Bursary Assessment Matrix

This matrix provides a transparent and equitable framework for assessing applications. Applications are scored out of 100 points, with awards allocated according to available funding and overall score.

The bursary scheme is intended to complement, rather than replace, existing financial support arrangements. Applicants who may be eligible for fee remissions or other sources of financial assistance should be encouraged to access those schemes first. Bursary awards may be used to address any remaining barriers to participation not fully met through other funding sources.

Funding Eligibility Check

- Is eligible for fee remission through the Music Service Remissions Policy.
- Is already receiving financial support from another source.
- May be eligible for support from other charitable, educational or local authority funding programmes.
- Has been advised of, or supported to access, other available sources of financial assistance.

Assessment Guidance

Consideration	Action
Eligible for existing Music Service fee remission	Remission should be applied before bursary value is calculated
Eligible for other identified funding sources	Signpost and support application where appropriate
Remission or alternative funding only partly meets need	Bursary may be used to address the remaining financial barrier
No alternative funding available	Full bursary assessment proceeds

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Assessment Categories and Weighting

Assessment Area	Weighting	Maximum Score
Financial Need	30%	30
Musical Commitment	25%	25
Potential Impact	25%	25
Additional Considerations	20	20
Total	100%	100

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1. Financial Need (Maximum 25 Points)

Criteria	Score
Participation would not be possible without financial support; low household income with multiple indicators of significant financial hardship	21-30
Clear financial need evidenced through benefits, low income or exceptional circumstances	11-20
Moderate financial need with some evidence provided	6-10
Limited or no financial need identified	0-5

Indicators

Applicants may receive higher scores where they:

- Are eligible for Free School Meals or Pupil Premium
- Live in a household receiving Universal Credit or other means-tested benefits
- Are cared for or care experienced
- Have a low household income
- Are experiencing temporary financial hardship through illness, redundancy or unemployment
- Face significant music-related participation costs which would otherwise prevent engagement

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2. Musical Commitment (Maximum 25 Points)

Criteria	Score
Exceptional commitment and attendance; strong recommendation from teacher	21-25
Regular participation and positive recommendation	16-20
Good engagement and evidence of developing commitment	11-15
Limited participation but demonstrates interest	6-10
Little evidence of commitment provided	0-5

Evidence May Include

- Attendance records
- Instrumental lessons
- Participation in ensembles
- Teacher / ensemble lead reference
- Practice commitment
- Prior involvement with youth music activities
- Personal Statement

3. Potential Impact of Support (Maximum 25 Points)

Criteria	Score
Bursary is essential to participation and likely to have significant educational and musical impact	21-25
Bursary would substantially improve access and development opportunities	16-20
Moderate positive impact expected	11-15
Limited evidence of impact	6-10
Little impact demonstrated	0-5

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Considerations

- Would participation be possible without support?
- How will the experience contribute to musical progression?
- Will participation improve confidence, wellbeing or aspiration?
- Could the experience support progression to higher-level ensembles or study?

4. Additional Considerations (Maximum 20 Points)

Circumstance	Suggested Score
Rural isolation and significant travel barriers	**Up to 10**
SEND or additional support needs	**Up to 10**
Care-experienced	**Up to 10**
Armed Forces Family	**Up to 10**
Young carer responsibilities	**Up to 10**
Under-represented groups	**Up to 10**
Rare Instrument (Trombone / French horn Tuba / Euphonium / Baritone / Oboe / Bassoon / Cello / Double Bass / Viola)	**Up to 10**
Limited Local Opportunities	**Up to 10**

remains 20 regardless of the number of criteria met.

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Award Recommendation Thresholds

Total Score	Recommended Outcome
85-100	Full Bursary (100%)
70-84	Major Bursary (75%)
55-69	Standard Bursary (50%)
40-54	Travel Support / Partial Award
Below 40	Reserve List or Unsuccessful

Panel Moderation Considerations

Before confirming awards, the panel will also consider:

- Total bursary budget available.
- Geographic spread across Cumbria.
- Balance of primary and secondary-aged musicians.
- Representation across genres and instruments.
- Any safeguarding or welfare considerations.
- Previous bursary awards received.

Assessment Sheet Example

Area	Maximum	Score Awarded
Financial Need	30	
Musical Commitment	250	
Potential Impact	25	
Additional Considerations	20	
Total Score	100	

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Cumbria Music Hub Small Bursary Scheme

Award Recommendation

☐ **Full Award (100%)**

☐ **Major Award (75%)**

☐ **Standard Award (50%)**

☐ **Reserve List**

☐ **Unsuccessful**

Assessor Comments

Strengths of Application:

Evidence Considered:

Panel Notes:

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Review Date: 31 August 2027

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