

Annex 1



Service Agreement For the National Centre for Early Music 1st April 2012 to 31st March 2015

This annual service level agreement allocates funding to the National Centre for Early Music (NCEM) for the period April 2012 to March 2015.

Support is given to the NCEM to enable the organisation to:

- Present a year round programme of jazz, folk, world and classical music concerts
- Present a programme of associated education and outreach work
- Stage the Early Music Festival

During 2012-15 the NCEM will use their grant to:

- Provide a yearly concert series programme, with a target attendance of 21,600 per annum
- Provide a ten day festival in July which is accompanied by a year round educational programme. This Festival will be of major regional Standing and attract national and international interest and participation.
- Provide a programme which will include guest artists from the United Kingdom and abroad, supporting the delivery of Early Music, Jazz, Folk and world music in the City
- Work with partners to advocate for York – City of Festivals initiative
- Provide a minimum amount of sessions as follows:
 - 40 for concerts
 - 1 festivals
 - 33 for education or outreach programme

These targets will be reviewed annually during the end of each year monitoring and may be subject to amendment. The NCEM 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is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council
- 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
- 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
- The organisation is required to give reasonable notice of any NCEM AGM or EGM meetings and invite the Client Officer to attend as an observer

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 the NCEM
- The organisation will ensure that the City of York Council logo, and any other Council logos as appropriate including City of Festivals Logo, is used on all printed material (e.g. posters, flyers and programmes) and on any new media resources were 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 the NCEM in respect of claims arising out of the provision of any activity carried out on behalf of NCEM 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 2 of the grant will be paid by BACS. The remaining amount of year 1 aid will be paid within 14 days of receipt by the Client Officer of the signed copy of this agreement.

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.
- 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 THE NCEM

		PRINT NAME
CHAIR		
CHIEF EXECUTIVE		
DATE		

SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL

		PRINT NAME
LEAD OFFICER		GILL COOPER
DIRECTOR		CHARLIE CROFT
DATE		