

# Financial Assistance Scheme Academic year 2020/21 (April– March)

## Individual and small group tuition

## Information & Criteria

The Swindon Music Service Financial Assistance Scheme is available for children and young people aged 5 – 18 years, living in Swindon.

Subject to the conditions and criteria set out below, successful applicants will receive 60% financial assistance up to a **maximum of £90.00 per term** (3 terms per academic year) towards the cost of one course of instrumental or vocal tuition for the financial year.

Students awarded financial assistance for their lessons are also entitled to 60% financial assistance towards the payment of Swindon Young Musicians (SYM) ensembles.

Please note that all Swindon Music Service tutors are employed by Swindon Music Service, they are interviewed, and references followed. All the tutors also receive regular continued professional development training, safeguarding training and are subject to clearance from the Disclosure and Barring Service. Parent/carers will need to check that other providers meet the same level of scrutiny.

For lessons held out of school by other music providers these must be in recognised business premises and it is the parent/carer responsibility to check with the provider that the required insurance, health and safety checks and safeguarding measures are in place.

Financial assistance is available to assist with the payment of one instrumental lesson and SYM ensemble(s) fee only.

A musical instrument can be supplied from Swindon Music Service's stock of instruments at very competitive hire costs, provided Swindon Music Service has an appropriate instrument in stock. Swindon Music Service does not have the funds to purchase instruments for applicants to this scheme but is able to recommend instrument suppliers and loan schemes. An instrument hire cannot be guaranteed.

The financial assistance will be applied directly to the Swindon Music Service invoice where their services are requested.

The financial assistance is awarded for one financial year only (or part of) and is not usually backdated. Applications will be invited for existing beneficiaries and new applicants during the Winter term prior to the start of the new financial year.

**Please do not start lessons/activities until you have received confirmation of the award if you are relying on this financial assistance to pay your fees.**

## Conditions

Financial assistance is offered with the following conditions:

1. Financial assistance will be paid to the school or tuition provider on receipt of an invoice in the term the lessons take place and will not be backdated.
2. Offers of financial assistance must be claimed by the provider by invoice to Swindon Music Service Finance Administrator (as detailed under) during the term in which the tuition is scheduled to start otherwise the offer will be withdrawn. If lessons have not started in the term they were expected to, please contact us.
3. Independent music tutors must confirm on their invoice that they are responsible for their own tax and national insurance liabilities. Swindon Music Service cannot accept liability if these obligations are not met.
4. Financial assistance is only available for students receiving music lessons either in school or at a provider's business premises.
5. For lessons out of school Swindon Music Service has a music centre in the borough which is detailed on our web page. The premises are subject to Health and Safety checks by Swindon Music Service and are covered by employers and public liability insurance. Copies of compliance are held at the music centre.
6. For lessons and SYM music centre activities arranged via Swindon Music Service the financial assistance will be detailed on the parent/carer invoice and an internal transfer will be made for this funding.
7. Supervision – Swindon Music Service only accepts responsibility for pupils being taught by Swindon Music Service tutors during actual lessons/session time. At all other times responsibility lies with the school or parent/carers.
8. The maximum number of lessons that will be supported in a financial year is 30. For lessons starting in the summer and winter terms the maximum number that will be supported is 20 and 10 respectively.
9. The maximum award for any student will be £225.00 for the full financial year of tuition. This amount will be pro-rated for late starts.
10. Please inform the Finance Administrator (as detailed under) following the cancellation of your lessons as the financial assistance will also be withdrawn, (lessons must also be cancelled directly with your provider, please refer to their Terms and Conditions when cancelling tuition).
11. The financial assistance is paid to the provider of the lessons in three staged payments during the summer, spring and autumn terms in which the lessons take place, on receipt of an invoice from the provider. External providers should ensure that their invoices are sent to Swindon Music Service no later than the half term in which the lessons are provided. Failure to do so may result in the financial assistance being withdrawn. It is the applicants' responsibility to ensure that the invoice is sent to Swindon Music Service in a prompt manner. Swindon Music Service cannot be held responsible if the invoices are not received and the financial assistance withdrawn.
12. For safeguarding and health & safety reasons Swindon Music Service will not support lessons that take place in a tutors' or students' home. Exceptions may be considered, please contact the Swindon Music Service Finance Administrator (as detailed under).
13. To offer continuity of lessons existing beneficiaries should reapply now. Applications received from existing beneficiaries received after 29<sup>th</sup> February 2020 will be processed as new applications and cannot be guaranteed.
14. Dependent on funds available the scheme may be subject to closure and applications received during or following closure will not be processed.
15. Closure of the financial assistance scheme will be confirmed via the Swindon Music Service's website
16. **Please do not start lessons/activities until you have received confirmation of the award if you are relying on this financial assistance to pay your fees.**
17. All applicants whether successful or otherwise will be contacted in writing within one month of their application being received.

## Criteria

Financial assistance is available to children and young people from families who meet at least one or more of the following criteria (you will be asked to provide a photocopy/scan of one supporting document with your application form):

1. Children and young people eligible for Free School Meals (year 3 or above)
2. Universal Credit which has replaced the following benefits:

Child Tax Credit

Housing Benefit

Income Support

Income-based Jobseeker's Allowance (JSA) Income-related Employment and Support Allowance (ESA)

Working Tax Credit

3. Incapacity Benefit
4. Looked After Children
5. Pension Credit (Guarantee Credit)

Swindon Music Service is committed to enabling children and young people access music opportunities. If you feel you need support but do not qualify according to the criteria above, please complete the form and submit with additional details of your circumstances.

## Application and Payment Process

Applications must be made using the application form which is available on our website [www.smscio.org](http://www.smscio.org) or directly from the scheme administrator.

The scheme administrator will confirm receipt of your application and we aim to process all applications within one month of receipt.

Providers of the lessons other than Swindon Music Service will be required to submit three invoices per academic year (in the term the lessons take place). Invoices must provide the following details<sup>1</sup>:

- The student name
- The venue where the lessons take place
- The date and number of lessons to be delivered
- The full cost of the lesson
- The amount to be paid by the parent/carer or school
- The balance to be paid by Swindon Music Service
- The full name, address and contact information of the tutor or music provider

If self-employed the tutor's invoice must contain the following statement:

**I can confirm that this payment will be declared by me as self-employed income for the current tax year and that I am liable for income tax and national insurance payment under my tax reference (please insert your unique tax reference) and NI number (please insert your NI number).**

All Swindon Music Service invoices to parent/carers/organisations will have the financial assistance element of the lesson detailed on their invoice.

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<sup>1</sup> The Provider will need to gain approval to share the data with Swindon Music Service for the purposes of the Financial Assistance in line with GDPR.

## Contact Us

For enquiries and all correspondence please contact:

Finance Administrator Swindon Music Service  
The Platform, Faringdon Road  
Swindon SN1 5BJ

Phone: 07395 887 191 or 07395 887 192

Email: [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk) or [prowe@smscio.co.uk](mailto:prowe@smscio.co.uk) Website: [www.smscio.org](http://www.smscio.org)

\*Swindon Music Service is committed to the provision of safe quality services and reserves the right to evaluate the tuition provided by providers as part of our Quality Assurance process.