**Project fund: Checklist and tips 02.05.18**

You need to contact Wiltshire Music Connect before you make your application for funding. Please read through this document before you contact us and make a note of any questions you may have. You will be allocated a lead contact who will use this checklist to discuss your project proposal.

In the project fund criteria, we ask that projects should **“Have clear musical aims and be realistically evaluated to demonstrate outcomes”** – and this is a key criterion for decision making.

One of the main reasons projects have not been supported in the past is because these have not been made clear in the application.

This might be helpful when thinking about your project application:

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| **We need to know your** | **…in other words….** |
| **Aim:**  the **purpose** of your project – a description of the **changes** you are trying to **achieve** | **THE PURPOSE**  *Eg. “….to start up a new, sustainable instrumental ensemble in school…”* |
| O**bjectives**:  how you will do this - the things you will do, the **steps** you will take to get there | **THE HOW**  *Eg. “…by providing workshops for student musicians and CPD for the music teachers…”* |
| **Outputs**:  what will have been produced / delivered as a result? | **THE WHAT** (the count of “things” produced)  *Eg. “…6 x workshops with professional conductor…for 30 students from KS3 and KS4… 3 x in-school CPD sessions for 2 x music teachers and 1 x teaching assistant….1 x celebration performance, 1 x planning session with SLT”* |
| **Outcomes**:  what are the changes the project will have caused when completed? | **THE CHANGES**  *Eg. “…music teachers increased confidence and able to run ensemble practices and conduct a performance…increased enthusiasm for, and awareness or the new ensemble within school, and by parents, a plan for ensemble development”* |

**VERY, VERY IMPORTANT!!!**

**Your plans for evaluation….**

Your evaluation plan is not simply about counting how many things happened, how many took part, and evidencing that they did – it should be a plan to measure and demonstrate how well the outcomes were achieved – a measurement of the changes. How will you be able to tell, and show, the planned impact of your project?

Most importantly this is not something that just happens at the end – you may need “baseline” information from the beginning – to compare with the end.

* How do you **measure** increased confidence or awareness?
* How **can you tell** whether the project has **made the changes** you have planned?

**Criteria checklist**

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| --- | --- | --- | --- | --- |
| **The project must do ALL of the following** | **Yes** | **No** | **Not sure** - **need to ask Hub team** | **Your notes** |
| Be of benefit to children / young people aged 5-18 in Wiltshire *(and in some instances children in early years – please discuss further with our team)* |  |  |  |  |
| Be of the highest possible quality |  |  |  |  |
| Have clear musical aims, and be realistically evaluated to demonstrate outcomes |  |  |  |  |
| Have a reasonable cost per participant based on value for money as well as quality of experience |  |  |  |  |
| Attract a minimum of 20% additional, or partnership funding or income. (ACTUAL income, not support in kind) |  |  |  |  |
| **The project must do ONE OR MORE of the following** | **Yes** | **No** | **Not sure** - **need to ask Hub team** | **Your notes** |
| Explores new ways of working and/or structuring provision |  |  |  |  |
| Contributes significantly to one or more of Wiltshire Music Connect [**core** or **extension**](https://wiltshiremusicconnect.org.uk/about/hub-roles/) roles |  |  |  |  |
| Targets, reaches and engages children and young people at risk of exclusion |  |  |  |  |
| Works with, or is application from, one or more Wiltshire Schools |  |  |  |  |
| **The project can also do any of the following (not compulsory)** | **Yes** | **No** | **Not sure - need to ask Hub team** | **Your notes** |
| Work with [Associate Providers](https://wiltshiremusicconnect.org.uk/directory/) |  |  |  |  |
| Have *realistic potential* to influence future release or leverage of funding from other sources, or further allocation of existing budgets to music |  |  |  |  |
| Brings a school/schools into contact with the Wiltshire Music Connect for the first time. |  |  |  |  |
| Projects which address a locally identified need (eg at [cluster level](https://wiltshiremusicconnect.org.uk/musical-clusters/) or county-wide ). |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **If you are working with or applying on behalf of a school/schools we will need some more information.** | **Yes** | **No** | **Not sure - need to ask Hub team** | **Your notes** |
| Do you know how the project will address plans and challenges identified for music in the / your school’s music plans? |  |  |  |  |
| Have/will the schools engage with the relevant Cluster Co-Ordinator and the school visit programme? |  |  |  |  |

**If you answer yes to any of the questions below you cannot apply. Please get in touch with the team if you have questions or would like to discuss.**

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| **Does your project** | **yes** | **no** |
| duplicate activity already available? |  |  |
| contain elements which should clearly be funded from other sources i.e. those which may have majority of non-music related outcomes, such as health, reducing offending, or solely therapeutic outcomes, or those which should already be part of statutory provision |  |  |
| involve purchase of equipment or instrument stocks, vehicles, etc.? although we do recognise that some projects might require materials or smaller items, which are accepted |  |  |
| benefit private schools or corporate, profit making organisations? (although projects with a wider benefit may be accepted) |  |  |
| involve children and young people outside of Wiltshire? |  |  |
| plan to make a profit? |  |  |

**Please contact the Wiltshire Music Connect Music Connect team to discuss your project before completing your application form.**

[**info@wiltshiremusicconnect.org.uk**](mailto:info@wiltshiremusicconnect.org.uk)

**Make sure you have read through the latest (published March 2018) versions of**

* [**Wiltshire Music Connect Project Fund Criteria and Guidelines 2018**](https://wiltshiremusicconnect.org.uk/wp-content/uploads/2017/03/Wiltshire-Music-Connect-Project-Fund-criteria-guidelines-2018-FINAL-13.02.18.pdf)
* **Wiltshire Music Connect Project Fund Application Form 2018**
* **Wiltshire Music Connect Project Fund income and expenditure form 2018**