



Ulster-Scots Agency

Boord o Ulstèr-Scotch

Ulster-Scots Agency

Guidance Notes

Music and Dance Tuition 2018

Opening on Monday 4th September 2017

Closing Date:

Friday 6th October 2017 @ 3pm

2018 Policy Document relating to work conducted under the **'Music & Dance Tuition 2018 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 three 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.*

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 Friday 6th October at 3pm, late applications will not be accepted.
2. Applicants are required to submit the following supporting documentation below. 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/Project Promoters 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 current Safeguarding Policy for Children and Vulnerable Adults, giving the names and telephone numbers of two Designated Officers. The Safeguarding Policy for Children and Vulnerable Adults must be formally approved and adopted by the Group/Organisation and signed and dated by the **current** Chairperson.
 - A Scheme of Work must be provided and signed by each tutor detailing lesson content and how the tutor plans to monitor progress.
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 such documents 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 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 three strategic aims of the Ulster-Scots Agency;
 - How your organisation currently promotes Ulster-Scots within your community;
 - How this project will develop and sustain Ulster-Scots cultural activity within your community;
 - How you 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 the project will provide additional activities to those currently provided by your group.
 - 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. All groups are required to complete the Safeguarding Check List and confirm that they have in place a rigorous Child protection / Adults at Risk Policy and confirmation that the group meets the requirements as listed below:
 - The Group will provide us with a Safeguarding Policy that is appropriate to your Group's work and the project you are asking us to fund and is in line with the legislative requirements in the relevant jurisdiction;
 - The Group will review their Safeguarding Policy at least annually;
 - The Group will complete a rigorous recruitment and selection process for staff and volunteers engaged in regulated activity who work with children, young people or vulnerable adults, including checking criminal records and taking up references;
 - The group will follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults;
 - The Group will provide Child protection and Health & Safety training or guidance for staff and volunteers
 - Groups will be required to confirm that all tutors and at least one suitably qualified adult who will be present at the tuition classes have a suitable AccessNI Certificate or has been Garda Vetted;
 - For the definition of a child and a vulnerable adult see Section 36 of these guidelines.

Groups who do not meet the Safeguarding requirements as set out above will not be eligible for funding.

9. The Ulster-Scots Agency has identified the following compulsory learning outcomes for participation in the Music and Dance Tuition Projects in 2018. 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.

Applications, Letters of Offer Annex 1, Good Relations and Equality Statements and Grant Claim Forms Annex 2 form must be accepted and signed by the same two authorised officers of the Group, neither of whom should be a tutor.

10. Groups are required to accept and sign the Statement of Equality and Good Relations and confirmation of Child Protection and Safeguarding Procedures. Failure to sign these documents will result in the withdrawal of the Letter of Offer (LOO).

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 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 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 Department of Agriculture & Rural Development 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.
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. **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).

24. Groups awarded funding must submit claims for payment with all necessary invoices and reports. No payments will be made without all the required documentation.
25. 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.
26. The claims process will involve a two staged process:
 - 26.1 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.
 - 26.2 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.
27. 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.
28. Paid invoices or receipts 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;
 - A receipt must be signed/dated and marked 'Payment Received' by the Service Provider.
29. Proforma invoices and receipts, identical invoices and receipts or photocopies of invoices and receipts 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.

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.

35. 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.

36. DEFINATIONS OF A CHILD AND A VULNERABLE ADULT

Child (NI) -

A "child means a person under the age of 18" The Children (Northern Ireland) Order 1995. This is upheld in other pieces of legislation, including the Safeguarding Vulnerable Groups (Northern Ireland) Order (2007) (as amended by the Protection of Freedoms Act 2012).

Child (ROI) -

"Child means a person under the age of 18 years other than a person who is or has been married" (Section 2, Child Care Act 1991). This definition is also used in the Children First Bill 2014 and in Children First: National Guidance for the Protection and Welfare of Children 2011.

Vulnerable Adult (NI) -

'A vulnerable adult is any person aged 18 years or over who is, or may be, unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old and frail, or has some form of illness. Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home, nursing home or other institutional setting.' ('Adult Abuse – Guidance for Staff', published by the Northern Ireland Office and Department of Health, Social Services and Public Safety in 2009

Vulnerable Adult (ROI) -

"A vulnerable person means a person, other than a child, who -

- a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- b) has an intellectual disability,
- c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- d) has a physical disability,

National Vetting Bureau (Children and Vulnerable Persons) Act 2012.