

# Youth Music Initiative

## 5-25 years Informal Sector Guidelines

These **Guidelines** are designed to help you with the application process. Each section of the application form corresponds to a numbered **Guideline** in this document to help you to answer the questions. You should print this document and refer to it as you work through the application form.

### 5- 25 years Guideline 1

We have created this scheme to encourage and support regular music-making activities for children and young people aged 5-25 years.

- Grants are available from £500 to a maximum of £30,000
- Programmes can last from six to 24 months
- You need to have at least 10% partnership cash (see **Guideline 19**)
- Up to 10% of the award you are seeking can be spent on music equipment and instruments.

There are two deadlines for applications. The first deadline is 4 July 2005. The second deadline is 10 October 2005. Fast Track Applications for **less than £5,000** can be made at any time and will receive a decision within 6 weeks.

This is a one-year scheme for the third year of the Youth Music Initiative and is designed to fill the gaps highlighted in the *What's Going on?* audit. These are:

- Creative music-making
- Improvisation
- Composition/Songwriting

Your project or programme of work (in the rest of this document referred to as your 'programme') **must include all the following elements:**

- Creative music making for children and young people 5-25yrs
- Structured music making activities that develop young people's musical skills including:
  - Improvisation
  - Composition/Songwriting
- Activity taking place out of school hours
- Activities led by a skilled music leader/s
- A trainee, working alongside the music leader/s
- Continuing professional development opportunities for musicians, and music leaders

This is a Youth Music Initiative (YMI) scheme funded through the Scottish Arts Council. You can download the '*What's Going On?*' report from: [www.scottisharts.org.uk](http://www.scottisharts.org.uk)

## 5- 25 years Guideline 2

Through this strand of Informal Sector funding we will fund:

- Music organisations
- Performing Arts organisations
- Arts Centres
- Community Music organisations
- Community recording studios
- Voluntary associations
- Other organisations that demonstrate a commitment to music-making experiences for children and Young People (Community Projects, Arts Development Officers etc.)

Your organisation has to be more than one year old and have audited or certified accounts in order to apply. Although we encourage partnerships with Local Authorities, **Local Authorities or Local Authority departments cannot be the lead organisation or apply for informal sector grants.**

Organisations that are companies limited by shares and are profit-making are not eligible to apply.

If you are working with other organisations, this section should be completed by the main organisation which will manage the budget.

## 5-25 years Guideline 3

The contact person must be someone in the organisation who fully understands your programme, can answer detailed questions relating to the application and can be contacted during office hours. Please note that we will contact you by email in the first instance, so you must provide an e-mail address.

## 5-25 years Guideline 4

You can work on your own, or with one or more partner organisations.

Awards under this part of the fund can be offered to individual organisations or organisations working together. We are encouraging partnerships from organisations wishing to work together in order to sustain opportunities through the sharing of information, training, resources and development of networks that support young peoples music making.

If you are going to work in partnership we will ask you to provide a letter from each of the partners showing that they agree to work with you on the this programme. If you have more than four partners please continue on a separate sheet. We encourage partnerships with Local Authorities but they cannot be the lead organisation.

## 5-25 years Guideline 5

In this section you must tell us **exactly what you wish to achieve** through your programme. For example: “We wish to improve the improvisation skills of a group of young musicians through delivering jazz workshops” or “We wish to improve the self confidence of a group of young people who have been victims of crime by delivering songwriting workshops”.

## 5-25 years Guideline 6

There are three sections in this Guideline: objectives, requirements, and priorities.

In this section you must give details of what you want to do and how you will do it. You must show how your programme meets the following:

**Objectives** – what we are trying to achieve

**Requirements** – what your programme **must** include

**Priorities** – activity we want to encourage

### 1. Objectives

The following overall objectives will be taken into account when we assess your applications. These are:

- **Widening participation**

We want to support programmes that enable all types of music to be accessible to all young people regardless of age, location, social or cultural background, and whatever their needs or circumstances.

- **Sustaining participation**

We want to support programmes that are part of a long-term strategy to support young people’s music making.

- **Organising participation**

We want to support programmes that are part of a long-term strategy to support young people’s music making. We want to support training for new and existing leaders and wish to support real partnerships that can make this happen.

- **Promoting participation**

We want to support programmes that promote access and excellence as complementary aims. We are looking for high quality creative programmes that are centred on the wants and needs of young people who will benefit most from this activity.

**Guideline 6 continues on page 4**

## 2. Requirements

We want more young people to take part in music making. Your programme **must include all the following elements:**

- Creative music making for children and young people 5-25yrs
- Structured music making activities that develop young people's musical skills including:
  - Improvisation
  - Composition/Songwriting
- Activity taking place out of school hours
- Activities led by a skilled music leader/s
- A trainee, working alongside the music leader/s
- Training opportunities for musicians, and music leaders

## 3. Priorities

We anticipate that there will be competition for resources and demand will be high. In making choices between applications, we shall base our decision on the following priorities.

- Partnerships between organisations working together to deliver music making activities
- Rock and Pop
- Dance music
- Programmes involving young people 14-18 years old
- Programmes involving young people living in areas with significant deprivation of musical activity
- Programmes involving young people with special needs
- Structured musical activities that contribute to young people's personal, social, educational and creative development

## 5-25 years Guideline 7

A programme can last between six and 24 months. All programmes will have to be completed by 31 March 2008.

You must tell us your proposed start and finish dates. The start date of your programme should be at least three months ahead of sending in your application as it will take us approximately three months to assess your application.

There are two deadlines for applications.

The first deadline is 4 July 2005. Decisions will be made about applications received on or before this deadline in September/October 2005. The second deadline is 10 October 2005. Decisions will be made about applications received on or before this deadline in January/February 2006.

1 <sup>st</sup> Deadline	Decision date	2 <sup>nd</sup> Deadline	Decision date	Your programme should finish by
4 July 2005	Sept/Oct 2005	10 Oct 2005	Jan/Feb 2006	31 March 2008

Fast Track Applications for ***less than £5,000*** can be made at any time and will receive a decision within six weeks.

**You should not start your programme before an award has been confirmed though you should be well advanced with your planning so you are ready to start immediately. We cannot fund programmes that have already begun.**

## 5-25 years Guideline 8

YMI activities can take place at any time. However, in order to encourage out-of-school hours activities which complement the school curriculum and local authority education provision, any activities in school time should be limited to a maximum of 25% of the total programme time.

You must give us an estimate of in and out-of-school time regarding the workshops and performances that you will provide.

## 5-25 years Guideline 9

### Monitoring

You must think about monitoring and evaluation at the start of your programme. There are different ways of collecting evidence and you will need to decide which are the most appropriate for your programme.

You will need to collect information at each workshop or event in order to complete your monitoring report form. The information will be both quantitative evidence, for example,

- How many participants (both boys and girls)?
- How old are they?
- How many workshops and music sharing sessions?

... and qualitative, for example,

- What are the experiences and opinions of children and leaders?
- Are you achieving the aims of the programme
- Are you recording opinions of parents?

### Evaluation

Evaluation should take place throughout the programme and will use the information collected through monitoring and other information to make judgements on how your programme has performed against what you set out to do.

In this section you should:

- List your proposed outcomes for the programme i.e. the targets by which you will measure whether you have met your aims and objectives.
- Explain what systems you will put in place for gathering information at your workshops and other activities.
- State who will be responsible for (a) gathering this information and (b) using it to evaluate your activities.

For more information about evaluating your programme please go to

[www.youthmusic.org.uk](http://www.youthmusic.org.uk)

## 5-25 years Guideline 10

You must show how your programme will be sustained after YMI funding has come to an end. This plan should show how you will help to develop the infrastructure and culture of music-making for children in your area.

Your plan can include:

- A strategy for how the music activity will continue beyond the life of the programme (including fundraising) The impact of continuing professional development [CPD] and training of music leaders, trainees and others
- Signposting for children and young people to other music activities in your area
- Resources (music resources, training manuals etc) and examples of good practice established, created or used during your programme
- The development of networks during the course of your programme that support music-making in your area

## 5-25 years Guideline 11

### Music leaders

Music leaders need to be experienced and must have both good music and social skills, relate well to children and young people and have leadership experience. Music leaders must also have experience of the proposed age group of children or young people as well as experience of supporting trainees.

We will consider up to four music leaders for each application but one must manage the team. The main leader must be mentioned in the application.

You will have to send us the CVs of all your music leaders. See **Guideline 22** concerning 'additional information'.

## 5-25 years Guideline 12

### Continuing Professional Development

Your programme must include continuing professional development opportunities [CPD] for your music leader(s) and trainee(s). This is because well-planned CPD will benefit every music leader no matter how experienced. The CPD can include training courses, seminars and skills sharing or shadowing opportunities. Any grant application can include payments for the costs associated with this and this should be budgeted for in section 7.

In addition the music leader(s), trainee(s) and project manager can sign up to [www.musicleader.net](http://www.musicleader.net) Youth Music UK's online resource for music leaders. The website will enable music leaders to access information on training opportunities and networking events and also share experiences.

## 5-25 years Guideline 13

### **Trainees**

Your proposal must include at least one trainee music leader. Trainees are people with some music-making skills who will, as part of your programme, be trained for leadership. They are not the participants. They could be a young musician, a member of your staff who has the commitment and potential to develop their skills, a young person (16-25yrs) or a parent.

We would encourage organisations to form partnerships with Further and Higher education establishments. You may like to contact Youth Music UK's Development Officer Nicola Killean at [Nicola.killean@youthmusic.org.uk](mailto:Nicola.killean@youthmusic.org.uk) in order to talk about partnership opportunities in this area.

Trainees will need a job description and a plan for their training. Trainees need specific support that includes regular feedback and discussions about their progress. **Trainees must be paid.** Their fee must be included in the budget. Further guidance on how to support a trainee can be found at [www.youthmusic.org.uk](http://www.youthmusic.org.uk).

You may like to consider putting in place systems of accreditation for training. You may know of an accrediting organisation that would approve your proposed training plan and offer the trainee a qualification. Information and advice about qualifications and accreditation can be found at [www.musicleader.net](http://www.musicleader.net).

## 5-25 years Guideline 14

### **Your management plan**

We expect you to have a clear plan for the management of your programme from the planning stage through to completion and evaluation. For example, you must take into consideration:

- The time needed for this role and the costs directly associated with it
- Who will develop your action plan and distribute your timetable of work?
- Who will liaise with us, the music leaders, partners and settings/venues?
- Who will recruit and support the trainees?
- Who will be responsible for setting and managing the budget and finances?
- Will you have group meetings?
- How will you involve parents and keep them up to date?
- Will you produce any newsletters and flyers?
- How will you measure whether you are meeting the aims of the programme?

## 5-25 years Guideline 15

### Equal Opportunities

All organisations applying for funding from us **must** have an Equal Opportunities policy. We will ask you to send us a copy of your Equal Opportunities policy.

For more information about equal opportunities or if you need to create a policy, we suggest that you talk to your local arts development officer or visit the following websites:

- Commission for Racial Equality – [www.cre.gov.uk/scotland](http://www.cre.gov.uk/scotland)
- Disability Rights Commission – [www.drc-gb.org](http://www.drc-gb.org)
- Equal Opportunities Commission – [www.eoc.org.uk](http://www.eoc.org.uk)

## 5-25 years Guideline 16

### Health and Safety

It is your responsibility to carry out all reasonable safety checks, in particular concerning the premises you are using, in order to ensure the safety of the children and young people in your charge. Contact details for organisations offering guidance on health and safety issues are available on the Scottish Arts Council website [www.scottisharts.org.uk](http://www.scottisharts.org.uk)

## 5-25 years Guideline 17

### Child Protection

All organisations applying for funding from us **must** have a Child Protection policy. We will ask you to send us a copy of your Child Protection policy.

Should an award be made it would be a condition of funding that Disclosure Scotland checks are carried out on all staff, music leaders, trainees and volunteers.

In the UK the law requires that all adults who are working with children must be checked for criminal convictions. Advice on how to undertake a police check is available from the following websites [www.children1st.org.uk](http://www.children1st.org.uk) and [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

Guidance on Child Protection issues is also available on:

<http://www.scottisharts.org.uk/1/information/publications/1000293.aspx>

### 5-25 years Guideline 18

You can apply for between £500 and £30,000

A maximum of 10% of the award you are seeking can be spent on music equipment and instruments. You will have to explain why you need this equipment and, as part of your sustainability plan (section 2b), how the equipment will be used after the programme is over. A written quote must be included for any proposed capital expenditure. **Awards will not be given which are for equipment alone.**

You should not budget to eliminate an existing deficit or plan to make a surplus for your organisation, so please do not ask for more money than you need. If your organisation is registered for VAT, the budget should be net of all reclaimable VAT.

You should only mention in this budget sums that are directly connected with your proposed programme.

### 5-25 years Guideline 19

**Partnership funds must be at least 10% of your TOTAL budget and must be in cash.** So, if your total programme costs £16,000, your partnership total must be at least £1,600. This would mean that the most that you could apply for would be £14,400.

Partnership funds can come from your own income, other public funders (e.g. local authorities), from trusts, foundations, sponsorship and earned income such as CD and ticket sales.

Partnership funding may be provisional (e.g. awaiting other funders' decision) at the time of submitting your application. If your application is successful we will require confirmation and evidence of partnership funding before releasing any payments. In the case of earned income, you will have to show who will underwrite this money if you do not raise enough to meet the 10% cash requirement.

**'In kind' support should not be included in your budget. You should tell us about any 'in kind' support in section 8d.**

## 5-25 years Guideline 20

### Leadership and artistic costs

These are the fees and wages paid to those specifically contracted or appointed to work on your programme. We encourage you to pay music leaders appropriate rates of pay. We follow the guidance provided by the Musicians' Union and the Incorporated Society of Musicians. For more information, please go to [www.ism.org](http://www.ism.org) or [www.musiciansunion.org.uk](http://www.musiciansunion.org.uk). The costs of supporting trainees should be included here, as well as the cost of CPD for your music leaders and trainees. **You must always give an hourly or daily rate of pay**, and this should relate directly to the number and length of workshops you are delivering. If your music leader needs time for planning, monitoring or evaluation, then this should be broken down and included separately.

### Materials

The cost of materials specifically required for your programme will be mainly of a one-off nature. These can include instruments but no more than 10% of the total award. If you need to spend more on instruments you should consider raising extra partnership funding. You can also include photography or videotaping. Designing and printing newsletters etc and other costs involved in letting people know about your programme should be included here. You must always break down the costs and justify their need.

### Overhead salaries

This refers to payments made to administrators and other staff involved in setting up, running or organising the programme. National Insurance and pension contributions should be included as staff costs, but not travel or expenses; these should go in 'other costs'. The proportion of salaries charged to the YMI budget must relate directly to the proportion of time to be spent on the programme. They must be clearly shown to be additional to costs covered by any other revenue funding you already receive. **You must always give an hourly or daily rate of pay.**

### Other costs

Costs of monitoring and evaluation should be included here. The costs of Disclosure Scotland checking can also be included. Additionally you can include costs of rent, rates, heating, lighting, postage, telephone, insurance, travel, cleaning and maintenance. Transport costs for children can be included but they must not exceed 10% of the overall budget. As a general rule, we do not expect more than 15% of the total cost to be spent on overheads and staff costs. For all staffing costs **you must always give an hourly or daily rate of pay.**

## 5-25 years Guideline 21

### 'In kind' support

These are goods or services that may be offered in support of your programme instead of a cash contribution. You must estimate how much these services would cost and include this information in section 8d.

For example, a school may offer you the use of its hall each week free of charge because of the activity you will be delivering for local young people. In usual circumstances the charge for its hire may be £150 per day, so if you were using this venue for 5 days in total, you would put down £750 total as your in kind support.

## 5-25 years Guideline 22

You must send us this form by e-mail as an attachment to [ymi@youthmusic.org.uk](mailto:ymi@youthmusic.org.uk)

You will then receive an email reply. You will also have to send some additional material by ordinary post. **Please wait until you receive confirmation of receipt of your application by e-mail from us before sending this as this will contain your Reference Number. You must use this on all correspondence.** This is what you must send us:

- Your latest signed audited or certified accounts
- Your signed and dated Constitution, Memorandum and Articles of Association or Rules
- If you are working as part of a consortium, a letter from each of the partners which shows that they agree to work with you on the YMI programme
- A copy of your equal opportunities statement or policy
- A copy of your child protection policy
- A copy of your completed application form **with original signatures in section 9**
- The CV or CVs of the music leader or leaders

Your application cannot be considered unless we receive all of the above. When you send the above, please enclose a covering note (or compliment slip) to identify the material as 'YMI Informal Sector - additional information' and ensure that you write your **Reference Number** clearly on each of the enclosed documents.

### Our postal address is:

Beth Nuttall  
Grants Administration  
Scottish Arts Council  
12 Manor Place  
Edinburgh  
EH3 7DD

We are keen to hear your views on these application forms. If you would like to comment on them please send your comments to [info@youthmusic.org.uk](mailto:info@youthmusic.org.uk).

Good luck with your application.



## **Additional important information**

### **Publicity**

Full listings of all the grants we award are published in our Annual Report and on our website. We also publicise some awards in our bi-monthly Information Bulletin and through the media. You will be required to acknowledge Scottish Arts Council funding in all your publicity (you will receive a Credit Kit explaining how you can do this). Failure to credit the Scottish Arts Council will affect payment of your grant.

### **Openness and accountability**

For the purposes of the Freedom of Information (Scotland) Act 2002 we are a Scottish Public Authority and any information held by us (which will include your application) is therefore potentially accessible by the public at large.

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

Meetings to consider your grant application may be held where members of the public and press might be present. Your application, supporting material and reports written by officers and independent assessors could be made available to the meeting at which your application will be discussed.

By submitting your application you waive any right to raise any type of proceedings against the Scottish Arts Council as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act (Scotland) 2002.

### **Data protection**

Data held on our grants management system is used for the following purposes: statistical reporting, application assessing, accounting purposes and for contacting you. The details of your grant will be public information (see Openness and Accountability). However, your personal details will be held within our grants management system and our paper files, and accessed only by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

You have a right under the Data Protection Act 1998 to access the data held on you by the Scottish Arts Council. You can do so by completing a Subject Access Request form. We view your signature on your application form as acceptance of the use of your data as outlined above.

Please note that if you deliberately give any false or misleading information, we will withdraw your application or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.

## **Appeals**

If you are dissatisfied with the way we have handled your funding application you can write or telephone us to tell us why you are unhappy. We will discuss your concerns with you and treat all comments you make very seriously. If you remain unhappy you may appeal formally against a funding decision we have made. All formal appeals must be made using our appeals form and sent to the Chair of the Appeals Committee within 28 days of the decision which is being appealed. You can obtain further information about our Appeals Procedure from our Help Desk and website [www.scottisharts.org.uk](http://www.scottisharts.org.uk)