

Creative Partnerships: Budget management

Budget management

The role of the school's finance department and school bursar:

In most circumstances, schools involved in the Creative Partnerships programme act as budget holders, receiving grant payments in instalments.

The schedule for these payments varies according to the type of programme. School finance departments and school bursar must therefore ensure that budget issues are managed in accordance with the agreement schools enter into with their Area Delivery Organisation (ADO). In schools where experience of managing programme budgets of this nature is limited, ADOs will provide support.

The Creative Agent should agree all budget documentation with the school's Creative Partnerships Coordinator and with the person responsible for budgets, before completing the budget form on the Creative Partnerships Projects Database (CPPD) and submitting it to your ADO for approval.

Please note that Creative practitioners often work on a freelance basis and require prompt payment. Please agree a contract and payment schedule that does not put your external partners under undue financial strain.

How Creative Partnerships funding should be used

Creative Partnerships funding should be used principally to support creative practitioners and other external partners to develop a focused programme of enquiry-based learning with school staff and pupils and to create professional development opportunities with school staff. The majority of funding will be used to pay for creative practitioners' time.

Modest funds may be used for materials, transport costs and small items of equipment related to the programme.

Disproportionate requests for capital equipment will not be allowed and the school may not use funding to pay for items that have already been purchased. Up to 10 per cent of the school's total programme budget may be factored into project proposals for supply cover for teachers (apart from the school's Creative Partnerships Coordinator) to be released for planning, evaluation and professional development.

Creative Partnerships: Who you will work with



The use of the school's contribution towards the Arts Award

Creative Partnerships is supportive of the Arts Award, which recognises young people's achievements. If the Arts Award is part of a Creative Partnerships project, then all adviser and moderation fees paid by the school can be set against the school's 25 per cent contribution. This is conditional on the award being a by-product of a project that meets the programme criteria and that at least part (if not all) of the award is rooted in the actual project.

To find out more about the **Arts Awards**, contact your regional coordinator. Details can be found at:

www.artsaward.org.uk

Using the budget form

Enquiry Schools

- You are required to submit a project budget form as a condition for release of the first grant payment
- The budget form should be submitted when you have planned your project
- As you set out your anticipated budget for each project, please add comments against each area of expenditure to illustrate how you have calculated this cost – eg *Creative practitioner cost, Joe Bloggs, Dancer, 7 days @ £200*
- When you submit your budget through the CPPD along with your project proposal your ADO will make an assessment about planned expenditure and communicate approval of this budget or ask you to reconsider issues of concern
- Once you have received notification that the budget has been approved, project activity can begin
- As the project progresses, actual expenditure should be recorded
- When the project has finished and all records of actual expenditure have been entered, the budget form should reflect the income actually received and income actually spent. Please check that the two amounts balance before submitting your forms to your ADO through the CPPD
- Once received, your ADO will check the budget sheet and make the final grant payment, provided all conditions have been met.

Change Schools

- The first instalment of your grant payment will be released to you when your ADO has approved your programme plan (*section 6 of the Creative School Development Framework*)

Creative Partnerships: Who you will work with



- As projects are developed, you must submit to your ADO for approval the proposed and actual budgets in relation to each project
- The system for completing budget forms is similar to that for Enquiry Schools
- It is likely that you will be developing up to three projects each year. You must complete a separate budget form for each project; the CPPD will prompt you to do this
- The final grant payment will be paid on condition that all project proposals, evaluation materials and budget forms have been received by your ADO in accordance with the agreed schedule