

OL Ref:

**ACTIVITY NOTIFICATION FORM 2023/24**

Please complete and submit a copy of this form for each event/project. It should be returned to Orchestras Live as soon as the information is available and at least **three months before** the activity is due to take place. For projects please also provide a full schedule of activity and a project budget.

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| **Crediting requirements:** The following wording must be used in all publicity ‘This event/project has been produced with/co-produced with/achieved in partnership with Orchestras Live’. [Delete as appropriate.] **This is the minimum level of accreditation required as a condition of your partnership with Orchestras Live.**In addition, the Orchestras Live logo, Arts Council England logo and any other relevant financial supporters/sponsors of Orchestras Live must be included in **all** publicity for the event. These can be found at [www.orchestraslive.org.uk/partner-resources](http://www.orchestraslive.org.uk/partner-resources) |

|  |  |
| --- | --- |
| **Local partner name and contact details**  |   |
| **Orchestra partner name and contact details** |  |
| **Project name/description (if applicable)** |  |

ACTIVITY DETAILS

**Please provide as much information as possible. We are required to submit the following activity data to Arts Council England's Illuminate platform as part of our own funding requirements. Providing this information helps us ensure that we can fulfil our requirements to ACE and continue to co-produce activity like this in the future.**

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| --- | --- | --- | --- |
| **Activity name / type****(e.g., performance; workshop)** | **Date** | **Venue** | **Attendance *(to be provided after the activity takes place)*** |
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***Please add extra rows as required.***

**FUNDING ALLOCATIONS**
Funding must be claimed within **4 weeks** of the activity taking place. Allocations are in the form of a grant, which does not attract VAT, and these funds are only payable if this event makes a financial loss.

|  |  |  |
| --- | --- | --- |
| **OL funding source** | **Organisation which has Partnership Agreement with Orchestras Live** | Allocation |
| Partnership Fund |  | **£**  |  |
| **Programme Funding from Orchestras Live** | **£**  |  |
| **Other allocations:** | **£** |  |
|  |  | TOTAL GUARANTEE AVAILABLE \* | £  |  |

*\* Please note that these fund allocations are a guarantee against loss for this event.*

|  |  |
| --- | --- |
| **Management fee amount** (mgt fees are +VAT): |  |

**DECLARATION**

|  |
| --- |
| **I have noted and agree to comply with the crediting and funding requirements listed above** |
| **Name** |  | **Date** |
| **Signature** |  |  |

###### **Please e-mail completed notification form or any questions about this form to**: joana@orchestraslive.org.uk

**Orchestras Live Co-production Admin Process**

We are a co-producer on each project and you will have an ongoing creative conversation with your OL Producer about the artistic direction and activity plans for your partnership. This means that we put in resources in terms of time, impact measurement and financial support and therefore, for the sake of our audit trail, we require certain administrative forms to be completed throughout the project timeline. This document outlines those administrative processes.

**Co-investment**

Orchestras Live will work with you to develop a sustainable partnership based on co-investment of resources from each of us that will provide the necessary funds and expertise to support the planned activity. If necessary, we will also work with you to achieve fundraised income for the activity we want to programme.

**Who does what?**

This list is not exhaustive, as each partnership is unique, but covers the key roles involved in co-producing activity as part of your partnership. There will be some activity programmes that require bespoke arrangements, and these will be discussed and agreed during the planning process.

**Management Fees**

Orchestras Live charges a management fee for our partnership with you to contribute towards the time and resources you receive from working with us. This will be agreed with your OL Producer contact.

**Orchestras Live Admin Forms Flow Chart**

**The Evaluation/Report**

Following a project or event, we will ask you to complete a Project Evaluation or Event Report Form. These forms gather important data that we collate and review internally as part of our ongoing evaluation process to improve the quality of our work and review our progress against our organisational aims. We are also required to report to our funders, who enable us to continue producing activity like this with our partners. Completion of this form is a condition of our partnership.

As part of Orchestras Live’s commitment to diversity and inclusion, we require all partners to provide information on protected characteristics of audiences/participants. This is vital in helping us to understand who our work is reaching and where we can do more to ensure that orchestras are for everyone. We appreciate this data is not always easy to gather so please do let us know if we can support you in this.

The monitoring and data gathering that we ask you to undertake, enables both you and Orchestras Live to evidence the impact of the work we produce together and develop projects for the future.

All forms, logos and other useful documents are available for you to download from [www.orchestraslive.org.uk/partner-resources](http://www.orchestraslive.org.uk/partner-resources)