

RESTORE THE MUSIC:UK

GRANT APPLICATION GUIDELINES

A **RESTORE THE MUSIC UK** Grant Application must give an accurate picture of the school and the community it serves, followed by a detailed vision for the music department and a coherent strategy for achieving it.

IN SHORT:

- Who you are
- What you are
- What you have
- What you want
- Why
- How you will achieve and measure the desired outcomes

PLEASE INCLUDE THE FOLLOWING:

1. Statistical summary of the school
2. Current music provision, including:
 - Class size
 - Extra curricular ensemble groups
 - No. of music staff
 - Curriculum offering - GCSE / BTEC / A level / whole class instrumental etc
 - Annual dept budget
 - Inventory of school owned musical instruments
 - No of children learning an instrument (in or out of school)
3. Total value of grant application
4. Detailed Vision for the music department
5. "Wish List" - itemised list of all planned expenditure (Incl. quantity & brand of each instrument with per unit price excl. & incl. VAT and **TOTAL** price excl. and incl. VAT. (The level of the **RTM UK** grant will be based on this list and is always **excluding VAT**). Also precise breakdown of tuition cost/hours/no of children. This list must tally exactly with the requested grant sum & cross reference the musical vision & strategy.
5. Strategy - how the funding would be deployed to achieve the vision outlined above.

6. Matchfunding - detail of any other funding that would be made available to the music dept by the school and/or external parties on receipt of a **RTM UK** grant that would help to maximise & optimise the opportunity.
7. Impact Report - outline how the impact of the grant will be measured by the department and the school. Note: the report should be largely data driven with 3 Key Performance indicators - 2 quantitative and 1 qualitative (teacher and student)
7. Accompanying letter of endorsement from the Governing Body

TERMS AND CONDITIONS :

1. Primary schools - maximum grant application £10,000
2. Secondary schools - maximum grant application £20,000
3. Tuition allowance capped at one-third of total value of grant application (Note: any sum earmarked for tuition should be at least partially match funded by the school)
4. Priority should be given to instruments which can be enjoyed in an ensemble grouping &, where possible, taken home by students for practise. Supporting items such as amps, cables, clarinet/oboe/saxophone reeds, spare strings, brass valve oil, stools etc may also be included.
5. The vision set out in the proposal should reflect the school & its community. There is no **RTM UK** standard "wish list" as it is expected that a grant application will reflect the interests and choices of greatest appeal to the student body of said school. The choices therefore must be accompanied by a clear explanation and rationale.
6. Purchasing must not take place until the school is in receipt of the grant funds.
7. A **RTM UK** Grant award is a one-off allocation and the funds must be spent within three months of receipt unless otherwise agreed with the CEO of the charity.
8. A financial report demonstrating receipt of funds and proof of purchasing must be submitted after the initial 3 month period.
9. A Progress Report must be completed by the Head of Music/Music Lead and submitted annually for 3 consecutive years following receipt of a **RTM UK** Grant.
10. Failure to submit either the Financial or Impact Report in a timely manner could result in the Grantee being excluded from further **RTM UK** events and funding rounds.
11. **RTM UK** reserves the right to withdraw funding and equipment from a Grantee School where said Grantee is believed to be operating in a manner not fit for purpose or in line with the original application.

INTERESTED ?

All Grant applications are by invitation only.

Minimum eligibility criteria for a Grantee:

- Above average Pupil Premium and Free School Meals
- Non fee-paying primary or secondary school
- Established for a minimum of 3 years
- Adequate & secure storage space for musical instruments & equipment

STEP 1

Interested parties should submit the Pre Grant Assessment Information for consideration by the charity.

STEP 2

On location meeting with the Principal and Head of Music lasting no more than 1 hour and to include a tour of the music dept.

STEP 3

An invitation to submit a Grant Application issued by the CEO of **RTM UK**.

Please do not submit a Grant Application without prior invitation.

Due consideration will be given to any interested party following Steps 1 & 2 but **RTM UK** reserves the right to select candidates for each Funding Round based on eligibility, vision and available funds. Priority will be given to candidates with the greatest need whose vision clearly articulates a well defined strategy capable of achieving greatest impact and furthering the mission of **RTM UK** - to give all children access to music.

Owing to the high volume of applications for the **RTM UK** Grant Programme the charity is unable to offer detailed feedback on the application process.