

# SCORING MATRIX



All applications to the **Liverpool Music Month and Summer of Music Commission Fund** will be assessed using a scoring matrix. This matrix is designed to ensure a **fair, transparent, and consistent evaluation process**. Each application will be reviewed against key criteria that reflect the programme's aims and priorities, with scores assigned to each section according to the quality and relevance of the response.

**The overall score will help determine which projects are funded.**



Section	Criteria	Weight (%)	Score (0-5)
Eligibility	Meets all eligibility requirements	Pass/Fail	N/A
Project Proposal	Clarity, relevance, benefit to Liverpool Music Month and Summer of Music, innovation, marketing plan, audience development	35	0-5
Programme Delivery	Feasibility, timescale, prioritisation of high quality music, support for musical talent	25	0-5
Budget	Realism, value for money, clarity of spend and income, justification	20	0-5
Monitoring & Reporting	Commitment to monitoring, impact reporting, data provision	10	0-5
Additional Criteria	Environmental/sustainability, diversity/inclusion, safeguarding, alignment with Liverpool City Council and LCR Combined Authority values	10	0-5

## SCORE DESCRIPTORS:

- 5 - Excellent: Fully meets and exceeds requirements, highly detailed, robust, innovative.
- 4 - Good: Meets all requirements, comprehensive, no significant weaknesses.
- 3 - Satisfactory: Meets most requirements, minor weaknesses or lack of detail.
- 2 - Partial: Partially meets requirements, some weaknesses or lack of clarity.
- 1 - Poor: Fails to meet most requirements, significant weaknesses.
- 0 - Inadequate: Does not meet requirements or no relevant response.

## MODERATION

Assessments will be moderated by Liverpool City Council, Liverpool City Region Combined Authority and Sound City who will analyse scores to identify and remove systematic under- or over-marking. Moderated scores will be averaged to calculate total raw scores for each applicant. Questions will be weighted according to the published scoring matrix, and scores will be evaluated against these weighted criteria.

## ADDITIONAL CONSIDERATIONS

Assessment and moderation scores are a guide but are not the sole consideration when making funding decisions. The panel may also consider factors such as geographical coverage, the range of proposed activities, and alignment with programme priorities to ensure a balanced and impactful allocation of funding.

## FAQs

### **Can we apply after the deadline?**

All applications must be received within the deadline: Thursday 9th April at 18.00

### **What is the time period for when funded activity has to take place?**

- For commissions taking place in Liverpool as part of Liverpool Music Month - between 1st - 31st May
- For commissions taking place in Halton, Knowsley, Sefton, St Helens, Wirral as part of Summer of Music, between 1st June and 31st August

### **Will you be able to help with any required licencing/ permissions for funded events?**

Liverpool City Council and Halton, Knowsley, Sefton, St Helens, Wirral local authorities will support required permissions however any costs such as temporary events notices should be factored into your proposal.

### **Can individuals or organisations outside of LCR apply?**

Individuals and organisations must be based in LCR and have an LCR postcode.

### **I'm an artist, can this fund be used to develop my creative practice/ career?**

Liverpool Music Month and Summer of Music Commission Fund is for work that will take place in LCR boroughs to inspire and delight audiences throughout the summer. It is not a fund to support artists creative and/ or career development.