

Grant Application Form Guidance

Applicants are strongly encouraged to read this application form guidance alongside the OMH Grant Funding Guidelines and Needs Analysis before completing their proposal.

1. Organisation Details

1.1 Organisation Name	
1.2 Registered Address	
1.3 Website	
1.4 Main Contact Name & Role	
1.5 Email Address	
1.6 Phone Number	
1.7 Organisation Legal Number (e.g. Charity No, Company No)	
1.8 Please describe your organisation's governance structure, including oversight, decision-making and accountability arrangements (max 200 words):	<p>Provide a summary of your organisation's governance structure.</p> <ul style="list-style-type: none"> - Your legal structure (e.g. charity, CIC, local authority service, company) and governing body (e.g. Board of Trustees, Directors) - The role and composition of your governing body. - Key governance & financial oversight mechanisms - How your organisation ensures accountability for publicly funded activity (e.g. audits)
1.9 About Your Organisation (max 150 words)	<p>Please provide a brief description of your organisation. This may be used publicly (e.g. on the Octagon Music Hub website or in communications materials). Your response should include:</p> <ul style="list-style-type: none"> • Your organisation's purpose or mission • The main areas of work or activity you deliver • The communities, children and young people you work with • Your geographic focus (Dorset, Somerset or wider) <p>Please ensure this is written in clear, accessible language suitable for a public audience.</p>
1.10 Track record - new applicants only (max 300 words)	<p>Please describe your organisation's relevant experience of delivering music education, creative learning, inclusion, youth,</p>

	community or schools-based activity. Please include examples of similar work, the groups or settings you have worked with, and any evidence of quality, impact or successful delivery.
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2. Financial Information

2.1 Total income from previous financial year	Please provide a summary of the annual budget for the organisation, service or department delivering this activity.
2.2 Total spend from previous financial year	
2.3 Total funds carried forward from previous financial year	

3. Compliance

Please confirm that your organisation has the following policies in place and provide the date they were last reviewed or updated.		
	Y/N	Date updated
Safeguarding Policy		
Health & Safety Policy		
Data Protection Policy		
EDI Policy		
Information Technology and Information Security		

OMH expects all funded organisations to have appropriate policies, procedures and governance arrangements in place relevant to the scale and nature of their activity. This includes safeguarding, health and safety, data protection and equality, diversity and inclusion. However, we recognise that some smaller or emerging organisations may still be developing formal systems and policies. If this applies to your organisation, please contact OMH to discuss support we can provide.

4. Funding Proposal

OMH recognises that organisations vary in size, scale and delivery model. Responses in this section should be proportionate to the level of funding requested and the scale of proposed activity.

Applicants are encouraged to identify specific counties, localities, communities or areas of focus where possible, particularly where activity responds to identified cold spot areas, underserved communities or gaps identified in the OMH Needs Analysis.

OMH funding is intended to support music education activity. While cross-artform and collaborative projects may be supported, music education, musical participation and musical development must remain a primary focus of the funded activity.

Applicants may apply to one or more funding strands within a single application form.

Where activity contributes to multiple strands, applicants should identify the most relevant primary strand and reference any wider connections where appropriate. **Do not duplicate information across multiple sections.**

4.1 Access to Music in Schools & Settings

Proposal (max 500 words). Provide a clear overview of your proposed activity ensuring you have answered:

- Activity name
- What will be delivered
- Who will deliver it
- Who it is for - be specific e.g. priority groups (e.g. SEND, FSM, AP, PRU) or KS1 etc
- Primary geography/s
- When in the school year it is likely to take place
- Intended outcomes

This strand supports activity that enables children and young people to access high-quality music education within schools and education settings. This may include whole class instrumental learning, curriculum support, singing programmes, instrumental tuition, live music experiences, performances, workforce development, music technology, instrument access schemes, inclusive provision or targeted activity for underserved groups and communities. Activity should support meaningful musical engagement.

Illustrative Examples

- 4 x 10-week Classroom Instrumental Learning (CIL) programme in 12 primary schools across Mendip and Taunton West, with at least one in a SEND setting. Delivered by core team or in partnership with x. Throughout academic year.
- 200 x subsidised instrumental lessons and bursary support for children and young people eligible for FSM/PP
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4.2 Progression & Continued Engagement

Proposal (max 500 words). Provide a clear overview of your proposed activity ensuring you have answered:

- Activity name
- What will be delivered
- Who will deliver it
- Who it is for - be specific e.g. priority groups/geography
- Primary geography/s
- When in the school year it is likely to take place
- Intended outcomes

Progression may include continued participation, movement between levels, settings, genres, instruments or types of musical activity (for example ensembles, performance opportunities or music technology), as well as increased confidence, independence, musical development and sustained engagement. Progression may also include pathways into more specialist, advanced or leadership opportunities within music education and the wider creative sector.

Illustrative Examples

- 8 x band sessions for 32 young musicians aged 11–18 in North Dorset. Delivered by 2 x professional music leaders in partnership with local schools. Free access & targeted outreach to SEND, FSM and geographically isolated young people. Activity to include ensemble work, songwriting, live performance opportunities and progression signposting. Term 3.
- Large-scale singing and ensemble festival involving 800 children and young people from Somerset and Dorset, culminating in a public performance opportunity at a regional venue. Activity includes rehearsals, CPD support for teachers and progression signposting into local ensembles and music centres.

4.3 Inclusion & Equity

Proposal (max 500 words). Provide a clear overview of your proposed activity ensuring you have answered:

- Activity name
- What will be delivered
- Who will deliver it
- Who it is for - be specific e.g. priority groups
- Primary geography/s
- When in the school year it is likely to take place
- Intended outcomes

This strand supports activity that improves access, participation and progression for children and young people who may face barriers to engaging in music education. This may include children and young people with SEND, those attending AP/PRU settings, children eligible for FSM/Pupil Premium, rural or isolated communities, care experienced children, young carers, refugee and migrant communities, and other underrepresented groups.

Inclusion is understood as a core delivery principle across all music education activity, ensuring provision is accessible, adaptable and responsive to a wide range of needs, abilities and starting points. Equity may include targeted or enhanced support designed to reduce barriers and enable meaningful participation, belonging and progression in music.

OMH welcomes both targeted inclusion programmes and inclusive practice embedded across wider music education delivery.

Illustrative Examples

- 20 inclusive music-making sessions for children and young people with SEND from Somerset and Dorset, delivered in partnership with special schools, AP settings and community venues. Activity will include accessible ensemble work, music technology and creative music-making led by trained music practitioners.
- CPD programme to support inclusive music-making with a focus on neurodiversity and musical progression. Online training, on-site mentoring support for school staff & music educators. Themes include classroom practice, adaptive music technology and supporting progression. Terms 1 and 2.

4.4 Early Years

- **Proposal (max 500 words).** Provide a clear overview of your proposed activity ensuring you have answered:
- Activity name
- What will be delivered
- Who will deliver it

- Who it is for - be specific e.g. priority groups (e.g. SEND, FSM, AP, PRU) or KS1 etc
- Primary geography/s
- When in the school year it is likely to take place
- Intended outcomes
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This strand supports music activity for children aged 0–5, including work with parents, carers, families and early years practitioners. Activity should support early communication, creativity, confidence and engagement through high-quality musical experiences, while helping children and families build positive foundations for ongoing participation in music education.

This may include delivery in early years settings, family and community contexts, Family Hubs, transition activity into school-based provision, and workforce development for practitioners working with young children. OMH particularly welcomes activity that supports regular engagement, inclusion and access for underserved communities and children with emerging or identified additional needs.

Illustrative Examples

- Weekly early years music sessions delivered across Family Hubs and community settings in Taunton West and Weymouth & Portland, supporting children aged 0–5 and their parents/carers. Activity includes singing, creative play, sensory music-making and transition support into Reception and school-based music activity.
- Early years workforce development programme supporting practitioners to embed high-quality music activity into everyday practice. Includes CPD, mentoring and resource development with a focus on communication, inclusion and musical play.

4.5 Partnership & System Development

Proposal (max 350 words). Provide a clear overview of your proposed activity ensuring you have answered:

- Activity name
- What will be delivered
- Who will deliver it
- Who it is for - be specific e.g. priority groups (e.g. SEND, FSM, AP, PRU) or KS1 etc
- Primary geography/s
- When in the school year it is likely to take place
- Intended outcomes

This strand supports activity that strengthens collaboration, connectivity and long-term sustainability across the music education system in Dorset and Somerset. This may include place-based working, cross-sector partnership delivery,

workforce development, youth voice, progression pathways, locality networks, cross-sector collaboration, environmental sustainability projects, leadership development or activity that improves coordination and shared working across organisations and communities. Activity funded through this strand should demonstrate how it contributes to a more connected, inclusive and sustainable music education system, rather than one-off or isolated delivery.

Illustrative Examples

- Locality-based Lead School network supporting music education development and peer learning in schools
- Cross-sector partnership project between schools, community organisations and a local arts venue, culminating in a youth-led music and spoken word festival. Activity includes youth voice workshops, performance development and progression signposting into local music opportunities.
- Environmentally sustainable music project involving recycled instrument-making, repair workshops and community music-making activity delivered in partnership with schools and community organisations.

4.6 Post-16 & Creative Careers

Proposal (max 350 words). Provide a clear overview of your proposed activity ensuring you have answered:

- Activity name
- What will be delivered
- Who will deliver it
- Who it is for - be specific e.g. priority groups (e.g. SEND, FSM, AP, PRU) or KS1 etc
- Primary geography/s
- When in the school year it is likely to take place
- Intended outcomes

This strand supports activity for young people aged 16–25, helping them continue their musical development and explore pathways into further study, training and creative careers. Activity may include advanced music-making, mentoring, industry-focused programmes, music technology, live events, performance opportunities, leadership development or progression support into employment, apprenticeships or further education.

OMH welcomes activity that reflects the realities of portfolio careers within the creative industries and supports both artistic development and wider employability skills. Particular encouragement is given to activity supporting young people facing barriers to progression, including SEND, disadvantaged and NEET young people.

Illustrative Examples

- Music production opportunities and live events programme for young people aged 16–25. Activity includes recording, live sound, event management, mentoring and public performance opportunities.
- Post-16 inclusive ensemble and creative careers pathway supporting SEND and neurodiverse young people to continue music-making beyond school. Activity includes weekly rehearsals, artist mentoring, music technology, leadership opportunities and progression support into volunteering, training or further study

4.8 Responding to the OMH Needs Analysis

Please explain how your proposal responds to identified local need and the priorities outlined in the Octagon Music Hub Needs Analysis. **(Suggested word count: 300–500 words)**

You may wish to reference:

- identified cold spots or underserved communities
- inclusion and equity
- rural access barriers
- progression pathways
- workforce development
- early years
- SEND/AP/PRU provision
- secondary engagement
- musical progression and sustained participation
- partnership working
- support for schools/settings

Please include:

- the specific need(s) your project responds to
- how you identified this need
- why your organisation is well placed to respond
- how the activity will improve outcomes for children and young people

5. Outputs

Please provide estimated delivery outputs for the funding period. Please outline the anticipated outputs and engagement from your proposed activity.

Outputs should be realistic, proportionate and based on the proposed delivery model and level of funding requested. Where activity overlaps across multiple strands, outputs should not be double counted. Estimated outputs may be refined through the grant agreement process.

By Schools supported we mean:

- curriculum support
- CPD and workforce development
- classroom instrumental learning (CIL/WCET)
- ensemble, choir or group activity
- progression opportunities
- creative projects, workshops or performances
- mentoring or artist engagement
- support with School Music Development Plans
- instrument/equipment access
- targeted inclusion activity

It does not mean:

- newsletters or general information sharing
- signposting without follow-up
- unconfirmed resource access
- administrative or exploratory conversations only
- activity without evidenced impact or participation

For Young People participating we mean those who have:

- take an active role in the activity
- be identifiable within delivery records
- receive a meaningful musical learning experience

	Dorset	Somerset
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Primary Schools supported		
Middle Schools supported		
Secondary Schools supported		
SEND Schools supported		
AP/PRU Settings supported		
Post-16 Settings supported		
Early Years Settings supported		
Children & Young People participating (estimate)		
FSM/PP Children & Young People participating (estimate)		
SEND Children & Young People participating (estimate)		
Workforce/Teachers/Practitioners participating in CPD		
Number of Public Performances/Events		
Number of CYP performing at Public Events		
Estimated audience at Public Performances/Events		
Children & Young People participating in progression opportunities (estimate)		
Children & Young People signposted to progression opportunities (estimate)		

6. Proposed Budget

OMH expects most funded activity to demonstrate some level of co-investment or additional income where appropriate and proportionate to the nature of the proposal.

6.1 Income Breakdown	Projected Total	Confirmed /Pending
TOTAL OMH Grant Requested		
Match Funding / Co-investment		
Income from Schools & Settings		
Parent/Participant Income		
Grants/Trusts		
Other Local Authority Funding		
Sponsorship/Donations		
Other Income		
Other Earned Income		
Total Income		

6.2 Income Narrative

Please provide details of all anticipated income relating to this proposal, including confirmed and projected income where relevant. Match funding and co-investment may include cash contributions, earned income, partner contributions or other grant funding directly supporting delivery. Please do not include income 'in-kind' in the above.

6.4 Expenditure Breakdown	Brief Breakdown	Total
Schools & Settings Delivery		
Progression Activity (e.g. ensembles, tuition, progression programmes)		
Inclusion & Equity Activity		
Early Years Activity		
Partnership, Workforce Development & CPD		
Post-16 & Creative Careers Activity		
Public Performances & Events		
Instruments, Equipment & Resources		
Travel & Access Costs		
Staffing/Freelancers		
Management, Administration & Communications		
Other Costs (please specify and add other rows if necessary)		
Total Spend		

6.5 Expenditure Narrative: Please briefly explain how the proposed expenditure represents value for money. You may wish to highlight any significant staffing, travel, access or specialist delivery costs. (max 150 words)

7. Quality

7.1 Quality Control (max 150 words)

Please describe how your organisation reviews and monitors the quality of delivery in practice. This may include observation, participant feedback, youth voice, school feedback, data review, artist/practitioner monitoring, peer review, quality standards or continuous improvement processes.

7.2 Quality Assurance (max 150 words)

Please describe the systems, policies and processes your organisation has in place to support high-quality delivery. This may include planning processes, safeguarding oversight, staff induction, workforce development, supervision, evaluation, reflective practice or governance arrangements.

8. Partnerships

8.1 Please outline any key partners involved in this proposal and their role in delivery.

Partner Name	Role in Delivery	Confirmed Y/N	Financial Contribution / Funding Transfer	Written agreement in place Y/N (where applicable)

8.2 Quality Assurance in Partnership Delivery (max 150 words)

Where delivery involves partners, subcontractors or freelancers, please explain how you will ensure consistent, safe and high-quality delivery across all activity. This may include communication, planning, supervision, safeguarding oversight, quality standards, observation, monitoring or feedback processes.

9. Environmental Sustainability

9.1 Please outline any practical steps your organisation will take to understand and reduce the environmental impact of the proposed activity. This may include travel planning, local delivery models, shared resources, reuse or repair of instruments/equipment, digital communication or waste reduction approaches.

10. References (new applicants only)

Please provide two referees who can comment on your organisation's delivery experience, partnership working, governance, safeguarding or financial reliability.

Referee 1:

Name

Role

Contact details

Relationship to applicant

Referee 2:

Name

Role

Contact details

Relationship to applicant

11. Declaration

OMH funding is public funding distributed through Somerset Council as Hub Lead Organisation and is subject to monitoring, audit and reporting requirements.

I confirm that:

- The information provided in this application is accurate to the best of my knowledge
- The organisation has appropriate safeguarding, governance and financial management arrangements in place

- The organisation has the authority and capacity to deliver the proposed activity
- The organisation agrees to participate in OMH monitoring, reporting and evaluation requirements if funded
- Any partnership or subcontracting arrangements disclosed within this application are accurate

Name

Role

Date

Signature