

## School Music and Dance Tuition Policy 2018 / 2019

The purpose of this document is to clearly define the Ulster-Scots Agency's operational policy and practices which enables financial support for schools to deliver Ulster-Scots music & dance tuition.

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 relevant strategic themes of the Agency are:

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 School Music & Dance Tuition Programme***

The main objectives of the proposed project are to:

- To offer schools funding for high quality Ulster-Scots educational experiences in music and/or dance;
- Provide support to schools that is consistent and cost effective to the Ulster-Scots community for tuition in the artistic field of music and dance; and
- Raise awareness of Ulster-Scots culture and to encourage growth in the quality and quantity of those participating in Ulster-Scots cultural activity.

### **The conditions for financial support for the Ulster-Scots Music & Dance School Tuition project are:**

Application Closing Date: **Tuesday 1<sup>st</sup> May 2018 @ 12 noon**

Activity Dates: **3<sup>rd</sup> September 2018 until 28<sup>th</sup> June 2019**

1. Applications from schools seeking financial assistance for Ulster-Scots music and dance tuition must be submitted to the Agency by Tuesday 1<sup>st</sup> May 2018 @ 12 noon, either by post in hardcopy (***original signatures***) or email (***scanned signatures only, NOT typed***).
2. The Ulster-Scots Agency will only fund Ulster-Scots tuition activity from 3<sup>rd</sup> September 2018 until 28<sup>th</sup> June 2019.
3. Applicants are required to submit a completed application form which must be signed by the school principal and project manager who must be a member of staff. The application form must be fully complete and accompanied by a lesson plan and CV detailed teaching experience for each tutor. Failure to submit all information will deem the application incomplete and it will be rejected.

4. The maximum level of funding awarded to any individual school will be £2,500.
5. The Ulster-Scots Agency will only fund eligible items of expenditure up to a maximum of 75% of total project costs.
6. Venue costs should be included in the budget as an actual cost but are not eligible for funding. The Agency will accept venue hire as an in-kind contribution for match funding and should be at least 25% of total project costs. (Please see budget example attached).
7. Please note applicants are required to list the 'In Kind' contribution (venue hire etc.) in both the expenditure and income sections of the budget.
8. Schools applying for a grant will be required to provide a complete budget stating all expected income and expenditure associated with the tuition.
9. Applications applied for in Sterling will be calculated in Sterling and applications applied for in Euro will be calculated in Euro. Payment will be processed by the Agency according to the currency of the school bank account using the exchange rate of the day.
10. Schools who wish to apply in Euro must use the exchange rate as set on 1<sup>st</sup> January 2018 which was £1 = €0.89. Hourly rates for tutors £25 = €28.09
11. This is a competitive programme and in the event of the programme being oversubscribed the Agency will score applications accordingly. The scoring section of the application form is contained in sections 2 and 3 of the application, however, in addition, the assessment panel may also consider value for money (e.g. participant numbers, match funding, geographical spread).
12. All schools are required to complete a Safeguarding checklist as part of their acceptance of any funding offered. Schools must confirm to the Agency that they have in place a rigorous Safeguarding Policy and procedures and that the school meets the minimum legal requirements.
13. Premises must be suitable and should provide all the necessary facilities for the tuition project.
14. Applications; Letters of Offer (Annex 1); and Grant Claim (Annex 2) forms must be accepted and signed by the same two authorised officers of the School as per application, both of which must be staff, neither should be a tutor.
15. Close family members of the tutors must not sign either the application, Letters of Offer Annex 1, Grant Claim Annex 2 forms, or be related to the school treasurer / bursar.
16. Schools 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.
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 may not be eligible for payment.

18. The Agency may undertake monitoring visits to ensure that the aims and objectives of the project have been met.
19. Schools 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 school promote the project.
20. Schools should retain any 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. **Cash receipts will not be eligible for payment.** Payment by schools to tutors should be made by cheque or BACS. For BACS payment, the service providers name must be 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. Schools must supply bank statements evidencing all payment as part of post project evaluation. (Bank print outs or online bank statements are acceptable).
23. Schools awarded funding must submit claims for payment with all necessary invoices and reports. No payments will be made without all the required documentation.
24. Upfront or two part-payments will be arranged upon request by individual schools. More than two part-payments can be made. Payments up to the value of 50% of the grant will be made on receipt of written confirmation from the service providers (see point 26 for required information). The final payment will only be made on submission of paid invoices or receipts with associated cheque numbers and bank statements.
25. The claims process will involve two stages (unless otherwise agreed):
  - First Stage Payment – Schools must submit an Annex 2 Grant Claim Form, providing written confirmation from the service provider/s to a least 50% of total project costs. A first stage payment can be made to a maximum of 50% of the grant.
  - Final Stage Payment – Schools 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. All other supporting documentation including Project Appraisal Form must be provided to the Agency before the final payment will be released.
26. Written confirmation from the service providers must contain the following information:
  - Name and address of the School;
  - 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 proposed is to be provided.

27. 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 an authorised signatory at the School or;
- A receipt must be signed/dated and marked 'Payment Received' by the Service Provider.

28. Proforma invoices and receipts, or identical invoices and receipts will not be accepted and will be returned to the school.

29. Schools must provide the Agency with copies of Letter of Offers received from other funding bodies who have awarded any funding to the project.

30. The School will be required to submit a Progress report and an Appraisal Report along with their payment claim 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 reports have been submitted.

## **MUSIC TUITION TERMS AND CONDITIONS**

31. Eligible Ulster-Scots music tuition disciplines are: accordion, fiddle, fife, flute, Highland bagpipe, Lambeg drum, snare drum, singing and tin whistle.

32. The Ulster-Scots Agency will make an award of up to 75% of project costs. The maximum eligible cost is £25 per hour to tutors who are qualified or can demonstrate a minimum of 3 years teaching experience.

33. CV's must be submitted for each tutor to demonstrate their teaching experience. Tutors must be able to confirm their ability to teach and to identify suitable learning outcomes.

34. The Agency will fund a maximum of 1 music tutor only for each instrument during any workshop.

35. A minimum of 5 students is expected to be in attendance at any individual music class. Over the 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 funding will be withheld. The Agency is required to ensure value for money and the onus is on the school to ensure that student numbers are maintained at an acceptable level throughout the programme.

36. A Scheme of Work must be provided by each tutor detailing lesson content and how the tutor plans to monitor progress.

## **DANCE TUITION TERMS AND CONDITIONS**

37. Eligible Ulster-Scots dance tuition disciplines are: Highland and Scottish Country Dance.
38. The Ulster-Scots Agency will make an award of up to 75% of project 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.
39. CV's must be submitted for each tutor to demonstrate their teaching experience. Tutors must be able to confirm their ability to teach and to identify suitable learning outcomes.
40. The Agency will fund a maximum of 1 tutor per Dance discipline (Highland or Scottish Country Dance) during any workshop.
41. A minimum of 10 students is expected to be in attendance at any individual dance class. Over the 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 school to ensure that student numbers are maintained at an acceptable level throughout the programme.
42. A Scheme of Work must be provided by the tutor detailing lesson content and how the tutor plans to monitor progress.

**If you would like to discuss your proposed project or have any queries on the application process please contact an Education Officer at the Ulster-Scots Agency:**

Email: [education@ulsterscotsagency.org.uk](mailto:education@ulsterscotsagency.org.uk)

Telephone: +44 (0)28 90 231 113

Post: Education Team  
Ulster-Scots Agency,  
The Corn Exchange,  
31 Gordon Street,  
Belfast,  
BT1 2LG

**BUDGET EXAMPLE** (Section 5 of application)**STERLING****Expenditure**

- Please specify all proposed expenditure
- Please show breakdown of all costs including tutors and any in-kind contributions (supervisor costs, venue costs etc)

<b>Item of Expenditure</b>	<b>Amount</b>
Joe Bloggs – Piping tutor (£25 per hour * 2 Hrs * 25 weeks)	£1,250.00
A N Other – Drumming tutor (£25 per hour * 2 Hrs * 25 weeks)	£1,250.00
Hall Hire (£35 per week * 25 weeks)	£875.00
<b>Total Expenditure</b>	<b>£3,375.00</b>

**Income**

- Please specify **all** sources of proposed income (include your group's contribution but **exclude** amount sought from the Ulster-Scots Agency)
- If providing an in-kind contribution please include it as an income.
- If you pupils are making a financial contribution please provide the details below.

<b>Income Source</b>	<b>Amount</b>
Hall Hire (In kind)	£875.00
<b>Total Income</b>	<b>£875.00</b>

Grant sought from the Ulster-Scots Agency is

**£2,500****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.**

**BUDGET EXAMPLE** (Section 5 of application)**Euro's****Expenditure**

- Please specify all proposed expenditure
- Please show breakdown of all costs including tutors and any in-kind contributions (supervisor costs, venue costs etc)

<b>Item of Expenditure</b>	<b>Amount</b>
Joe Bloggs – Piping tutor (€28.09 per hour * 2 Hrs * 25 weeks)	€1,404.50
A N Other – Drumming tutor (€28.09 per hour * 2 Hrs * 25 weeks)	€1,404.50
Hall Hire (€40 per week * 25 weeks)	€1,000.00
<b>Total Expenditure</b>	<b>€3,809.00</b>

**Income**

- Please specify **all** sources of proposed income (include your group's contribution but **exclude** amount sought from the Ulster-Scots Agency)
- If providing an in-kind contribution please include it as an income.
- If you pupils are making a financial contribution please provide the details below.

<b>Income Source</b>	<b>Amount</b>
Hall Hire (In kind)	€1,000.00
<b>Total Income</b>	<b>€1,029.25</b>

Grant sought from the Ulster-Scots Agency is

**€2,809.00****Fraud Warning**

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