | Please also see our additional conditions for 2024-25 which will be made available on our website . |
| Before you start your application | Payment conditions | 35 | Further information about the payment conditions for HLOs during the 2024-25 funding period will be made available on our website . |
| Before you start your application | Funding arrangements for the capital grant for musical instruments | 36 | <p>Significant updates concerning the capital grant for musical instruments have been made. These are outlined in the Capital Grant for Musical Instruments essential document, which will be made available on our website.</p> <p>Applicants should use the information contained within this document to respond to areas of the application relating to the capital grant.</p> <p>Information relating to instrument storage and maintenance can still be found in the 'Purchasing and maintaining musical instruments' document published with the original Guidance for Applicants in June 2023. However, you should disregard the information contained within this original document relating to the capital grant for musical instruments, as the most up to date information is now contained within the Capital Grant for Musical Instruments essential document.</p> |
| Before you start your application | Transfer arrangements | 41-43 | Please read our guidance on transfer arrangements , which relates to the potential transfer arrangements of employees and assets as an outcome of the Music Hub Investment Programme. |

| Section four | | | |
|--------------------------------|--|-------|--|
| Making your application | Create or update your applicant profile | 45 | If you need to create an applicant profile on Grantium, the deadline for submitting your profile is midday on Tuesday 28 May 2024. |
| Making your application | Book and attend an introductory conversation | 46-48 | The introductory conversation is no longer applicable. |
| Making your application | Complete the online application form | 49 | <p>You must complete the mandatory Music Hub Development Plan as part of your application on Grantium, setting out the Music Hub's key priorities and milestones, starting from 1 September 2024 up to 31 August 2025 (you can enter earlier activity, from 1 June 2024, if it is relevant to your application).</p> <p>We have also updated our HowTo Guides for the Music Hub Development Plan and the Partners Table, both of which can be accessed via our website.</p> |
| Making your application | Financial information for your Music Hub | 50-51 | <p>The Financial Information template that applicants must complete and submit as part of their application has been updated. You will no longer need to provide your organisation's balance sheet when completing the template.</p> <p>You will still need to submit a detailed budget for the Music Hub, for the period 1 September 2024 to 31 August 2025.</p> <p>You can access the latest template from our website. The completed template must be attached to your application in the Attachments section of the application form on Grantium.</p> <p>We have also updated our HowTo Guide for the Financial Information template, which can be accessed via our website.</p> |

| Section four | | | |
|--------------------------------|----------------------------------|----|--|
| Making your application | Monitoring information | 51 | Please be aware that we have created a HowTo Guide to support applicants to complete the monitoring information section of the application. This can be found on our website . |
| Making your application | Upload the necessary attachments | 52 | <p>The introductory conversation is no longer applicable. Applicants are therefore not required to attach confirmation of having held an introductory conversation with the Arts Council as part of their application to lead a Music Hub in London South West or South Yorkshire.</p> <p>However, applicants must attach a document that contains a draft visual diagram for your proposed governance and management structure in the Attachments section at the end of the application form on Grantium. This is now a mandatory attachment and will form part of our assessment of your proposed governance and management arrangements for the Music Hub you are applying to lead.</p> <p>You can also attach additional information about your proposed Hub governance and management arrangements, for example a draft terms of reference for your Hub board or equivalent oversight group.</p> <p>If you are applying on behalf of a consortium, you should attach further information on your consortium arrangements, such as a draft consortium agreement (or equivalent document).</p> <p>We have published a new HowTo Guide to support you to complete this section of the application, which you can find on our website.</p> |

Section four

| | | | |
|--------------------------------|-------------------|----|--|
| Making your application | When can I apply? | 53 | <p>We will accept applications from organisations applying to become the HLO for either the London South West or South Yorkshire Music Hubs from Thursday 25 April 2024.</p> <p>Applications must be submitted by 12pm (midday) on Thursday 6 June 2024.</p> |
|--------------------------------|-------------------|----|--|

Section five

| | | | |
|---------------------------------------|--|----|--|
| How we will make our decisions | Assessment Criteria Facilitating, developing and implementing your LPME (continued) | 58 | <p>You must complete the mandatory Music Hub Development Plan, setting out your Hub’s key priorities and milestones, starting from 1 September 2024 up to 31 August 2025 (you can enter earlier activity, from 1 June 2024, if you consider it to be relevant to your application). This will be assessed as part of this question.</p> |
|---------------------------------------|--|----|--|

| Section five | | | |
|---------------------------------------|---|----|---|
| How we will make our decisions | Assessment Criteria Governance and management arrangements | 64 | <p>You must attach a document that contains a draft visual diagram for your proposed governance and management structure in the Attachments section at the end of the application form on Grantium. This is now a mandatory attachment and will form part of our assessment of your proposed governance and management arrangements for the Music Hub you are applying to lead.</p> <p>You can also attach additional information about your proposed governance and management arrangements, for example a draft terms of reference for your Hub board or equivalent oversight group.</p> <p>If you are applying on behalf of a consortium, you should attach further information on your consortium arrangements, such as a draft consortium agreement (or equivalent document).</p> |
| How we will make our decisions | Decision making | 67 | <p>Funding offers for the core revenue grant will not be conditional, but will be subject to all necessary payment and additional conditions being met, as well as any bespoke conditions applied to the funding agreement.</p> <p>Further information about the payment and additional conditions associated to the core revenue grant will be made available on our website.</p> |

| Section five | | | |
|--|---|-----------|--|
| <p>How we will make our decisions</p> | <p>Decision making When will you tell me about your decision?</p> | <p>67</p> | <p>We expect to tell you in July 2024 whether you have been made an offer of funding.</p> <p>The offer of funding for the core revenue grant will not be conditional, but will be subject to all necessary payment and additional conditions being met, as well as any bespoke conditions applied to the funding agreement.</p> <p>A separate, conditional offer for the capital grant for musical instruments will be issued once you have secured your funding agreement for the core revenue grant. You will be expected to meet certain conditions associated to the capital grant for musical instruments – these are outlined in the Capital Grant for Musical Instruments essential document which will be made available on our website.</p> |

Section five

| | | | |
|---------------------------------------|-----------------------------|----|--|
| How we will make our decisions | If we make you an offer | 68 | <p>We expect to issue final funding agreements in July 2024 to successful applicants. We don't expect these to be conditional offers, but payments will be subject to all necessary payment and additional conditions being met, as well as any bespoke conditions applied to the funding agreement.</p> <p>Further information about the payment and additional conditions associated to the core revenue grant will be made available on our website.</p> <p>A separate, conditional offer for the capital grant for musical instruments will be issued once you have secured your funding agreement for the core revenue grant. You will be expected to meet certain conditions associated to the capital grant for musical instruments – these are outlined in the Capital Grant for Musical Instruments essential document which will be made available on our website.</p> |
| How we will make our decisions | How do we make a complaint? | 70 | <p>Our Complaints Policy for the Music Hub Investment Programme was published in October 2023. This policy will still be applicable to this process and can be viewed on our website.</p> |