Summary of key changes to the Open Programme – September 2010

If you have any questions about the new questions and requirements please
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The Open Programme was re-launched in June 2009, and since then we have made some more changes. This document summarises the key changes. It will be of use to applicants that have made an unsuccessful application since June 2009, and are planning to re-submit using the new forms and guidance.

Changes have been made to the following elements of the programme:

- Eligibility
- The application questions
- The supporting information you must submit with your application
- The match funding requirements

We advise reading through the new guidance, application form and hot tips in their entirety before you start your application.

Eligibility

- In addition to having been constituted for at least one year and with one year's set of accounts, your accounts also now need to demonstrate that your organisation has been providing activities or services for at least one year.

Application questions

- The order of the form has been re-arranged. Some new questions have been added, some have been merged and some have been removed.

Section 3 – your project

- **Q3.6 What are you going to do? *new**
  This is a new question asking for the day-to-day, face-to-face, look and feel of your project, asking about the activities you are going to provide for the children and young people who are taking part in your project. This is also your opportunity to tell us what is distinctive and/or innovative about your project.

- **Q3.9 How will you ensure the quality of your project and music-making activity? *new**
  This is a new question asking why you believe your music making activity will be high quality, and how you plan to ensure it remains that way. This would be a chance to refer to your organisation's quality assurance policy or framework.

- **Q3.13 and 3.14 What legacy will your project leave behind?**
  This question has been divided into two, so you are asked to detail separately the legacy plans of the project for your organisation, and the legacy plans of the project for the children and young people who are taking part.

- **Q3.15 How much money are you requesting from Youth Music (this figure should correspond to the one given on your project budget)?**
  We are now asking for this information in the application form (as well as the project budget form) so that the data feeds directly into our grant database.

- **Q3.16 What is your total project budget (including match and in-kind – this figure should correspond to the one given in your project budget)?**
  We are now asking for this information in the application form (as well as the project budget form) so that the data feeds directly into our grant database.

<u>Section 4 - participation</u>

- **Q4.4.2 How many participants will be 'core' participants (i.e. those who will take part in core project activity, rather than just taster sessions)?**
  We have included this question to help us with our value-for-money calculations, to get a sense of how many of your participants will engage with the project over a sustained period, rather than for one or two sessions.

<u>Section 5 – management and leadership</u>

- **Q5.9 – 5.11 The Buddy Scheme *new**
  This is a new non-compulsory scheme available exclusively to Youth Music Open Programme projects. The buddy scheme will link together two Open Programme projects in order for them to develop a mutually beneficial relationship. This is a new approach to CPD for your project staff, and a proportion of your budget can be allocated to cover the costs of taking part in the scheme.

  We will endeavour to buddy you with an organisation that complements yours, and your buddy relationship can develop in any way that you and your

buddy see fit. As well as supportive and problem solving phone calls and emails, Youth Music envisages some travelling/exchange of music leaders and/or managers and/or trainees between the two projects to share their practice.

The questions in the application form asks you to detail the areas in which you would feel confident to advise another project, and areas where you could benefit from support from a 'buddy'. The areas you identify as needing support in will not be used in the assessment of your application.

Section 7 – publicity *new

- This section asks for information about your project that we can include in the project search function on our website.

Section 8 – repeat applicants

- **Q8.3.1 Does your project meet repeat applicant criteria 1 – working with new or additional groups of children and young people from your previous project * new**
  It is now a requirement for all repeat applicants to meet this.

- **Q8.4 and 8.5 describe how the project meets the repeat applicant criteria, and how the learning and experience from your previous project has informed this one.**
  We would be unlikely to fund a project that looks like a continuation from a previous project, and so want to know how the learning from the previous project has informed the development of the new project.

Supporting information you must submit with your application

- **All supporting information must now be submitted alongside the application form – there is no flexibility with this rule**
  Any application missing any of the required attachments at time of submission (11.59pm on the closing date) will be deemed ineligible. Whereas in the past we have been flexible on this issue, the sheer number of applications we receive means that we now need to receive all supporting information alongside the application.

- **Budget Form Changes**
  We have a new-look budget template. There is an example budget in the download section of the website, which shows how we expect the form to be completed.

- **Session Details Form**
  Questions relating to session details and performance opportunities have been rolled into one handy spread-sheet, which needs to be downloaded, completed and then uploaded as part of the attachments section. This is so we can see the kind of musical activity that you will be providing.

Match funding

- In view of the current economic climate, we have relaxed the rules in relation to our match funding requirements. Although we still require applicants to secure at least 10% of the project cost through match funding, only 5% of this needs to be in cash – the rest can come from in-kind contributions.