

YOUTH MUSIC

WELCOME PACK

Everything you need to know about being an Industry Connect
funded partner

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Welcome to the Youth Music community

Firstly, congratulations for getting here – you are now a **Youth Music funded partner**.

We're excited to welcome you into our community of grassroots music education and industry experts.

This pack will explain what being a Youth Music partner means. It will show you:

- What you need to do to receive your grant payments.
- What we expect from you as a funded partner.
- What support you can expect from us.

It also outlines the opportunities that are available to you and the young people you work with.

Make sure you save this to your desktop for future reference.

Part 1

Introducing Youth Music

- **About us and our Grant-making principles**
- **Meet the team**
- **Your Youth Music contact**

YOUTH MUSIC

About Us

We're a national charity. We help marginalised young people to make and monetise music.

Every year, we raise £10 million to fund inspirational grassroots music projects and support aspiring young creatives up and down the UK.

We're campaigning to break down barriers for young people facing inequity, exclusion and discrimination.

Youth Music is currently funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors.



Our Grant-making principles

These 10 principles shape the way we work with you. This means doing things like being flexible, responding to your emails quickly, and producing useful content like this welcome pack!

You can tell us how we're doing in our annual Stakeholder Survey.

1. **Be accessible**
2. **Be participatory**
3. **Don't waste time**
4. **Ask relevant questions**
5. **Accept risk**
6. **Act with urgency**
7. **Be transparent**
8. **Be flexible**
9. **Be clear about relationship**
10. **Have light touch reporting**

We're part of the community of Flexible Funders. Read more about this work on the [IVAR website](#).



Be the Change

We want Industry Connect to exemplify good practice in three important areas. What progress can we make in the next 12 months?

Safety and Rights

The culture in the music industries needs to change if we want underrepresented and marginalised communities to be able to take their seat at the table.

We want to lead the way on safety and rights, and work with you to develop practices and policies that model good practice. Fair pay, safeguarding and creative rights are central to this.

We'll use our collective voice to advocate for change. One of the coalition research pieces will focus on safety and rights.

The skills gap

We know that many college and university pathways programmes are not fit-for-purpose for careers in the modern-day creative industries.

This leaves a skills gap, whether that's skills to help you have a sustainable freelance career, or meet wider industry shortages.

We hope, through our collective work, to shine a spotlight on what's needed, and encourage others to make their programmes more relevant and industry-facing. One of the coalition research pieces will focus on the skills gap.

IDEA (Inclusion, Diversity, Equity, Access)

We're excited by our portfolio of funded partners championing IDEA across England, Scotland and Wales. Whether it's Industry Connect grants or in our wider portfolio of Trailblazers, Catalysers or NextGens.

If you need to progress IDEA in your organisation, then Industry Connect is the perfect place to accelerate your journey. Make the most of your coalition partners, and remember we ask that young people always have a seat at the table.

Introducing the Grants & Learning team pt.1



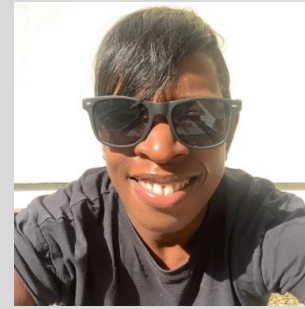
Ella
(she/her)
South East



Elliot
(he/him)
London



Jess
(she/her)
North West
East of England



Michelle
(she/her)
Yorkshire



Rachel
(she/they)
South West



Sam Harvey
(he/him)
North East
Scotland



Sam Scott
(he/him)
Nationals
Wales



Sprout
(they/them)
East Midlands
West Midlands

Grants & Learning Officers

Providing funded partner and regional support

Your Youth Music contact

The Grants & Learning team looks after over 450+ grants.

You've been given a dedicated Youth Music contact from this team. They're your first port of call throughout your grant.

They will read your reports, sort out your grant payments and answer your questions.

Introducing the Grants & Learning team pt. 2

The wider team

Providing strategic, finance and admin support



Jana
(She/Her)
Programme
Manager



Carol
(she/her)
Programme
Director



Phoebe
(she/they)
Programme
Officer



Zoe
(she/her)
Head of Grants

Getting in touch

We shared the name and email address of your Grants and Learning Officer in your grant offer email.

If they're not available, you can send any urgent queries to grantholders@youthmusic.org.uk which is monitored by our Grants and Learning team.

You can also contact us by phone on 020 7902 1060.

If you want to contact other members of staff, you can find the [full team page on our website](#). Our email addresses are firstname.lastname@youthmusic.org.uk

Part 2

Managing your grant

- **Key words**
- **Key responsibilities as a funded partner**
- **The Grant Journey**
- **The Grants Portal**
- **Getting your grant payments**
- **Reporting to Youth Music**
- **Making changes**

We work hard to make our language inclusive and accessible for everyone. Here are some useful “Youth Music” terms.

Funded Partner: Organisations that have a grant from Youth Music (that’s you!)

Youth Music Contact: The friendly person at Youth Music who reads your reports, answers your questions and sorts out your grant payments.

Funding Agreement: The legal document that you sign at the start of the grant. It outlines the terms of your grant, what your responsibilities are and what Youth Music's responsibilities are. It’s similar to the contract you might have for a job.

Payment Conditions: What you need to do to get each of your grant payments.

First Payment Form: The online form you upload all your first payment conditions to (including your signed funding agreement).

Progress Report: A report you complete on the grants portal to tell us how your grant is going or, at the end of your grant, how it went.

Grants Portal: The online system that you use to submit applications to Youth Music. You will also use it to submit reports and complete payment conditions. You might also hear it referred to as CCGT or CC Grant Tracker (this is the name of the company who runs the system).

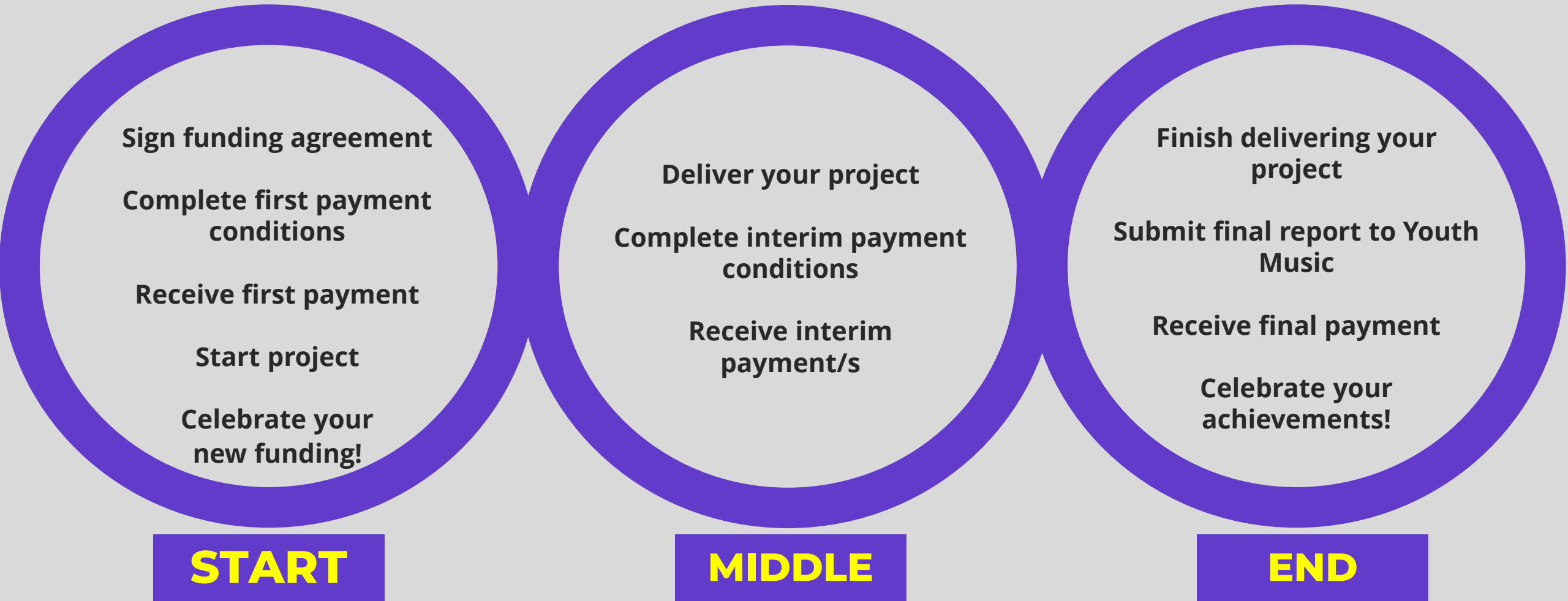
Key Words

Key responsibilities as a funded partner

- It is your responsibility to read your **funding agreement** and follow its terms, including passing on key requirements to relevant members of your team.
- **Grant money can only be spent on grant activities**, as agreed by us.
- Grant money is **restricted income**, and it must be treated as such in your accounts.
- You must **submit reports and other requirements on time** and communicate any delays in advance.
- You have a responsibility to **provide a safe environment** for your team, staff and young people – you must have in place **correct insurance and comply with all relevant statutory legislation**. This includes having employers' and public liability, complying with company and Charity Law, the Data Protection Act, and the Equality Act and having up-to-date recruitment policies and contracts in relation to your employees and sub-contractors. Policies and processes should be in place and active.
- **Your organisation is responsible for the grant**. You have ultimate responsibility for ensuring the grant is delivered as agreed, meeting the terms of your funding agreement and all of Youth Music's requirements. **You cannot pass this responsibility onto another organisation or individual**. This remains the case even if the individual who submitted the application leaves your organisation – as the funding agreement is with the organisation not the individual.
- **You must tell us if a key person leaves or changes roles**. This includes the key contact and your safeguarding lead.
- **Tell us about significant changes you wish to make during your grant**.

The Grant Journey

- Your grant will be split into two or more payments.
- Your funding agreement says what you must do to draw down each payment. These are known as “payment conditions”.



The Grants Portal

The Youth Music online Grants Portal is where you submitted your application.



You submit your first payment conditions (including your funding agreement) and reports through the portal too.

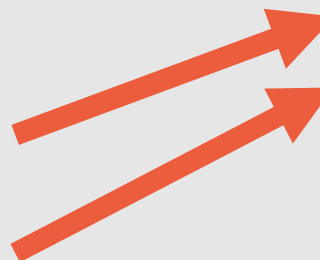
To access the Grants Portal visit <https://grants.youthmusic.org.uk/>
We recommend you bookmark this link now.

You will need the login details you used to submit your application. If you've forgotten your password then just follow the 'forgot password' link to set a new one.

Once you've logged in:

Click on 'My Grants' to find your active grants and to complete reports.

Click on 'My Tasks' to complete your first Payment Conditions.



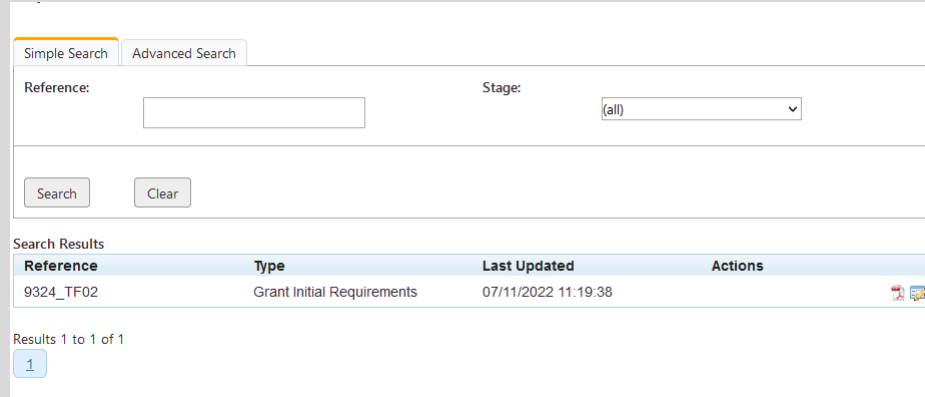
Is there more than one person doing the admin of your grant?



Speak to your Youth Music contact so we can add their details onto our system.

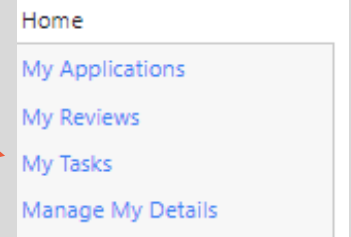
The Start Getting your first payment

Your funding agreement was attached to your offer email. You must sign and upload this and other requested information to receive your first grant payment. [Watch our tutorial video on how to sign your funding agreement](#). We'll now break down the steps:

1. When you login into the grants portal, click on My Tasks > Grant Initial Requirements.



Reference	Type	Last Updated	Actions
9324_TF02	Grant Initial Requirements	07/11/2022 11:19:38	 



2. Click on the edit icon to go into the form and to start uploading your documents and information.

Payment conditions may differ from grant to grant, but the portal will take you through things step by step. **Things to do at this stage:**

- **Read your Funding Agreement fully and make a note of reporting deadlines in your diary.**
- **Ensure you've included all the information asked of you.**
- **Everything must be submitted on the portal, please don't email documents.**
- **When you're ready to submit, be sure to press the "submit" button, not just "save and close".**
- **Ask your Youth Music contact if you're unsure at any stage in the process.**

Please note that it can take up to 30 days to receive your first payment, after clicking submit.

The Middle

Interim Payment

Conditions and

Payments

You may have interim payment conditions part way through your grant. This is an online report and budget update.

Your Funding Agreement will tell you if you have any interim payment conditions, what they are, and when they are due. You can also check this on the grants portal. **Most organisations will also be required to submit revised safeguarding policies at this stage.**

Grant [reporting templates are on the Industry Connect Grant Page](#), so you can look at what you need to complete in advance and build this into your project and evaluation plans.

Interim payment conditions are submitted via the Grants Portal. The portal will send you a reminder email 30 days before they are due.

An important note on payments...

- We can only give you your next grant payment if you've spent at least 75% of any payments you have already received.
- **If you have not spent 75% of previous grant payments, then you should contact your Youth Music contact and ask to delay your report and payment.**

Again, please allow 30 days from the point you submit your interim payment conditions for payments to be made.

The End Final Report and Payment

All Funded Partners must complete a final report. This should be submitted once all project delivery has finished, and you have spent the full amount of your grant.

Your Funding Agreement will tell you when your final report is due. You can also check this on the grants portal, but it is usually the last day of your grant. The Grants Portal will send you a reminder 30 days before it is due.

Grant [reporting templates are on the Industry Connect Grant Page](#), so you can look at what you need to complete in advance and build this into your project and evaluation plans.

If your report is due but you are still delivering your project – STOP! Contact your Youth Music contact to discuss a project extension. We want to read about the full impact of your work – so it's much better to submit it once everything has happened.

If your report is due but you haven't spent your total grant award – STOP! Get in touch with your Youth Music contact to discuss what you would like to do with the unspent money.

***NB:* If you have committed but not spent all the money then we can make the final payment, provided all delivery is finished. For example, delivery has finished but you're still waiting for invoices from your artists or you're waiting to pay a bill once the grant money has arrived in your bank account. We consider committed money as 'spent' so it's fine to list it as this in your report.**

If you are having cashflow difficulties relating to grant payments – please ask us for support.

Making changes to your grant

We want your project to be responsive and co-created, and flexibility is key to this. We also know that things don't always go as planned. We're here to help – so don't worry if you do need to make changes.

You don't need to tell us about every minor adjustment to your grant (for example deciding to deliver on Mondays instead of Tuesdays, or work with a different guitar tutor). **But there are some things you should discuss with us in advance:**

Changes to dates

- If you want to change your grant end date.
- If you want to change a report deadline.

Changes to your budget

- Changes that total more than £1,000.
- Changes that bring your capital costs to more than 20% of your Youth Music grant.

Changes to delivery

- Reducing or increasing the number of core participants by more than +/- 20%.
- Changing geographic delivery areas.
- Changing the funding theme/s
- Changing who you're working with (e.g. age group, demographic, barriers faced).
- Changing a key venue or delivery partner.
- Changing a key project/programme output.

If you want to make these changes, email your Youth Music contact with the following information:

- Grant URN
- The change you are requesting
- Reason for the request
- Any impact on budget
- Any impact on grant end dates or report deadlines
- Anything else you think we need to know

We aim to be flexible and approve all changes whenever possible and as quickly as possible.

Our experienced team can advise and support if things have changed and you're not sure how to move forward.

Don't worry if things aren't going to plan. Ask us for support.

Part 3

Communications

- **Announcing your Funding**
- **Celebrating your Successes**

Announcing Your Funding



We ask all Funded Partners to shout about their Youth Music grant. It helps to raise awareness of our work (and yours!) and increase the profile of music-making with young people.

Our [Comms Toolkit](#) has social media images, logos and other support to help you to:

- Get a story in your local press
- Shout about the grant on social media.
- Add our logo to your website.
- Ensure posters or other assets include the Youth Music logo.
- Get in touch with our comms team for press release quotes and key messages.

We'd also love your support in amplifying our own content across social media, to help us raise awareness of issues affecting young people and our sector.

Celebrating Success

Harrogate Advertiser

Harrogate Brigantes' successful Kids Aloud project awarded Youth Music grant

Harrogate Brigantes Rotary club is celebrating after being awarded almost £6,000 for its Kids Aloud project.

The scheme was handed the funds by Youth Music, a national charity funded by the National Lottery through Arts Council England, in what the club says is a clear public endorsement of the importance of the initiative.



Got something exciting to tell us?

Great, we want to hear all about it. Maybe you've won an award or have an event coming up. Perhaps a young person scored a radio play or launched something significant.

Here's who to get in touch with if you have things to celebrate:

- Your Youth Music contact – invite us to events, let us know when music's coming out etc.
- Our Comms Team – you can send press releases, news stories and significant announcements to comms@youthmusic.org.uk.
- Social Media – tag us on [Facebook](#), [Instagram](#), [TikTok](#), [LinkedIn](#) or [Threads](#). We hear so many brilliant stories every day, we can't share them all – but we do love to see what's happening.

Part 4

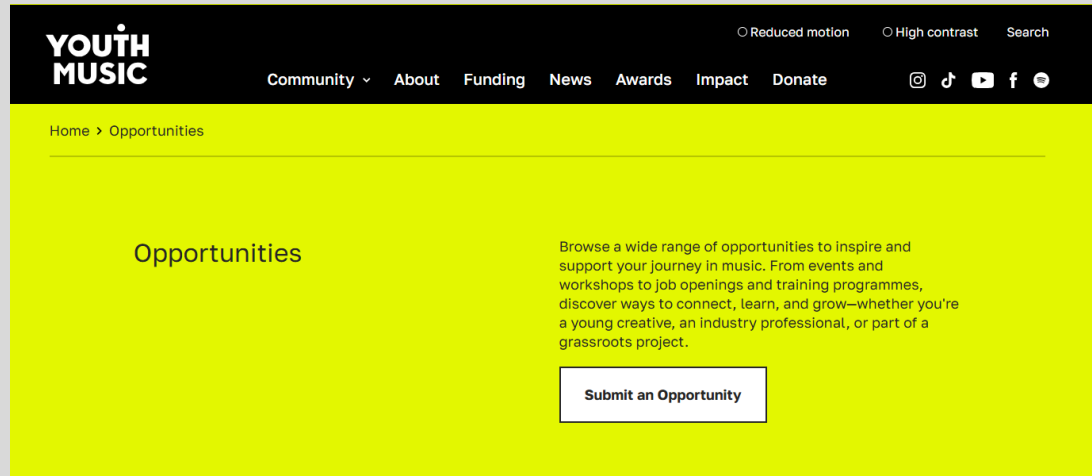
Opportunities

- **To help you deliver your grant**
- **To support you to learn and develop**
- **To support Young People to develop creative careers**

NB: all the images in this section are hyperlinked to take you straight to where you need to be!

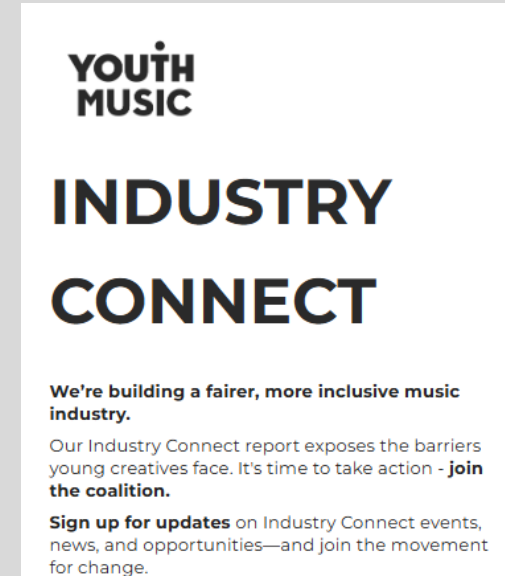
Opportunities

Submit a job, event or training session on our website



We expect you to use this space to advertise jobs and opportunities funded via the grant. Where timings permit, we will include them in our regular newsletters for our NextGen audience, or the projects and professionals we work with across the UK. [Sign up for these Newsletters here](#), for the latest news jobs, freelance work and opportunities!

Sign up to our Industry Connect Coalition



Stay up to date on all things Industry Connect. Designed for all members of the coalition, this audience will receive a quarterly round-up and the latest info on events, policy and research.

Click on the images for more information

Exchanging Notes



Check out our YouTube playlist for recordings of previous sessions:



Exchanging Notes is our free online learning and development programme. It delivers the latest thinking to be more sustainable, more diverse, and more effective in work with 0-25s.

From safeguarding to evaluation to youth voice to fundraising, Exchanging Notes has something for everyone. Click the image above to take you to the latest schedule....

Exchanging Notes Sessions ▶ Play all

External Research

Peer Analysis

Market Research

Supportive

57:56

YOUTH MUSIC Empower Hour

Practical Tips on How to Increase 'Hard to Reach' Young People's Engagement

Thursday 10 September, 1pm-2pm

51:09

YOUTH MUSIC Empower Hour

Access and Inclusion - Starting Young

Thursday 21 October, 1pm-2pm

Made with Music

51:34

Youth Music Branding Journey (Empower Hour) Empower Hour - Practical Tips on How to Increase... Empower Hour - Access & Inclusion, Starting in the Ear...

Click on the images for more information

Youth Music Awards



Our flagship annual celebration for everyone in our community, from artists and entrepreneurs to grassroots projects and young leaders.

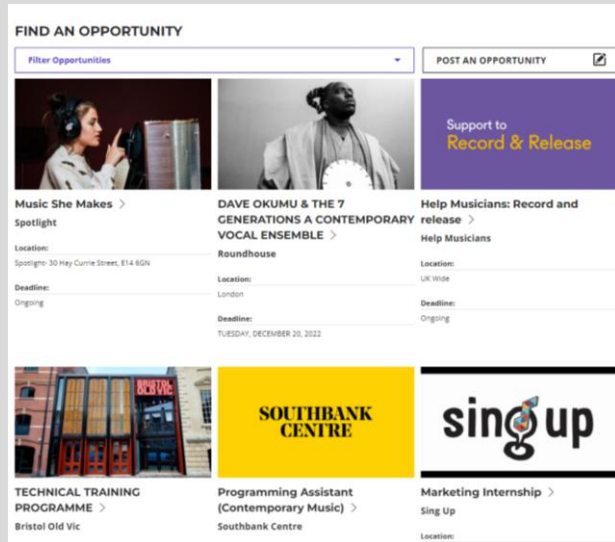
The ceremony is hosted by young people, and has seen amazing performers from our projects, from BBC Sound of 2021 Artist Pa Salieu, 2024 Mercury Prize Winners English Teacher and 2025 MOBO award winners ALT BLK ERA.

Nominations are open to all Funded Partners from the last 5 years. Nominations for this years' awards are now closed, but we'll contact you to let you know when they open again for the next year (usually January/February).

Worried you can't afford to attend? We offer access budgets to help shortlisted nominees travel to the ceremony and stay overnight. **Not sure if there's a category for you?** There's a wide range, designed to offer something for everyone. **Bad at blowing your own trumpet?** All the more reason to get involved!

Youth Music NextGen Community

For 18-25s interested in a creative career



Alongside organisational opportunities, our **Opportunities Board** also has the latest performance, competitions, work experience, training, networking opportunities and paid internships for young creatives in the music industries.



The **Youth Music NextGen Fund** offers young creatives grants of up to £3,000 to make their ideas happen.

YOUTH MUSIC

THANK YOU

Studio LG01, The Print Rooms,
164-180 Union St, London SE1 0LH
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**YOUTH
MUSIC**



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ENGLAND**