

Annex 1



Service Agreement Accessible Arts and Media 1st April 2012 to 31st March 2015

This annual service level agreement allocates funding to Accessible Arts & Media for 2012-15.

Support is given to Accessible Arts and Media to enable the organisation to work with disabled people and young people in York to have the opportunity to communicate through creating music, media and the arts regardless of their circumstances.

Accessible Arts & Media will do this by the development of a vibrant range of accessible, inclusive and affordable projects for vulnerable groups that push boundaries; enhance personal progression and challenge stereotypes.

During 2013-15 Accessible Arts & Media will use their grant to:

- Develop and provide a programme of arts activities, including creating music, media and the arts for disabled people and young people in York and the surrounding area which will include four key projects:
 1. To support and develop the Hands and Voices Choir and the choir's public performances
 2. To continue to develop AAM's Ableweb project
 3. To continue to develop AAM's Yormusic Sensory Extra (9-19 yrs)
 4. To continue to develop AAM's outreach programme
- To continue to increase the use of online technologies to publicise activities and engage with a range of stakeholders, including developing over the next 3 years AAM's online media projects.
- To work in partnership with the City of York Council to convert a specialist sensory space at Burton Stone Community Centre to further develop AAM's sensory programme.

AAM's annual targets are:

- Aim for a target number of workshop attendance on core funding projects of 100 individual client participants per annum.
 - Hands & Voices: 50
 - Ableweb: 5
 - Yormusic Sensory Extra: 20
 - Outreach: 25

- Aim for a target number of workshop sessions (2 hrs = 1 session) of 80 sessions per annum.
 - Hands & Voices: 30
 - Ableweb: 30
 - Yormusic Sensory Extra: 15
 - Outreach: 5

- Aim for a minimum target number of audience of 1,000 per annum. In recognition of the specialist nature of the work this relates to the following projects:
 - Hands & Voices: 500
 - Outreach: 500

In addition Accessible Arts & Media should seek to provide the following information:

- The number of web hits on Ableweb
- The number of Ableweb client participants
- The number of Yormusic Sensory Extra client participants
- The number of client participant performances and events organised
- The amount of external funding levered in

These targets will be reviewed annually during the end of year monitoring and may be subject to amendment. Accessible Arts & Media will also be asked to provide information as set out in the annual monitoring form.

General Conditions:

The conditions of the grant are as follows:

- The grant will be used only for the purpose stated in this agreement. If at any time the organisation wishes to use the grant for a purpose

other than stated in this agreement they must gain prior approval from City of York Council

- If the organisation is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council
- The organisation is required to give reasonable notice of any AAM AGM or EGM meetings and invite the Client Officer to attend as an observer
- Where there is a breach of any of the conditions contained within this agreement the City of York Council reserves the right to claim back any grant aid
- Should the organisation disband during the grant period, then City of York Council may ask for all or a proportion of the monies to be paid back

Acknowledgment:

- The organisation will acknowledge the financial support of the City of York Council in all communications with the media and inform their Client Officer of any good news stories relating to AAM.
- The organisation will ensure that the City of York Council logo, and any other Council logos as appropriate, is used on all printed material (e.g. posters, flyers and programmes) and on any new media resources where appropriate (e.g. websites, facebook, etc).

Statutory and Legal

- The organisation shall be responsible for ensuring it complies with all statutory and legal obligations (e.g. health and safety, licensing, insurance, building regulations, planning consents etc) applicable to the activities funded by the grant
- The organisation shall indemnify the City of York Council in respect of claims arising out of the provision of the activity funded by the grant, with the level of the professional indemnity being no less than five million pounds. One off public events or performances will be individually and appropriately indemnified. Copies of policy documents must be made available on request

- The organisation shall ensure that freelance staff and sub-contracted 3rd parties fully indemnify AAM in respect of claims arising out of the provision of any activity carried out on behalf of AAM which is funded by the grant, with the level of the professional indemnity being no less than five million pounds.
- The organisation will ensure that staff, artists or volunteers who work directly with children and vulnerable adults must have an enhanced Criminal Records Bureau (CRB) check. CRB checks should be received and confirmed as satisfactory prior to any work being undertaken.
- Those whose role does not generally involve direct contact with children or vulnerable adults, but who may be alone unsupervised with children or vulnerable adults, must have a Standard CRB check. For more information www.crb.gov.uk

Financial

- Provision must be made for up to date accounts to be kept by the organisation, and for those accounts to be audited annually by a competent person independent of the organisation.
- Year 1 of the grant will be paid by BACS within 14 days of receipt by the Client Officer of the signed copy.

Monitoring

- The organisation must comply if the Client Officer makes a reasonable request to attend a workshop or activity.
- The organisation is required to submit a copy of their Annual Accounts and Report to the Client Officer no less than 3 months following the organisation's financial year end.
- The organisation must make arrangements for performance monitoring and the evaluation of activities funded by this grant. Monitoring reports will be submitted as prescribed by the Client Officer. *See above annual targets and example monitoring form attached.*
- In year 2 and 3 of the service agreement funding will depend on the Councils' budget position and further funding cannot be guaranteed.

Confirmation of year 2 and 3 funding will follow a satisfactory end of year monitoring by the named Client Officer.

**SIGNED ON BEHALF OF ACCESSIBLE ARTS AND MEDIA
PRINT NAME**

CHAIR		
CHIEF EXECUTIVE OFFICER		
DATE		

SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL

		PRINT NAME
LEAD OFFICER		HELEN RIDGE
DIRECTOR		CHARLIE CROFT
DATE		