



cambridgeshire
MUSIC

Cambridgeshire Music Co-creation Grants Guidance

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Introduction

Cambridgeshire Music provides grants for partners to develop programmes of work with us that meet our current strategic objectives. This process replaces the previous grants scheme from 1st June 2019.

The co-creation process enables partners to work together to fulfil the goals of a specific project within the context of the wider strategies across the county, improving the potential for impact of the project and legacy of opportunity.

This guidance provides information for organisations and individuals who are developing projects that might be of interest to Cambridgeshire Music for joint development and investment.

Deadlines and Timescales

There are two opportunities to submit co-creation proposals to us in the 2019-20 financial year. Deadlines for consideration for investment are fixed. Early planning is encouraged as this allows investment to be assigned.

Co-creation Round	Deadline for expressions of interest to be received by	Co-creation process and project plan development and budget	Funding decision
Round 1	30 th August 5.00pm	1 st Sep – 15 th Oct	By 31 st Oct 5.00pm
Round 2*	18 th December 5.00pm	1 st Jan – 15 th Feb	By 28 th Feb 5.00pm

*The investment is finite and it may not be possible to support all projects if funding is limited. If so later funding rounds may be withdrawn or projects may have to start at a later date.

Application process

Stage One - Expression of Interest

Submitting your idea by the deadline will enable us to assess which projects best meet the potential to achieve strategic objectives for development. A project will be categorised as a) ready for co-creation process or b) needs further assistance to become ready or c) alternative processes are more appropriate.

We will assign a co-creation manager for project categories a) and b) and provide signposting to help under category c).

Stage Two - Co-creation

The co-creation manager will work with assigned projects in category a) to prepare a project plan and budget with partners for submission to Stage Three. The manager will help create links to programmes and activities that may be relevant to the project.

For projects categorised as b), the co-creation manager will work through the proposal with partners, if they wish, to refine it for a future expressions of interest round later in the year.

Stage Three - Funding decision

We will consider submitted projects for investment and, subject to funding and approval of project plans, a funding offer will be made. Our decision is final and it may be that funding limitations will mean a project has to be delayed or additional sources of funding obtained. This will be discussed with the partners.

Successful projects

A successful project will be delivered in partnership with Cambridgeshire Music to ensure the quality of opportunity and the potential for legacy and development is achieved. A project manager or sponsor will be assigned to support the partners in this process.

Selection criteria

We will not fund activity that has taken place before our funding decision is confirmed.

Please consider the enclosed strategy information carefully. Projects are more likely be funded if they are able to demonstrate how they will support the objectives in the overall strategy as well as the objectives of the project itself, have clear measurable outcomes and are expected to result in a sustainable legacy. The process is one of joint investment and therefore matched (50%) cash (not in kind) funding or better than matched (e.g. more than 50% from other sources) will need to be demonstrated or considered achievable. It will be useful for partners expressing an interest to have considered from where additional cash investment will be potentially obtained.

Please note that where specific schools or settings are targeted, these will be expected to have been approached and a strong intention indicated to take part prior to submission of the project plan. We are less likely to invest where schools or settings are not specifically identified.

Thank you for your interest in our Co-creation Grants.