



**Service Agreement  
For the National Centre for Early Music  
1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021**

This service level agreement allocates funding to the National Centre for Early Music (NCEM) for the period April 2018 to March 2021.

Support is given to the NCEM to help enable the organisation to continue to promote a high quality year-round programme of jazz, folk, world and classical concerts at St Margaret's Church, Walmgate; to continue to develop St Margaret's as a significant venue for music and creative learning in York, and to underpin support for internationally acclaimed summer festival (the York Early Music Festival).

It is noted that the NCEM is administered through the York Early Music Foundation, a registered charity. The NCEM is acknowledged by the Arts Council as a centre of excellence with NPO funding secured for the 2018-2021 period.

In addition to promoting the NCEM as a high-quality music venue, the organisation will continue to support York Music Hub, the Arts Council's Cultural Educational initiatives, York Cultural Leaders group and to support local music groups and to work alongside local cultural organisations wherever possible. The NCEM will also sustain St Margaret's Church into the future working with partners interested in heritage/conservation.

**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is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council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

### **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 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, public liability insurance, building regulations, planning consents etc) applicable to the activities funded by the grant. Copies of all such insurances and policies are available on request.
- The organisation will ensure that staff, artists or volunteers who work directly with children and vulnerable adults will follow CYC and NCEM Child Protection policies.

### **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.
- The Grant of £8,400 per annum will be paid by BACS in July each year

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

**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.

**SIGNED ON BEHALF OF THE NCEM**

		<b>PRINT NAME</b>
<b>CHAIR</b>	<b>MIKE TAYLOR</b>	
<b>CHIEF EXECUTIVE</b>	<b>DELMA TOMLIN MBE</b>	
<b>DATE</b>		

**SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL**

		<b>PRINT NAME</b>
<b>LEAD OFFICER</b>		
<b>DIRECTOR</b>		<b>CHARLIE CROFT</b>
<b>DATE</b>		