



2024-25 Music Hub programme:

Schedule of Music Hub revenue grant payment conditions: September 2024 to August 2025

8 July 2024

Supported using public funding by



**ARTS COUNCIL
ENGLAND**

Schedule of Music Hub revenue grant payment conditions September 2024 to August 2025

Payment conditions are a key element of the funding agreement with the Hub Lead Organisation (HLO) for the **core revenue grant for 2024-25**. They are used to ensure that:

- public money is being spent according to our funding agreement
- HLOs are working effectively
- we are knowledgeable and able to assist in our ongoing monitoring and supportive role

You should read the payment condition schedule alongside the other elements of your revenue grant funding agreement available on our [website](#):

- the additional conditions
- the standard terms and conditions
- the 2024-25 Relationship Framework for Music Hubs (available from July 2024)
- the updated guidance on Local Plans for Music Education ('LPME guidance')

You should note the following information about the revenue grant payment conditions:

- A draft version of the payment conditions schedule was first published in April 2024. Changes made to this version align with the changes set out in the 2024-25 additional conditions.
- Payment percentages are approximated due to rounding. You will receive 100 per cent of your grant allocation.
- We will usually be unable to release a payment until the relevant payment conditions have been met.
- The table below sets out our standard payment conditions for the revenue grant for the 2024-25 funding period. We may occasionally add extra payment conditions as part of our monitoring responsibilities, either at the start or during the fixed term specified in the funding agreement. Such changes will always be made in writing with sufficient notice.
- If you have concerns about meeting any of the payment conditions within the timeframes set out in the payment schedule, please discuss this with your Relationship Manager. We may be able to agree to move certain payment conditions to a future payment date within the 2024-25 funding period where circumstances require it.
- Within the table below we have indicated what's required for each payment condition and where to find the relevant information within the additional conditions. Please read this schedule carefully alongside the additional conditions (especially sections 1.2 and 1.3) and note the structure of the payment conditions and how this relates to the development of the Local Plan for Education (LPME) for your Hub during the 2024-25 funding period.

Payment due date	Payment amount	Payment condition	Section(s) within additional conditions
4 September 2024	16.67%	Bank details: Completion of the 'Submit bank details' step on Grantium.	N/A
		Updated budget: An updated budget for your Hub for the period 1 September 2024 to 31 August 2025 using the mandatory 2024-25 Financial Information template and meeting the requirements as set out in the additional conditions.	Section 11.1
		Partners Table: Please review and confirm the Partners Table in Grantium, adding any updates if applicable, as set out in the additional conditions.	Section 9.1
		Partnership agreements: Signed partnership agreement(s) for the period 1 September 2024 to 31 August 2025, meeting the requirements as set out in the additional conditions.	Section 9.3
		Governance and management arrangements: A confirmed Terms of Reference for your Hub Board and an updated visual diagram for your Hub governance and management arrangements, as set out in the additional conditions.	Section 10
		SMART objectives: Draft SMART objectives for your Hub for the 2024-25 funding period, as set out in the additional conditions.	Section 3
		Needs analysis: A written summary of the development of your approach to needs analysis for your Hub, as set out in the additional conditions.	Section 2
		Outline programme of activity: An outline programme of activity for your Hub for at least the first term of the 2024-25 funding	Sections 4 and 1.3

		period, including reference to the instrument loan service(s) in the Hub area, as set out in the additional conditions.	
		Draft commissioning policy: A draft commissioning policy for your Hub, as set out in the additional conditions.	Sections 9.2 and 1.3
		Instrument policy: An instrument management and maintenance policy for your Hub, as set out in the additional conditions.	Sections 13.1 and 1.3
		Non-LA HLOs only: Cash flow: An organisational cash flow for the period 1 September 2024 to 31 August 2025, including opening balance, using the published Financial Information template.	Section 11.6
		Consortia only: Consortium agreement: A signed consortium agreement for the period 1 September 2024 to 31 August 2025 signed by all members of the consortium, meeting the requirements as set out in the additional conditions.	Section 10.6
		Consortia only: Review and confirm the Consortium Members table in Grantium, adding any updates if applicable.	Section 10.6
6 November 2024	16.67%	Annual survey: Submission of the relevant 2023-24 annual survey template(s) for your Hub area, by the agreed deadline as set out in the additional conditions.	Section 16.3

8 January 2025	16.67%	Board papers: Most recent Hub board papers that meet the requirements as set out in the additional conditions.	Section 10.5
		Management accounts: Most recent management accounts for your Hub, using the mandatory 2024-25 Financial Information template, that meet the requirements as set out in the additional conditions.	Section 11.3
		SMART objectives: Updates to your SMART objectives and notes on progress, as set out in the additional conditions.	Section 3
		Partners Table: Review and confirm the Partners Table in Grantium, adding any updates and attaching any updated signed partnership agreements, if applicable, as set out in the additional conditions.	Section 9.1
		Performance ratings: Submit your performance ratings for the Hub in Grantium.	Section 16.2
		Draft LPME: A draft LPME for your Hub for the period 1 September 2024 – 31 August 2025 containing, as a minimum, the components set out in the additional conditions.	Your draft LPME will need to include the following: • Updated programme of activity for the remainder of the 2024-25 funding period, including more detailed information on the instrument loan service(s) (sections 4 & 1.3) • Workforce plan (sections 5 & 1.3) • School Engagement Strategy (sections 6.1, 6.2 & 1.3)

			• Final commissioning policy (section 9.2) • Supporting narrative setting out how and when your Hub governance and management arrangements will meet all the requirements as set out in the additional conditions (section 10) • Approach to developing the financial sustainability of your Hub (section 11.2) • Charging and remissions policies (section 12 & 1.3) • Communications and engagement plan (section 14) • Approach to ensuring quality and quality assurance (section 16.1)
		Lead Schools: A draft recruitment plan for Lead Schools, as set out in additional conditions.	Section 6.2
		Policies published: Evidence of publishing the whole, or key points, of your Hub's charging and remissions policies, and your final commissioning policy on the Hub's website.	Sections 9.2 and 12
		Non-LA HLOs only: Cash flow: An updated organisational cash flow for the period 1 September 2024 to 31 August 2025, including opening balance, using the published Financial Information template.	Section 11.6

5 March 2025	8.33%	There are no additional conditions for this payment. The payment will be released if you have satisfactorily met all previous payment conditions.	
2 April 2025	16.67%	Board papers: Most recent Hub board papers that meet the requirements as set out in the additional conditions.	Section 10.5
		Management accounts: Most recent management accounts for your Hub, using the mandatory 2024-25 Financial Information template, that meet the requirements as set out in the additional conditions.	Section 11.3
		SMART objectives: Updates to your SMART objectives and notes on progress, as set out in the additional conditions.	Section 3
		Performance ratings: Review and submit your performance ratings for the Hub in Grantium.	Section 16.2
		Inclusion Strategy and Inclusion Lead: An Inclusion Strategy and confirmation of the named Inclusion Lead for your Hub, as set out in the additional conditions.	Section 8
		Inclusion Strategy published: Evidence of publishing the whole, or key points, of your Hub's Inclusion Strategy on the Hub's website.	Section 8
		Progression Strategy: A Progression Strategy for your Hub, as set out in the additional conditions.	Section 9
		Lead Schools: Confirmation of appointed Lead Schools and submission of relevant signed partnership agreements, as set out in the additional conditions.	Section 6.2

		Non-LA HLOs only: Cash flow: An updated organisational cash flow for the period 1 September 2024 to 31 August 2025, including opening balance, using the published Financial Information template.	Section 11.6
4 June 2025	25%	Partners Table: Review and confirm the Partners Table in Grantium, adding any updates and attaching any updated signed partnership agreements, if applicable, as set out in the additional conditions.	Section 9.1
		Underspend statement: A written statement confirming whether any underspends are anticipated for the revenue grant allocation for the 1 September 2024 – 31 August 2025 funding period.	Section 11.4
		Draft impact framework: A draft impact framework for your Hub, as set out in the additional conditions.	Section 16.4
		Draft environmental action plan: A draft environmental action plan for your Hub, as set out in the additional conditions.	Section 15
To be added to the relevant payment condition		Non-LA HLOs only: Financial statements: Financial statements for the previous financial year prepared to the appropriate standards for your organisation and within 10 months of your previous financial year, as set out in the additional conditions.	Section 11.7