

# RESTORE THE MUSIC:UK

## GRANT APPLICATION TIMELINE

### **STAGE 1**

1. School visit by RTM UK CEO and meeting with Head Teacher and Head of Music.
2. Assessment of school's eligibility.
3. Pre Grant Assessment Report produced.
4. Invitation by RTM UK to submit grant proposal.

### **STAGE 2**

1. Submit proposal for consideration by RTM UK President and Trustees.  
Applications need to be submitted by 12pm on Tuesday 30th April 2019.
2. Notification of result.  
Schools are notified by 5pm on Monday 13th May 2019.

### **STAGE 3 – MAY 2019**

Contractual - legal agreements drawn up and signed.

### **STAGE 4 – JUNE 2019**

Funding transfer.

### **STAGE 5 – JULY 2019**

Schools / grantee begins purchasing process.

### **STAGE 6**

Annual financial report filed by grantee school.

## GRANT APPLICATION PROCESS

RESTORE THE MUSIC UK works with its partners to identify eligible schools and the process begins with a face to face meeting of the RTM UK CEO, the Head of Music / Lead Music Coordinator and Principal of the school, during which a pre Grant Assessment Report is prepared.

Please see “Pre Grant Assessment” checklist on our website for a list of information required in advance of this meeting.

Following this meeting, and upon clear demonstration of eligibility for application, the school is invited to submit a detailed grant proposal which lays out exactly how much funding is being sought and for what purpose.

Alternatively, any school that believes it displays clear eligibility for a grant award is invited to contact RTM UK on [info@restorethemusicuk.com](mailto:info@restorethemusicuk.com) with details of the head teacher, music leader and school address.

However, a Pre Grant Assessment Visit **must** take place **before** any candidate is invited to submit a grant application **regardless** of believed eligibility.

A basic starting point would be to meet the following criteria:

- The school is non fee-paying primary or secondary
- The school has been established for a minimum of 2 years
- The school has a below average provision of musical instruments and tuition
- The school has an above average Free School Meals and Pupil Premium percentage
- The school has adequate and secure storage space for the musical instruments and equipment

**Please note:** the terms of the grant are set out in a legally binding agreement between the school and RESTORE THE MUSIC UK. Failure to comply with the terms as set out in the agreement may result in the withdrawal of the instruments and or the remaining funds as well as the withdrawal of the right to participate in any RTM UK events and future funding rounds.

## **DEADLINE**

As of 2018, RTM UK holds 2 funding rounds per year – in May and November.

Applications need to be submitted by 12pm on Tuesday, 30th April 2019 and schools are notified by 5pm on Monday 13th May 2019.

Applicants invited to submit a proposal for the November funding round must do so by 12pm on Friday 29th November 2019. Results will be released by 5pm on Monday 9th December 2019.