



Ulster-Scots Agency

Boord o Ulstèr-Scotch

Ulster-Scots Agency

Guidance Notes

Music and Dance Tuition 2019

Opening on Monday 10th September 2018

Closing Date:

Thursday 18th October 2018 @ 3pm

2019 Policy Document relating to work conducted under the **'Music & Dance Tuition 2019 Programme'**

The purpose of this document is to clearly define the Ulster-Scots Agency's operational policy and practices which enables financial support for Music & Dance Tuition in the community.

The Ulster-Scots Agency's statutory remit is the "Promotion of greater awareness and use of Ullans and Ulster-Scots cultural issues, both within Northern Ireland and throughout the island of Ireland".

The Agency will seek to deliver four strategic themes as contained in our Corporate Plan 2017-2019

1. **Inspire** – *The Agency will identify, interpret and animate Ulster- Scots heritage, language and culture*
2. **Educate** – *The Agency will work to insure that learning about Ulster-Scots, heritage and language is integrated throughout the education system*
3. **Empower** – *The Agency will equip individuals and groups with knowledge and skills to engage with Ulster-Scots heritage, language and culture.*
4. **Engage** – *The Agency will reach out locally and globally, to enhance friendship with people in Ulster whose primary identity is not Ulster-Scots: and foster kinship with people beyond Ulster who share our identity*

Objective of the 'Music & Dance Tuition' Programme-

The Community Tuition Programme seeks to provide support and encouragement through financial assistance to constituted not-for-profit Voluntary and Community Groups who intend to offer to the community Ulster-Scots music and dance tuition.

Conditions:

1. Applications for financial assistance for music and dance tuition will be available annually through the Music & Dance Tuition application form, which this year must be submitted in hard copy to the Agency by no later than Thursday 18th October at 3pm, electronic or late applications will not be accepted.
2. Applicants are required to submit the following supporting documentation below. All the following documents must be in the name of the group as stated in the constitution. Failure to submit any of the listed documents will deem the application incomplete and it will be rejected.
 - The Rules/Constitution/Memorandum of Association of the applicant body should include details of the organisation's aim/objectives. These should be formally approved and adopted by the Group/Organisation and signed and dated by the **current** Chairperson. Groups are expected to fully comply with all requirements set out in their Rules/Constitution and/or Memorandum of Association of their organisation at all times.

- A copy of the organisation's most recent financial statements (Annual Accounts), signed by authorised officers as stated in the groups constitution. If the organisation was formed within the last 12 months, an Income & Expenditure accounts as at date of application should be submitted in place of the financial statements.(see section 4)
 - An original bank statement for a current bank account (no more than two months old from date of submission of application form). An online bank statement or a bank print out for all accounts will be accepted but must be authenticated by a bank official.
 - Written details of current financial commitments for credit balances in the bank account that are in excess of £1,000.
 - A Scheme of Work must be provided and signed by each tutor detailing the lesson content and how the tutor plans to monitor progress of participants.
- **Under new guidance to reduce bureaucracy within the Voluntary Community Sector there is an opportunity for groups based in Northern Ireland to upload the documents listed on Annex A - Funders' Passport Declaration on the Government Funding Database or your group can still provide hard copies and the Agency will do this for you. If your group chooses to upload the documents please complete the form at Annex A - Funders' Passport Declaration. Please ensure that your documents are up to date and in your groups name as listed in your constitution.**
3. Where an organisation is making a second or subsequent application, the Group must supply all the information listed above for each application.
 4. Groups applying for a grant will be required to provide annual accounts in keeping with the requirements set out in their governing document. Should the group's constitution state that accounts will be audited; **the Ulster-Scots Agency will require Groups to supply accounts audited and signed off by an independent person.**
 5. The Ulster-Scots Agency will only fund eligible items of expenditure as listed in sections 32, 33, 34 and 35 of these guidelines and up to a maximum of 75% of total eligible costs. No tuition award under the Financial Assistance Scheme will exceed 75% of the total eligible costs.
 6. This is a competitive programme and in the event of the programme being oversubscribed the Agency will score projects according to how well the application addresses the following criteria
 - How your project contributes to the four strategic aims of the Ulster-Scots Agency;
 - How your organisation currently promotes Ulster-Scots within your community;
 - For Dance projects, how your project will sustain and develop the Ulster-Scots Dance traditions within your community;
 - For music projects, how your project will sustain and develop the Ulster-Scots musicality within your community;
 - How your group have demonstrated that there is a need for the project within the community;
 - The ability of your organisation to manage and deliver the project;

- The ability to demonstrate clear linkages to learning outcomes especially accredited training opportunities;
- How your project will provide additional activities to those currently provided by your group.
- The quality and content of your scheme of work;
- Value for money (e.g. participant numbers, match funding).

In the event of being oversubscribed, the Agency will seek to ensure a broad geographical spread of projects funded under this programme.

The scoring section of the application form is contained in Part 2, Questions 1 to 7 of the application, in addition to the information provided in the application form the Assessment panel may also for Question 5 (the ability of your organisation to manage and deliver the project) consider the record of delivery of previous projects managed by the applicant group and funded by the Ulster-Scots Agency.

7. The Ulster-Scots Agency will not fund band practice, nor projects solely aimed at band members. These grants are for Music and Dance tuition projects only and the funding sought should be for additional activities delivered by a Band or Group. Tuition projects must be open to all members of the community.
8. Each applicant must ensure that their Safeguarding policy and procedures adhere to current legislations and best practice. If your organisation is successful in securing an offer of funding from the Agency, you will be required to complete a Safeguarding Checklist which the Agency will provide to groups along with their Letter of Offer. The group must be able to assure the Agency that they are fully compliant with legislation and best practice. Completion of the checklist is a mandatory part to acceptance of the funding and must be completed before the project commences. Failure to complete and return the Safeguarding checklist NI / Child Protection and Welfare Policy Checklist in the RoI may result in the withdrawal of the Letter of Offer. Furthermore, the Agency may request, as part of the monitoring process, that your organisation will present hard copies of your safeguarding policy for evidence. Copies of these checklists are available on our website.

Groups will also be required to confirm that all tutors and at least one suitably qualified adult who will be present at all the tuition classes have a suitable AccessNI Certificate or have been Garda vetted

9. The Ulster-Scots Agency has identified the following compulsory learning outcomes for participation in the Music and Dance Tuition Projects in 2019. All projects funded under this programme are required to demonstrate how they will meet these objectives:
 - To provide appropriate and good-quality Ulster-Scots learning opportunities, allowing for measurable progression in music or dance for each individual;
 - The tutor will be required to outline under each objective how he/she will meet those learning outcomes;
 - Each tutor is required to prepare a scheme of work which must be returned with the application form. A template has been provided for completion as part of the application process.

10. Groups are required to accept and sign the Statement of Equality and Good Relations and Safeguarding Checklist. Failure to sign these documents will result in the withdrawal of the Letter of Offer. All documents including Letters of Offer Annex 1, Good Relations and Equality Statements Safeguarding Checklist and Grant Claim Forms Annex 2 form must be accepted and signed by the same two authorised officers of the Group who signed the application form, neither of whom should be a tutor.
11. The maximum cost for hall rental for tuition is capped at £30 per week. Groups must indicate the suitability of the premises for the activity being undertaken. Premises should be suitable and should provide all the necessary facilities for the tuition project.
12. Groups applying for funding who own their own premises or hold the premises on a lease will not be eligible for funding for hall rental. The Agency will accept in-kind as match funding from groups who either own or lease the venue or where the venue is provided free of charge.
 - Venue hire – using capped rates for venues of £30 per week.
 - Please note applicants are required to list the 'In Kind' contribution in the budget section as an expenditure and income.
13. Groups unhappy with the amount of an award or of rejection of their application may appeal the decision. A copy of the Appeals policy will be provided on request.
14. Applications must be submitted using one currency, therefore applications applied for in sterling will be paid in sterling and applications applied for in euro will be paid in euro.
15. The Agency will annually set an exchange rate for the Euro based upon the rate set by DAERA on the 30th September. Groups applying in Euro should contact the Agency before submitting their application form for confirmation of the Euro rate.
16. Any tuition that is cancelled during the year cannot be rescheduled after the project end date.
17. The Agency must be informed in advance, in writing, of any alterations to the tuition including change of dates, tutors or venue. Retrospective notice and alterations that have not been approved will **not** be eligible for payment.
18. The Agency will continue to undertake monitoring visits to ensure that the aims and objectives of the project have been met. Monitoring visits may also check on the Safeguarding procedures as set out in section 8 of these guidelines.
19. Groups are required to acknowledge the financial contributions of the Ulster-Scots Agency and must use the Agency's logo and a supporting statement ***"This project has been funded by the Ulster-Scots Agency"*** on all adverts, publicity materials, websites and any other way in which the Group advertise the project. **The Agency reserves the right to implement a clawback of 15% of the grant awarded to projects which fail to acknowledge the financial contribution of the Ulster-Scots Agency.**
20. Groups should retain evidence of how they have acknowledged the Ulster-Scots Agency and supply copies of this material with their Grant Claim Form.

21. The Agency reserves the right to publicise details of funded projects at such times and in such manner as may be decided by the Ulster-Scots Agency.
22. Tutors can be members of the Group who are applying for funding however they must **not** hold the position of project manager, treasurer or sign the application form. Close family members of the tutors must not sign either the application or acceptance to Letter of Offer.
23. To assist groups to submit appropriate claims, the Ulster-Scots Community Network in partnership with the Ulster-Scots Agency will organise a series of claims workshops in the Spring of 2019 which all groups funded under this programme will be required to attend. **The Agency reserves the right to implement a clawback of 15% of the grant awarded to groups who fail to attend the workshops and then submit incorrect claims.**
24. **Cash receipts will not be eligible for payment.** Payment by Groups to tutors should be made by cheque or BACS. Groups using BACS must ensure that the providers name is clearly identifiable on the bank statements. A record of the cheque number should be included on the invoice or receipt that must be provided by the service provider. Groups must supply original bank statements evidencing all payment as part of post project evaluation. (Bank print outs or online bank statements are acceptable but must be stamped, dated and signed by a bank official).
25. Groups awarded funding must submit claims for payment with all necessary invoices and reports. No payments will be made without all the required documentation.
26. Payments up to the value of 50% of the grant will be made on receipt of unpaid invoices. The final payment will only be made on submission of paid invoices or receipts with associated cheque numbers and bank statements.
27. The claims process will involve a two staged process:
 - 27.1 First Stage Payment – Groups must submit an Annex 2 Grant Claim Form, providing unpaid invoices to a least 50% of total project costs. A first stage payment can be made to a maximum of 50% of the grant. Unpaid invoices will be returned to the Group to enable them to submit their final claim.
 - 27.2 Final Staged Payment – Groups must submit an Annex 2 Grant Claim Form, paid invoices or receipts which must be accompanied by a bank statement, bank printout or online bank statement must be stamped, signed and dated by a bank employee. All other supporting documentation including Project Appraisal Form must be provided to the Agency before the final payment will be released.
28. Unpaid invoices must contain the following information:
 - Name and address of the Group;
 - Name, address, telephone number, VAT number if available of the Service Provider;
 - Description of the service provided;
 - Total cost of the service;
 - Dates when the service was provided.

Paid invoices must contain all the information listed above and include:

- The cheque number that was used to pay the invoice;

- A paid invoice must be signed/dated and marked 'Paid' by the Group Treasurer or marked payment received by the service provider.

29. Proforma invoices, identical invoices or photocopies of invoices will not be accepted and will be returned to the Group.
30. Groups must provide the Agency with copies of Letter of Offers received from other funding bodies who have awarded match funding to the project.
31. The Group will be required to submit an Appraisal Report along with their end of project claim at the end of the project which will include an assessment of the outcomes against the stated objectives of the project. The Agency will not release the final grant award until the evaluation report has been submitted.

32. STRAND ONE MUSIC TUITION

- The Ulster-Scots Agency will make an award of up to 75% of eligible costs. The maximum eligible cost is £25 per hour to tutors who are qualified or can demonstrate a minimum of 3 years teaching experience. Tutors must be able to confirm their ability to teach and to identify suitable learning outcomes.
- Maximum number of weeks of tuition eligible for funding will be 20 weeks.
- The minimum eligible duration for the tuitions for the session is 1 hour and the maximum is 2 hours per week. Tuition can be held over more than 1 session. The Ulster-Scots Agency will make an award of up to 75% of eligible costs for venue hire. The maximum eligible cost for venue hire is capped at £30 per week.
- Only tuition occurring between 1st February and 31st October will be eligible for funding.
- The Agency will fund a maximum of 1 music tutor for each instrument up to a maximum of 2 instruments.
- A minimum of 5 students is expected to be in attendance at any individual music class. Over the 20 week duration of any individual music course, the Agency will allow for 2 classes which fall below the minimum number of students. Where more than 2 classes in any individual course have fallen below the minimum number of students, the cost of those additional classes will be considered ineligible and will be withheld. The Agency is required to ensure value for money and the onus is on the group to ensure that student numbers are maintained at an acceptable level throughout the programme.
- A Scheme of Work must be provided by each tutor detailing lesson content and how the tutor plans to monitor progress.

33. STRAND TWO (MUSIC TUITION ACCREDITATION ONLY)

- The Ulster-Scots Agency is offering support for MUSIC tuition which will include accreditation. This funding will provide additional support for groups leading to accreditation;
- Groups applying under Strand Two will also fully comply with the requirements listed for Strand One (as above);
- Maximum number of weeks of tuition eligible for funding will be 20 weeks;
- Accreditation for Strand Two activity must be completed through a recognised examination body for each specific instrument;

- The minimum eligible duration for the tuitions for the session is 1 hour and the maximum is 2 hours per week
- All accreditation assessments through Strand Two must be conducted by an external examiner;
- All tutors engaged in Strand Two should be appropriately qualified at or above the level of accreditation that will be sought by the course participant;
- Information on the tutor's musical qualification must be included in the application. Evidence of this qualification may be requested by the Agency;
- Costs associated with registering students with a recognised examination body will be eligible;
- A Scheme of Work must be provided by each tutor detailing lesson content and how the tutor plans to monitor progress.

34. STRAND ONE DANCE TUITION

- The Ulster-Scots Agency will make an award of up to 75% of eligible costs. The maximum eligible fee is £25 per hour to tutors who are qualified or can demonstrate a minimum of 3 years teaching experience. Tutors must be able to confirm their ability to teach and to identify suitable learning outcomes.
- Maximum number of weeks of tuition eligible for funding will be 30 weeks.
- The minimum eligible duration for the tuition is 1 hour and the maximum is 4 hours per week
- Travel costs will be an eligible payment – for all receipted expenditure in respect of economy air and sea travel and 0.45p per mile for travel within NI and/or the ROI;
- Only tuition occurring between 1st January and 31st October will be eligible for funding;
- The Agency will fund 1 dance tutor up to a maximum of 4 hours per week or 2 dance tutors for 2 hours each;
- Tuition can be held over more than 1 session per week;
- The Ulster-Scots Agency will make an award of up to 75% of eligible costs for venue hire. The maximum eligible cost for venue hire is capped at £30 per week;
- A minimum of 10 students is expected to be in attendance at any individual dance class. Should two tutors be involved in delivering the tuition there should be a minimum of 10 students for each individual tutor;
- Over the 30 week duration of any individual dance course, the Agency will allow for 3 classes which fall below the minimum number of students;
- Where more than 3 classes in any individual course have fallen below the minimum number of students, the cost of those additional classes will be considered ineligible and will be withheld. The Agency is required to ensure value for money and the onus is on the group to ensure that student numbers are maintained at an acceptable level throughout the programme;
- A Scheme of Work must be provided by the tutor detailing lesson content and how the tutor plans to monitor progress.

35 STRAND TWO (DANCE TUITION ACCREDITATION ONLY)

- The Ulster-Scots Agency is offering support for DANCE tuition which will include accreditation. This funding will provide additional support for groups leading to accreditation;
- Groups applying under strand Two will also fully comply with the requirements listed for Strand one Dance Tuition (see above);
- Maximum number of weeks of tuition eligible for funding will be 30 weeks;

- Accreditation for Strand Two activity must be completed through a recognised dance examination body;
- All accreditation assessments through Strand Two must be conducted as per the requirements of the accrediting body;
- All tutors engaged in Strand Two should be appropriately qualified at or above the level of accreditation that will be sought by the course participant;
- A minimum of 10 students is expected to be in attendance at any individual dance class. Should two tutors be involved in delivering the tuition there should be a minimum of 10 students for each individual tutor;
- Information on the tutor's dance qualifications must be included in the application. Evidence of this qualification may be requested by the Agency;
- Costs associated with registering up to a maximum of 30 students per project with a recognised examination body will be eligible;
- A Scheme of Work must be provided by each tutor detailing lesson content and how the tutor plans to monitor progress.

36. FRAUD WARNING

The organisation and or its representatives may be prosecuted if it knowingly provides false documents or false information or statements in support of this application for financial support. The organisation and its representatives may also be subject to prosecution if it fails to inform the Agency of the provision of any additional funding support from any source that may require a repayment of any part of a grant being provided by the Agency, under the terms of this agreement.