



Cymru Greadigol Creative Wales

EXTERNAL GUIDANCE NOTES

Music Revenue Fund 2 (MRF2)

Grant application guidance notes

These guidance notes are intended to help you to complete the funding application for Creative Wales's Music Revenue Fund 2 (MRF2).

MRF2 Launch: **Monday 24th June 2024**

MRF2 Deadline: **Monday 22nd July 2024 at 12:00 noon**

Creative Wales – Strategic Context

The Creative Industries are an important part of the Welsh economy, creating jobs and wealth, contributing to a strong national brand and promoting Wales in the world. Creative Wales is an internal agency within Welsh Government, which has been set up specifically to further support the growth of the creative industries in Wales and to offer a streamlined, dynamic and innovative service to the sector.

The music industry has been identified as a key priority subsector, and there is a programme of support for the music industry being delivered, or developed, of which the MRF2 is an important element.

Purpose of the Fund

Music businesses are a key platform from which music talent can be developed, nurtured and grown. The fund aims to encourage Music revenue projects which would benefit from support, due to financial constraints.

The purpose of the MRF2 is for music businesses to apply for funding to support projects which advance the work they're already planning to do or would do if it were not for financial constraint. We will look for evidence on how this will improve the applicants commercial outlook and sustainability; and as a result, contribute to the development and growth of the music industry in Wales.

We wish to encourage a wide range of projects and whilst not wishing to be too prescriptive we encourage applications which fall under one of the following broad subject areas:

- New release Campaigns
- Promotion of live Music
- Sync & Catalogue Music
- Welsh language music

Who can apply?

Applicants will need to demonstrate their main function is to work with musicians on the promotion, syncing or releasing of recorded music of a commercial nature. The music being hosted, recorded, rehearsed or promoted by the business can be from the full spectrum of contemporary popular music genres (electronic; hip-hop; indie and alternative; metal and punk; pop; rock; etc.).

Businesses that are predominantly hosting/promoting etc. classical or jazz music would **not** be eligible for this fund, as support for these genres exist elsewhere (primarily with Arts Council of Wales). If you're unsure of your eligibility please contact us and we will be happy to discuss.

We cannot support applications from individual bands. In addition, only the owners responsible for running the business will be eligible to apply for this funding.

- Applicants must be operating within the music industry in Wales.
- Applicants must be based and operating in Wales.
- The business must have been trading before 1st April 2023 and still be trading (evidenced by financial accounts from the last financial period) and have an annual turnover in excess of £50,000 p.a.
- If the business turnover exceeds £90,000, the business must be VAT registered or be sector exempt from VAT. Details of VAT exemption can be found at: <https://www.gov.uk/guidance/vat-exemption-and-partial-exemption>

Sole Traders / Partnerships – Applicant Eligibility Criteria

- Sole traders that do not employ any other staff, can make an application as long as they meet all other criteria. In support of their application, these applicants will be required to submit a copy of their most recently filed Self-Assessment Return that shows the earnings and the tax due, and evidence that the payment has been made.
- You must pay employees via PAYE as of 1st April 2023.
- If you only employ 1 person this must be paid via PAYE.
- Please note the 1 employee must be a Full Time Equivalent (FTE) and work at least 30 hours per week. This can be made up of part time staff but must equal to at least 1 FTE i.e. the total hours regularly worked by part time employees must equate to 30 hours or more per week.
- We do not support the unfair use of zero-hour contracts. Where these are in use, they should not be unilaterally imposed, and workers should be provided with the offer of a guaranteed hours contract.

Limited Company – Applicant Eligibility Criteria

- You are a Limited company as of the 1st of April 2023.
- Employing between 1 and 249 employees via PAYE as of 1st April 2024.
- If you only employ 1 person this can be the business owner, but they must be paid via PAYE.
- Please note the 1 employee must be a Full Time Equivalent (FTE) and work at least 30 hours per week. This can be made up of part time staff but must equal to at least 1 FTE i.e. the total hours regularly worked by part time employees must equate to 30 hours or more per week.
- We do not support the unfair use of zero-hour contracts. Where these are in use, they should not be unilaterally imposed, and workers should be provided with the offer of a guaranteed hours contract.

Other General fund rules

- Social enterprises are eligible, however criteria outlined for Sole Trader above must be met unless you are incorporated, in which case the criteria for limited companies will apply.
- This is a revenue grant, and no capital costs will be permitted from the grant amount.
- If offered an award, applicants must complete their project in full and submit their claim with the required evidence of defrayed expenditure by 28 February 2025.
- Only one application can be made per business.
- Individual owners or directors are limited to making 1 application to the fund irrespective of the number of businesses they own.
- The Welsh Government does not support certain activities that are likely to give rise to controversy about appropriate use of public funds. This includes businesses which are associated with the promotion of, (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) any kind of illegal activities; or (7) any kind of activity which in our opinion could bring the Welsh Government into disrepute.
- Supported businesses must intend to continue to trade and maintain jobs that are in place at the point of application, beyond 1 April 2025.
- Applications must be submitted by the business owner and not agents acting on their behalf. Applications submitted by an agent on behalf of businesses will be rejected.
- Franchise businesses will not be supported via this fund.
- Any project that increases the carbon footprint of the applicant business will not be supported via this fund.
- Any project that results in staff redundancy will not be supported via this fund.
- We do not support the unfair use of zero-hour contracts. Where these are in use, they should not be unilaterally imposed, and workers should be provided with the offer of a guaranteed hours contract.

What can I apply for?

The application for funding must be related to a project that goes towards improving the commercial outlook of a business/promotor/artist and the associated revenue funding will need to fall under the main broad categories listed above.

- A project is considered as a time bound activity with a clear start date and an end date.
- Applications must represent good value for money which will form part of the assessment. Please only apply for what you need and not the maximum amount unless the maximum amount is required.

The following are examples of eligible expenditure; however we are keen to receive innovative projects and recognise there may be other costs which could be included. We are happy to discuss these in advance of the submission of your application in order to advice on eligibility.

Applicants should provide details of the release or releases scheduled with planned release dates similarly dates will be required for any live music gigs/tours and sync & catalogue projects. The funding can be used for anything required on top of what the applicant would already be providing which can include, but not be limited to.

- A release campaign for a single/EP or album
- Projects which include the promotion of live or recorded music gigs/tours
- Increasing opportunities in the sync industry
- Maximising artists catalogued music
- The booking, programming and promotion of gigs, concerts, club nights, showcases, tours, releases, and other performances
- Costs associated with those activities (including venue hire, production, artist and/or DJ fees, crew fees, administration and other related costs)
- Capacity building (including mentoring, coaching, shadowing, workshops, masterclasses, and other skill building and networking opportunities)
- Other expenditure which helps grantees to programme a diverse range of artists, develop new audiences and build their skills
- Additional studio time
- Session Musicians
- Production/mixing/mastering costs
- Artwork
- Promotional touring
- Merchandise/physical copies of music
- Plugging/PR/Marketing
- Project related staff salaries
- Training related to Continuing Professional Development
- Paying for support acts/sound engineer etc

We would expect to see the requested costs to be used, where possible on Welsh or Wales based individuals. If this is not possible an explanation to why will be expected.

What you cannot apply for

The grant cannot be used for the following:

- Any capital costs;
- Start-up costs, e.g. equipment and office space, recruitment costs etc;
- Costs incurred before the start of award of funding (signed offer letter received by us).
- Pay off existing debt (prior to 1 April 2024);
- Recoverable VAT;
- Costs funded from other sources of public funding;
- A sum to cover lost income or to re-inflate your reserves;
- Business rates;
- Legal fees;
- Redundancy costs;
- Any kind of activity which in our opinion could bring the Welsh Government into disrepute;
- Costs related to promoting the cause of beliefs of political or faith organisations;
- Projects which depend on, or encourage, free labour
- In kind funding. In-kind funding usually refers to non-monetary contributions and support from other sources.

Furthermore, funding cannot be used to manage and balance accounts within different operations of the same business. For example, if a company runs one account for artist management/releases, and another for operating a venue.

The fund will not cover costs which have previously been committed or which are currently supported by other public funds.

The fund also cannot be used as match funding for another Welsh Government funding application.

In addition, applications cannot be made from businesses that have been earmarked for closure, or at a high risk of closure. Successful applicants must remain operational for a minimum of 12 months following receipt of any funding. If a business is sold or repurposed, Welsh Government reserves the right to reclaim any funding that has been provided.

All applications will need to submit relevant business accounts as part of the application process. The information supplied here, and in other relevant documentation, will be used to determine whether the business is ineligible for funding as a result of their financial circumstances.

How much can you apply for?

Applicants can request between £20,000 and £40,000. As part of your application, you will be required to submit evidence that you have any match funding in place at the point of application.

Awards under the fund are made under the Minimum Financial Assistance (MFA) Subsidy Control Regime [Subsidy Control Act (2022)] and, applicants will be required to confirm by way of signed declaration, that any award made under this fund, would not exceed £315,000 of total MFA assistance cumulated by the applicant/business over this and the previous 2 financial years

How will the application process work?

Application Process

This Call for funding proposals will commence on Monday 24th June 2024 and will close to applications on Monday 22nd July 2024 at 12.00 noon. No late applications will be accepted.

Before you apply you have the option to discuss your proposal with one of the Creative Wales Sector Development Managers via E-mail at CreativeWalesFundingSupport@gov.wales.

Applications for the MRF2 will be made using the MRF2 Application Form that will need to be submitted upon completion to Creative Wales, along with relevant supporting documentation (e.g. financial accounts and bank statements for the previous 3 months to verify that the business is actively trading and as evidence of sufficient cashflow).

The eligible funding period will cover the date of approval on the offer letter until 28th February 2025 . We may also consider a small number of project spend which extends to 2025/26 financial year but the focus of this fund is for project expenditure in 2024/25.

The Welsh Government have absolute discretion on the duration and terms of the fund.

The application form

The application form is set out in 6 sections:

Section 1 – Applicant details

In this section you are required to provide detail of any jobs at the point of applications and those projected to be safeguarded or created as a result of this grant funding.

Section 2 – Project Details

In this section you are required to explain your proposed project, what impact the project will have on the business and how it will help support the sustainability of your business.

You will be required to explain the planned publicity and marketing of your proposal and how they will be implemented. You must also include how the Welsh language will be included in your project and how it will contribute to the Welsh Government's

priorities for the Welsh language and the target of a million Welsh speakers by 2050 as set out in Cymraeg 2050.

You are also asked to demonstrate how your project will align with the Welsh Government's Economic Contract Pledges & Fair Work policy.

There are 4 pledges that form the Economic Contract, and in this section, you are required to explain how your business aligns to 2 or more of these pledges. To help you understand Economic Contract pledges please see [The Economic Contract | Business Wales \(gov.wales\)](https://www.gov.wales/business-wales).

In addition to the section on Economic Pledges, this section seeks clarity and commitment on your fair work practices. Fair work is the presence of observable conditions at work which means workers are fairly rewarded, heard and represented, secure and able to progress in a healthy, inclusive working environment where rights are respected.

The actions deployed by an organisation in their pursuit of fair work will depend on the specific circumstances of that organisation. Some actions may not be appropriate or feasible for all organisations, it is for each organisation to determine which actions are.

Please see [A guide to fair work | GOV.WALES](#) for further information to help you complete this section of the application.

We also ask you to describe the project timeline, resources required and any associated risks and what you can do to mitigate these.

Section 3 – Financial Information

In this section you will need to provide us with details about the project costs, the source of your match funding and the amount of funding required by you to enable the project to go ahead in order for us to determine viability of the project. Please note that you are only able to request the minimum amount of funding required to enable the project and you will be required to sign a declaration stating this, prior to submitting your application.

Section 4 – Marketing, publicity and Welsh Language

In this section you will need to provide details about what publicity will be included in the project. You will also need to confirm how the Welsh language will be included and will contribute to the Welsh Government's priorities for the Welsh language and the target of a million Welsh speakers by 2050 as set out in Cymraeg 2050.

Section 5 – Checklist for required information

Please check that you have included all the necessary documentation as well as the application form.

Section 6 – Declarations

It is very important that you have read this guidance document and understand the terms and conditions associated with this Grant application as this forms part of the contract between you and the Welsh Government.

If you agree to the terms and conditions within this document and you can confirm that the information provided in the application is true and accurate, then you must tick the box and submit your application.

This is a competitive grant and therefore this section is a very important part of the application as we will use the information you provide here to score the viability and impact of your project.

Once completed, please submit to submit your application form and supporting documentation to us via CreativeWalesFundingSupport@gov.wales.

Applicants should note that applications with incomplete or incorrect data or those missing the required supporting documentation **may be rejected**.

You should not start on the project until your application is approved, and an offer letter has been issued. If you do so, you may invalidate your application completely, even if successful.

Project Appraisal

Funding from Creative Wales is awarded to applications that are in line with our key principles, as set out in the table below. Whilst we would not expect individual projects to directly deliver against all of these, projects must deliver against the specific criteria for this scheme, and projects that are directly targeted at these areas will be prioritised. Your application should therefore be tailored to show where these are being met;

Key principles of funding from Creative Wales :
Funding awarded to businesses should:
Strategic Fit Deliver our priorities for the creative industries in Wales - Funding will be designed to deliver Creative Wales's ambitions for the creative industries, and the priorities set out in the Welsh Government Programme for Government. It will maximise opportunities to support skills and talent development, diversity and inclusion in its widest sense, fair work, sustainability, and promote our culture and Welsh language. Funding will be prioritised towards those projects that make a difference to the creative industries landscape in Wales over the medium to long term
Maximise the benefits to Wales, including economic benefits Funding will be targeted at projects that maximise return on investment, to ensure limited budgets deliver maximum value for Wales.

Once we have received your completed application, and the call has closed, we will carry out checks and appraisals of all projects received by the call deadline. We will aim to inform all applicants of the outcome of our decisions as soon as possible after the call deadline.

All projects will be appraised in two stages:

- **First stage** – checks will be undertaken to ensure that all the basic eligibility criteria have been met in Annex 1, including alignment of the project with our key principles of funding as outlined in the table above. Applications / projects that do not meet all of the eligibility checks or do not meet our strategic objectives for funding, will be rejected.
- **Second stage** – Applications that have met all the eligibility criteria above and are in line with our key principles of funding, will be appraised according to the appraisal criteria in Annex 2. This is a competitive scheme and therefore due to budget availability only the highest scoring projects will be supported.

Due Diligence will be undertaken on all applications. This will include a review of your financial projections, a fraud check, and checks on Directors of your company. If you are involved in a business which is in debt to the Welsh Government, you are unlikely to be able to apply for further funding and should discuss this with us in advance of any application.

Successful applications will be issued with a Grant Offer letter that outlines in more details the terms and conditions around our grant schemes, and particulars that only apply for the MRF2. Once received, applicants will need to ensure that they sign and return this to us as soon as possible, and after they are content with the terms and conditions as outlined in the grant offer.

Awards will be confirmed by no later than Friday 13th September 2024, however this timing is dependent on the number of applications received. Enquiries regarding progress with applications will not receive a response.

We will agree with successful applications the timescales and deadlines for carrying out and completing their project, along with a schedule of payment.

Delivery and achievement against agreed deliverables will continue to be recorded for up to 12 months following completion of the project and will be a condition of the grant offer.

As part of our support, there will be an expectation that all applications will provide continuous feedback related information to us monthly to support the development of our live music business database. A standardised reporting form has been developed by Creative Wales and will be provided to successful applicants at funding offer stage for use in capturing the necessary data required for reporting to us up to 12 months after the lifetime of the MRF2.

Outputs and outcomes

The funding will focus on several key outputs and outcomes, including:

- Growth of the business and/or Music sector
- No. of musicians supported
- No. jobs safeguarded / created

- No. of individuals / freelancers supported
- Increase in skill levels
- Opportunities for the improvement of diversity
- Opportunities for the improvement of sustainability
- Increased opportunities for staff

Applicants will be asked to select relevant outputs at the point of application, and these will be noted on the offer letter.

Project Approval

- All assessed proposals will be submitted to Welsh Government Ministers for final approval.
- Following Ministerial consideration, applicants will be informed of the final decision and offer letters will be issued to successful applicants
- Offer letters will need to be signed and have one copy returned to Welsh Government before project initiation.
- Successful applicants will be asked to sign up to the [Welsh Government – Code of Practice: Ethical Employment in Supply Chains](#)

Appeals

MRF2 is a discretionary fund with no set appeals process. Unsuccessful applications will be notified following our decision. As a reminder, this is a competitive fund with a limited budget so all projects will be assessed and scored with only the top scoring projects able to be supported.

Timescale

The fund will open for applications from Monday 24th June 2024 and will close to applications on Monday 22nd July 2024 at 12.00 noon.

The eligible funding period will cover the date of approval on the offer letter until 28th February 2025 . We may also consider a small number of project spend which extends to 2025/26 financial year but the focus of this fund is for project expenditure in 2024/25. **No late applications will be accepted.**

Claiming process and conditions of fund

Award payments will be made on a defrayed expenditure basis meaning applicants will need to evidence sufficient available cash flow or cash reserves to fund the total project costs at the point of delivery. Claims for the Welsh Government grant element will be paid after the delivery of the project i.e. payment is not made up-front.

Claim Schedule

You are asked to give a planned payment schedule for the complete funding period for your project between July 2024 and February 2025. March will be the deadline for the final claim 2025.

Payment and Monitoring

- If your application is successful, payment conditions need to be met as set out in the offer letter schedule.
- **‘Costs Defrayed’** is the costs of goods which are discharged by payment or otherwise settled by you. Defrayed evidence will be required for all organisations .
- Claim forms will be issued on request and can be submitted via E-mail to CreativeWalesFundingSupport@gov.wales. Project being paid in arrears will need to provide full evidence before any payments are made. Details of what you need to provide at claim stage will be included in your offer letter.
- Once approved, payment will be made within 4 working days.

Post Completion Monitoring

Delivery and achievement against agreed outputs will continue to be recorded for up to 12 months following completion of the project and will be a condition of the grant offer.

The Welsh Government is committed to evaluating the success of this grant and intends to undertake an internal evaluation of the MRF2. It is anticipated that this research will examine the implementation and impact of the activities that have been delivered. It will assess the extent to which the outputs and outcomes can be attributed directly to the scheme activities and examine whether wider anticipated or unanticipated effects have been realised.

The Welsh Government or a third party acting on behalf of Welsh Government may contact you for the purpose of research and evaluation and/or to give feedback on your experience of the scheme. This information will be analysed and presented anonymously in line with the Privacy Notice.

Grant Repayment

Applicants should note that the Welsh Government may require repayment of the grant in full or part if the funds are not used for the purposes stated on the application form. The applicant is entering into an agreement, and this will be enforced by requesting proof, post grant award.

UK Subsidy Control

Awards under the fund are made under the Minimum Financial Assistance (MFA) Subsidy Control Regime [Subsidy Control Act (2022)] and, applicants will be required to confirm by way of signed declaration, that any award made under this fund, would not exceed £315,000 of total MFA assistance cumulated by the applicant/business over this and the previous 2 financial years.

As part of your application you will need to provide details of any previous funding your business has received.

The Economic Contract

Economic Contract Pledges & Fair Work

The Economic Contract is a commitment to provide public investment that prioritises the social and environmental needs of Wales whilst building a more resilient and prosperous wellbeing economy. At the heart of our Something for Something approach, an agreement between the Welsh Government and a business on the actions we will both take which contribute to tackling the challenges we face and to improve the lives of people across Wales.

Publicity

All successful applications will need to:

- Agree to be included on all publicity, press releases and marketing material we produce.
- As a condition of funding, you will agree to undertake up to 3 years of joint publicity with Creative Wales and will be asked to supply a bank of images and video, and relevant rights from the project for us to use in press and publicity. Any issues relating to this should be discussed with a Creative Wales team member. Successful applicants will be notified and informed prior to the general release of material.
- We would like to add all our applicants to our marketing database to ensure you receive timely information about further support options from Creative Wales, but this is not a condition of funding.
- There will also be an expectation that successful applications will share relevant images and promotional materials with Creative Wales for our use as required.

Welsh Language

The Welsh Government is committed to promoting and growing the Welsh language. The creative industries play a key role in contributing to the Welsh Government's priorities for the Welsh language and the target of a million Welsh speakers by 2050 as set out in Cymraeg 2050. We welcome applications for projects that support our ambitions and maximise opportunities to promote the Welsh language. Welsh language priorities are one of a range of areas we will consider as part of our assessment of strategic fit when reviewing projects.

The Well-being of Future Generations (Wales) Act 2015

The objectives of the Act show how each public body will work to achieve the vision for Wales set out in the 'well-being goals'. [The seven well-being goals](#) show the kind of Wales we want to see. The Act makes it clear that the listed public bodies must work to achieve all of the goals, not just one or two. Reference to and explanation as

to how your project meets these goals will be important in the assessment of an application.

Privacy Notice

- Welsh Government is the Data Controller for any information you provide. Full details of our privacy policy can be found on the [Privacy Notice page](#).

The information you supply will support in the development of a music business database. Please confirm in the section of your application form that you are happy to proceed on this basis so that you can continue to receive support and advice from Welsh Government.

Please ensure you have read, understood and accept the 'Guidance Notes' and 'Privacy Notice' **before** you start the application.

Annex 1

Eligibility Criteria

Applications will first be assessed against the following eligibility criteria.

Applications that do not meet all the eligibility criteria will be automatically rejected and will not proceed to the appraisal stage.

Eligibility Criteria	<ul style="list-style-type: none">• Application must be from a Wales based music business – and where the main function is to work on releasing music by Welsh or Wales based musicians (but where the primary music genre is not classical or jazz as these are subsidised arts);• Project must directly contribute to a release campaign of recorded music; <p>The application for funding must be related to a project that goes towards improving the commercial outlook of a business/promotor/artist and the associated revenue funding will need to cover at least one of the following categories:</p> <ul style="list-style-type: none">• New release Campaigns• Promotion of live Music• Sync & catalogue Music• Welsh language music• Application must be made from the business;• Businesses in imminent danger of closure, are not eligible to apply;• Applicants must have been trading for a minimum of 12 months. <p>We cannot support applications from individual bands. In addition, only the owners responsible for running the business will be eligible to apply for this funding.</p> <ul style="list-style-type: none">• Applicants must be operating within the music industry in Wales.• Applicants must be based and operating in Wales.• Applicants must be able to produce at least one year's fully independently certified accounts or audited financial statements (you do not need to be VAT registered if your total turnover is below the registration threshold).• The business must have been trading before 1st April 2023 and still be trading (evidenced by financial accounts from the last financial period) and have an annual turnover in excess of £50,000 p.a.
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	<ul style="list-style-type: none">• If the business turnover exceeds £90,000, the business must be VAT registered or be sector exempt from VAT. Details of VAT exemption can be found at: https://www.gov.uk/guidance/vat-exemption-and-partial-exemption
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Annex 2

Evaluation Criteria

Projects will need to meet the funding principles detailed as described above to move to the second stage for assessment against the following criteria:

AC	Appraisal Criteria	Score	Weighting
1	<p>Strategic Fit</p> <ul style="list-style-type: none"> • Fit with the overarching funding principles • Does your project maximise the benefits to Wales, including economic benefits • Does your project deliver our priorities for the creative industries in Wales • Welsh Government Programme for Government, Well Being of Future Generations alignment 	/5	10
2	<p>Project quality</p> <ul style="list-style-type: none"> • Overall quality of application • Innovation • Diversity and inclusion • Publicity and marketing • Welsh language <p>How the project will address the Welsh Government Economic Contract Pledges. The business can clearly evidence in their application how the business aligns to at least 2 of the Economic Contract Pledges and makes commitments to strengthen these further.</p> <ul style="list-style-type: none"> • Economic Strength & Adaptability • Fair work • Promotion of well-being • Low Carbon & Climate Resilient 	/5	10
3.	<p>Evidence of Need</p> <ul style="list-style-type: none"> • Why is Welsh Government funding required for this project to go ahead? E.g., Why do you need the funding? Will it accelerate project? Would it happen without support? • The impact of the project on the business • The business can clearly evidence the benefits to the business of undertaking the project, and demonstrates the impact the project will have on the business viability in the short or medium term (next 12 to 36 months) 	/5	5
4.	<p>Risks for project and delivery</p> <p>Project viability & delivery plan</p> <p>The project narrative clearly describes the project and includes a realistic and documented plan including milestones and identifies risks & mitigations to ensure the project is successfully delivered by 28 February 2025.</p>	/5	10

5.	Project deliverables <ul style="list-style-type: none"> Quality of project targets: Outputs & deliverables, used to measure the success of the project Detailed information on how these will be measured 	/5	10
6.	Project Costs and Value for Money <ul style="list-style-type: none"> Overall proposal represents value for money Activity and associated costs represent realistic and best value Project costs, quotations Expected benefits are proportionate with costs Ability to have an impact on the sector over a longer period of time Training/Continuing professional development 	/5	5

Total maximum score of 250

Scoring matrix

Score	Indicator	Fundable
5	Exceptional – The response was robust, detailed, well-articulated in all material respects providing strong evidence that the criteria would be met, with no weaknesses or areas of concern with the content.	Yes
3	High quality – The response presented evidence that the criteria would be met, good in many respects but with minor weaknesses or concerns with the content.	Yes
1*	Poor – The response provided limited evidence that the criteria would be met, there were major weaknesses or concerns with the content. The response lacked significant detail/or clarity.	No
0*	Unacceptable – The response did not provide evidence that the criteria would be met; and was wholly unsatisfactory in terms of content. Major weaknesses, issues or omissions were identified. The response was poorly articulated and/or inconsistent.	No

*If you receive a score of 1 or 0 for any question your application will be rejected.