

# Frequently Asked Questions

This document supplements information provided in the Enquiry Schools Prospectus.

## Background information

### 1. What is the Enquiry Schools Programme?

The **Enquiry Schools** programme is one of three new Creative Partnerships schools programmes being run across England from 2008.

The **Enquiry Schools** programme will enable schools in England to engage in a **three term** creative learning programme targeted at a specific group of pupils and teachers.

### 2. Does my Local Authority know about the Enquiry Schools programme and support it?

Creative Partnerships Norfolk works closely with Local Authorities to ensure that its programmes in schools are fully aligned with local priorities and strategies associated with the Every Child Matters agenda. Local selection panels usually include a local authority representative and Local Authority advisers work closely with local programmes ensuring broader developments contribute to shared agendas.

### 3. Who do I need to get in touch with to find out more?

In the first instance please refer to the schools' prospectus and this FAQ paper. You can download copies at [www.nnfestival.org.uk/creativelearning](http://www.nnfestival.org.uk/creativelearning)

If your question is not answered, contact Creative Partnerships Norfolk. The capacity of your area delivery organisation to respond is limited as they will be continuing to manage their local programmes, so please do refer to the papers first.

## Applications & Selection

### 4. Can groups of schools apply together?

Schools that want to apply as part of a network will still need to submit individual applications which include a list of the other schools in your network and how and why you currently work together. Working as part of a network could add significantly to your project and you will want colleagues who both share and challenge your thinking. This could mean working with the same or different age groups. Although the network should have the same overall theme to their enquiry, each school is likely to have a specific focus.

However, we do not expect Enquiry Schools to be the funding source that helps you set up a network. Our intention is to offer awards to networks that are already established and have a track record of working well together. You will need to nominate one school as the 'coordinating school'.

## 5. Can I apply for a single award and also make a separate network application?

No, as we feel that this would create great difficulties for the network and confuse the application process.

## 6. What if my organisation works with young people in a formal setting other than a school?

Other organisations that work with young people in a formal setting may also be eligible. Please contact Creative Partnerships Norfolk to confirm your eligibility before you apply.

### **Settings that are eligible include:**

- **ISSPs – Intensive Supervision and Surveillance Programmes**  
<http://www.yjb.gov.uk/en-gb/yjs/SentencesOrdersandAgreements/IntensiveSupervisionAndSurveillanceProgramme/>

ISSP areas are eligible to apply to the Enquiry Schools programme, provided that the group of young people who will take part in the project are identified in the application and that there is a clear plan for the development of those young people through the project.

## 7. Are applications to join the programme submitted to the Area delivery organisation?

All applications to the Enquiry School programme are submitted to the local area delivery organisation where a shortlisting process takes place.

## 8. Who makes decisions?

A local selection panel made up of:

- Creative Partnerships staff
- An external person e.g. A local authority representative

## 9. Do I need to find an external partner and name them in the application?

No, all schools accepted on the programme will be given time and support to find a partner who is right for you – someone who will work with you and not for you, someone who will both challenge and support you. Both parties should aim for a high level of professional development. All external partners should be subject to child protection arrangements and checks, in line with Creative Partnerships guidance.

## 10. Is there an appeals process?

No. If you wish to make a complaint, please refer to the Arts Council England's complaints procedure which can be found on the Arts Council website:

[http://www.artscouncil.org.uk/publications/publication\\_detail.php?browse=recent&id=352](http://www.artscouncil.org.uk/publications/publication_detail.php?browse=recent&id=352)

## 11. Can we include a supporting statement or reference from the local authority, the Creative Partnerships Area Delivery Organisation, or our current creative agent?

No. A decision will be made based on your application and School Development/Improvement Plan.

## 12. Can we include other information with our application, for example: Ofsted reports, evaluation and documentation, photographs, DVDs?

No. A decision will be made based on your application and School Development/Improvement Plan.

## 13. What support can our Creative Partnerships area delivery organisation give us to help us write our Enquiry School bid?

Area delivery organisations will be arranging briefing sessions and/or short face-to-face or telephone surgeries for prospective applicants. They will endeavour to answer questions or refer you to further information, but as they will be involved in the selection process, they are unable to comment on draft applications. Please be aware that their capacity to respond is limited, as they will be continuing to manage their local programmes. We therefore advise you to refer in the first instance to the Enquiry Schools Prospectus to see if your question is answered **before** contacting Creative Partnerships Norfolk.

## Funding

### 14. What can Creative Partnerships funds be used for?

Creative Partnerships funds should predominantly be used (approximately 75% of the project costs) to cover the fees of creative practitioners and other external partners. In addition, funds can be used for materials, transport costs and small items of equipment related to the project. Disproportionate requests for capital equipment will not be allowed within project proposals.

### 15. If £3,000 per year is an average amount, how will actual levels of Creative Partnerships funding be determined?

Actual levels of funding will be based on the size of the Enquiry School and other factors relating to the planned project and local conditions.

## 16. Does the 25% contribution to programme costs need to be cash or can it include in kind support?

The school's 25% contribution should be made up of a cash contribution. One exception is the Young People's Arts Awards advisor and moderation fees.

If the Young Peoples Arts Award<sup>1</sup> forms a part of your project, then all advisor and moderation fees paid by the school can be set against the school's 25% contribution provided that the award is a by-product of a project that meets the Enquiry Schools project criteria (i.e. not a project in itself) and that at least part (if not all) of the award is rooted in the Enquiry Schools project. If you want to find out more about the Young People's Arts Awards, please contact your regional coordinator. Contact details can be found at:

<http://www.artsaward.org.uk/centre/lookup.php>

Additional in kind support is also encouraged, but cannot form part of your 25% contribution.

There are standard fees for advisor training and moderation which can be found at <http://www.artsaward.org.uk/site/?id=1378>

## 17. Can the 25% school contribution pay for supply cover?

No. Enquiry Schools are expected to make provision for staff to be released to plan, deliver and evaluate as part of their core commitments.

## Creative Agents

### 18. Who assigns creative agents to Enquiry Schools?

Creative agents will be jointly selected by the Enquiry Schools and Creative Partnerships Norfolk.

### 19. We already have an excellent creative agent in mind who has supported our school before. If successful in applying to become an Enquiry School, can we continue to work with the same creative agent?

If there is already a creative agent who has a relationship with your school then you should be able to continue working with them, provided you are able to demonstrate that the creative agent will offer an appropriate level of advice, support and challenge to enable your school to become a successful innovator and be a catalyst for creativity in your school.

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<sup>1</sup> <http://www.artsaward.org.uk/site/>

## Monitoring, evaluation and research

### 20. How will the Enquiry Schools projects be monitored and evaluated?

There will be a common self-evaluation process and monitoring procedure which will be applied to all projects across all schools in receipt of Creative Partnerships funding. Schools will be required to report on their income and expenditure as part of this process.

Enquiry Schools should reflect their status in their SEF (Self Evaluation Form), and Creative Partnerships will therefore give weight to the comments that Ofsted make on inspection.

For further questions please contact either Ingrid Fairman [Ingrid@nnfestival.org.uk](mailto:Ingrid@nnfestival.org.uk) 01603 877765 or Hannah Walker [hannah@nnfestival.org.uk](mailto:hannah@nnfestival.org.uk) 01603 877760 Creative Partnerships Norfolk