YOUTH MUSIC

WELCOME PACK

Everything you need to know about being a funded partner

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Welcome to the Youth Music community

Firstly, congratulations! You are now a **Youth Music funded partner**.

We're excited to welcome you into our community of grassroots music 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 file 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, Postcode Lottery players, 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 Funded Partner 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.

Introducing the Grants & Learning Team Part 1

Ella
(she/her)
South East

Elliot
(he/him)
London

Jess
(she/her)
North West
Access Lead

Michelle
(she/her)
Yorkshire & The Humber
Industry Connect Lead

Cem Yatak
(he/him)
East of England
South West

Sam Harvey
(he/him)
National
North East
Scotland

Sprout
(they/them)
East Midlands
West Midlands

Grants & Learning Officers

Your main point of contact for your Youth Music grant

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 review your reports, sort out your grant payments and answer your questions.

Introducing the Grants & Learning Team Part 2

The wider team

Providing strategic, finance and operational support

Jana
(She/Her)
Programme Manager

Carol
(she/her)
Interim Co-CEO

Phoebe
(she/they)
Programme Officer

Rachel
(she/they)
Programme Due Diligence Manager

Sam Scott
(he/him)
Programme Manager

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 inbox which is monitored by the 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.

Managing your grant

Part 2

- Key words
- Key responsibilities as a funded partner
- Finances and the current climate
- The Grant Journey
- The Grants Portal
- Getting your grant payments
- Reporting to Youth Music
- Making changes

Key Words

We work hard to make our language inclusive and accessible for everyone.

Here's a glossary of some common 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 and conditions 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). You access this via the Grants Portal.

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. You access this via the Grants Portal.

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 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.
- You must **submit reports and other requirements on time** and communicate any delays in advance.
- **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 on to another organisation.** 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.** More information on grant changes is on this slide.

Safeguarding

Youth Music funded partners play a vital role in supporting the safety and wellbeing of the children, young people, staff and wider communities they work with.

- 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, 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.
- You must ensure your safeguarding policy meets our safeguarding minimum standards, and safeguarding must be an essential part of your culture and ways of working.
- You **must inform us** if a serious safeguarding incident occurs in your organisation. Youth Music uses the Charity Commission's definition of a serious incident. For the avoidance of doubt, you must notify Youth Music's Safeguarding Lead regardless of your organisation type.

Our Safeguarding Hub contains guidance on our minimum safeguarding standards, developing a safeguarding culture, and signposts to resources. If you need further support or signposting, please get in touch with your Youth Music Contact.

The Youth Music Safeguarding Lead is Angela Linton. The Deputy Safeguarding Lead is Rachel Sears.

Finances and the current climate

Youth Music knows that we are operating in difficult financial times. We recognise that, as a result, organisations may be struggling with cash flow and finances.

We therefore highlight the following to all our funded partners:

- **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.

This means the grant can only be spent on the programme outlined in your application form. It's also our expectation that people are paid on time. You can't use the grant to cash-flow other activities.

If you have any cashflow issues relates to your grant, then please contact us. You can find out more about our Flexible Funding Policy on our website.

- Our **success rates are at a historic low** (just 18% last year)

This means you can't rely on Youth Music funding in the current environment. We encourage you to think about income diversification and income generation post-grant now. Our Finance and Fundraising Hub and Youth Music Exchange learning programme can offer further advice and support.

The Grant Journey

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

START

Read and sign funding agreement

Complete first payment conditions

Receive first payment

Start project

Celebrate your new funding!

MIDDLE

Deliver your project

Complete interim payment conditions (usually a report)

Receive interim payment/s

END

Finish delivering your project

Submit a final report to Youth Music

Receive final payment

Celebrate your achievements!

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.

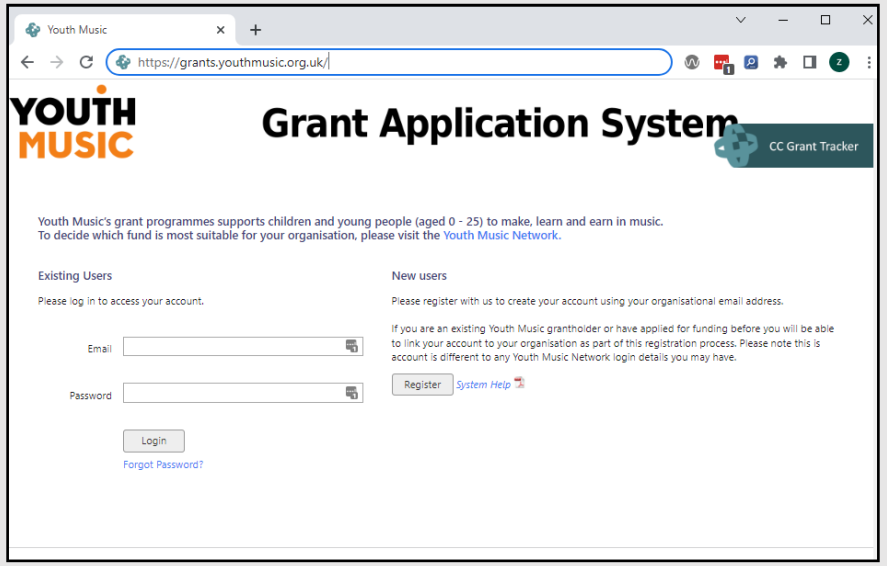
To access the Grants Portal visit
https://grants.youthmusic.org.uk/
We recommend you bookmark this link now.

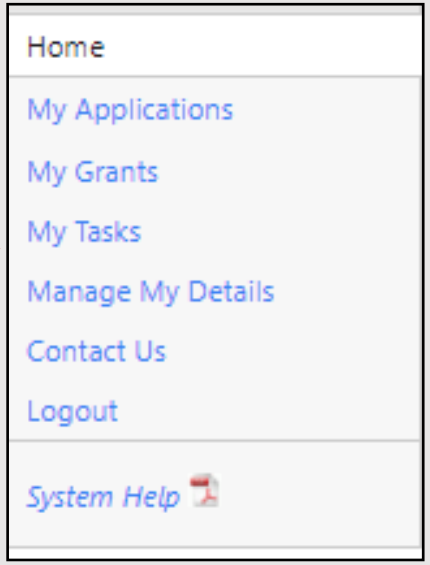
You will need the login details you used to submit your application. If you've forgotten your password then just follow the 'forgot password' link to set a new one.

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?

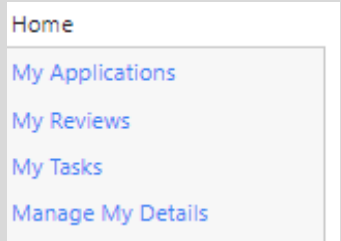
Speak to your Youth Music contact so we can add their details onto our system.

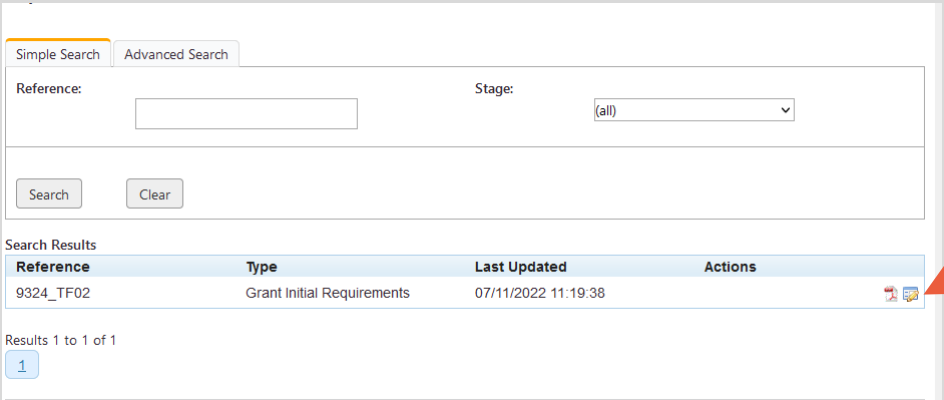
The Start

Getting your first payment

Your funding agreement was attached to your offer email. You must sign and upload this and other information to receive your first grant payment. [Watch our tutorial video on how to sign your funding agreement](#).

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





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 usually a report, a budget update, and/or a phone call with us.

Your Funding Agreement will tell you if you have any interim payment conditions, and if so what they are and when they are due. You can also check this on the grants portal.

Grant reporting templates are on our website. Please take a look at what you need to complete, so you can 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. The only exception is if the condition is a phone call. If so, your Youth Music contact will be in touch directly to arrange this.

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 email your Youth Music contact and ask to delay your report.**

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

The End Evaluation report and payment

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

Your Funding Agreement will tell you when it 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.

There are reporting templates are on our website., so you can have a look at what you need to complete and build this into your project and evaluation plans.

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

***However* - 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.

Top tips for evaluating your Youth Music project

Your evaluation is primarily for your learning. We believe that you can learn from what didn't go to plan just as much as what did.

Things you need to know about Youth Music's approach:

- **Flexibility in reporting formats** – there are some standard questions you will have answer, but the main part of your report can be submitted in whatever format you choose (e.g. written report, webpage, PowerPoint, podcast, video…..)
- **Multi-purpose outputs** – you can create something to use beyond reporting to us (e.g. reporting to other funders, promoting your project, as a training tool, case studies for your website…..)
- **Proportionality** – your evaluation doesn't have to cover every part of your project. Focus on the key achievements and learning you've seen through the project.
- **Budget/time** – include budget for evaluation and build it into your project timeline.
- **Essential monitoring data** – there is some data Youth Music asks you to collect, but we have tried to make this as light-touch as possible. Make sure you know what it is before you start delivery.

We are here to help – get in touch with your Youth Music contact, attend an Explore Evaluation workshop, or look at our online resources for support.

Evaluation and reporting is useful to:

- Understand if your work is effective
- Learn from what works well and what does not work.
- Know if you are reaching your target participants.
- Hear from young people directly.
- Share your learning with others.
- Evidence your achievements.

Youth Music reads your reports:

- Your reports help us understand the impact of our funding.
- They also provide content and inspiration for case studies, resources and our annual Impact Report

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 plans can change as a result. We're here to help – so don't worry if you do need to make changes.

You don't need you 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 music leader). **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 grant is delivering against.
- 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 have to move forward.

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

Communications

Part 3

- 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 your work (and ours!) and helps spotlight the impact of music for young people.

Our Communications Toolkit has images, logos and guidance to help you to:

- Get a story in your local press.
- Shout about the grant on social media.
- Download Youth Music's logo for your website.
- Ensure posters or other assets include the Youth Music logo.
- Contact our Communications 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.

Jack Drum Arts @jackdrumuk · Nov 8

Lovely to have a visit from Carol at @youthmusic today who fund Get Set Samba, Rockband, our refugee music activities & our youth leadership programme. After a catch up with the team Carol got stuck in to some drumming with our group lead by Dylan from our youth leadership team !

5 20

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 contact us if you have things to celebrate:

- Your Youth Music contact – invite us to events, music sessions, let us know when music's coming out etc.
- Our Communications 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

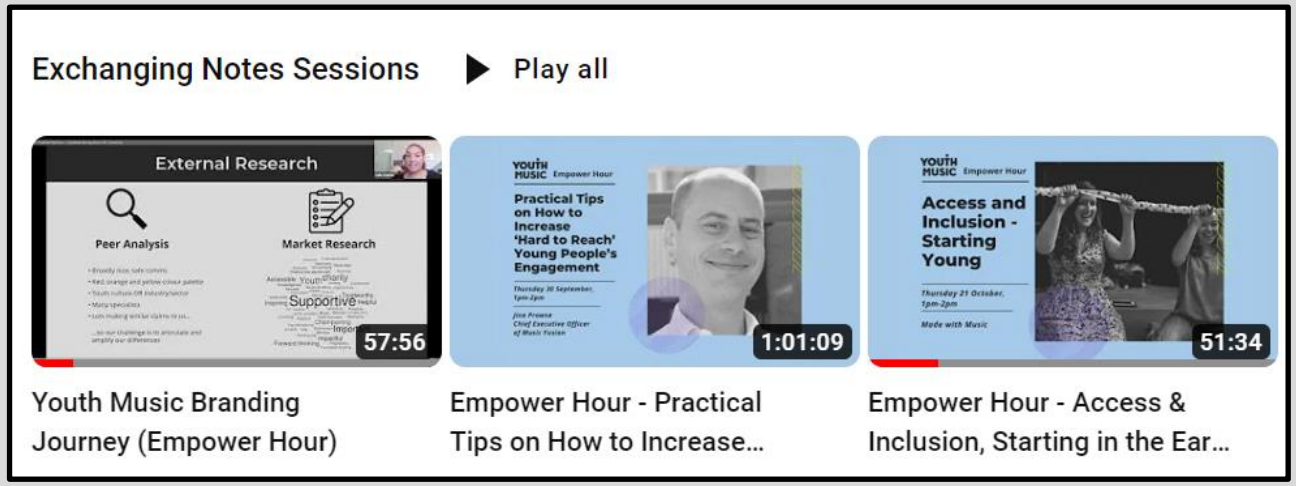
Note: All the images in this section are hyperlinked to take you straight to where you need to be!

Youth Music Exchange

Exchange is Youth Music's online learning and networking series for the next generation of music-makers, the people who support them and the industries they're going in to.

It's a space to build skills, connect with peers, hear from experts and explore new ideas through free online workshops and panels. And it's open to anyone who wants to be part of a more inclusive and diverse future of music.

Check out our YouTube channel for recordings of previous sessions:



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.

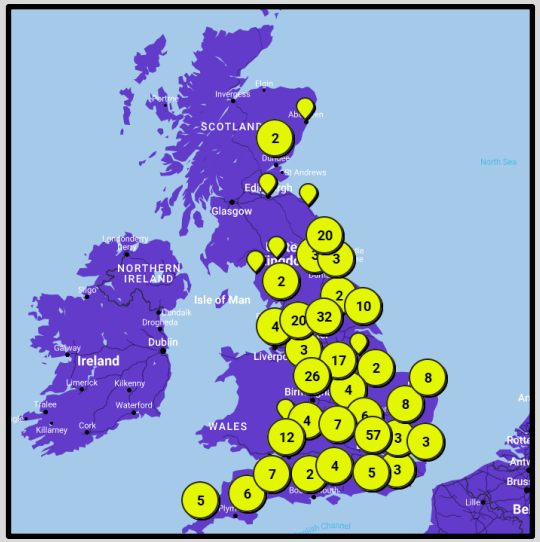
Not sure if there's a category for you? There's a wide range, designed to offer something for everyone.

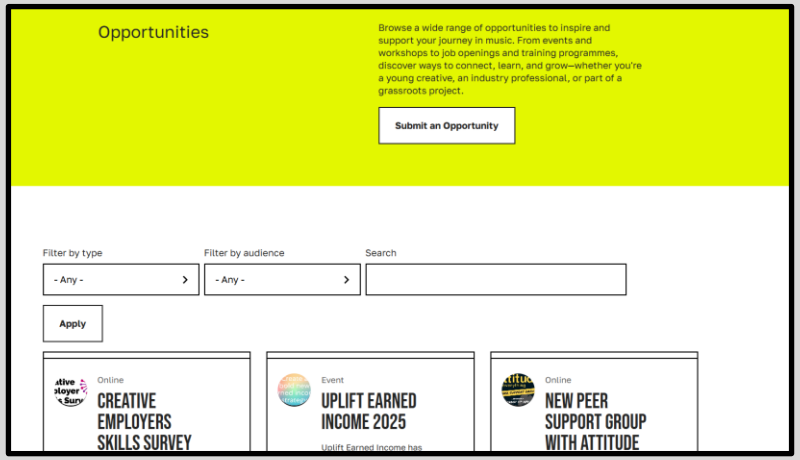
Bad at blowing your own trumpet? All the more reason to get involved!

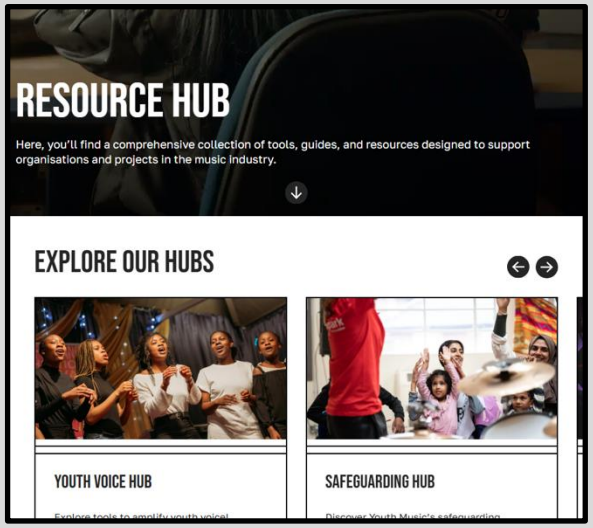
Youth Music Resources

The community pages of our website have lots of resources for those who work in music with children and young people. This includes:

- A Resource Hub with a comprehensive collection of tools, guides and resources
- An Opportunities Board where you can submit and browse events, jobs and training opportunities.
- An interactive Project Map showing who we're currently funding across the UK. You can use this to find other Youth Music funded projects near to you.



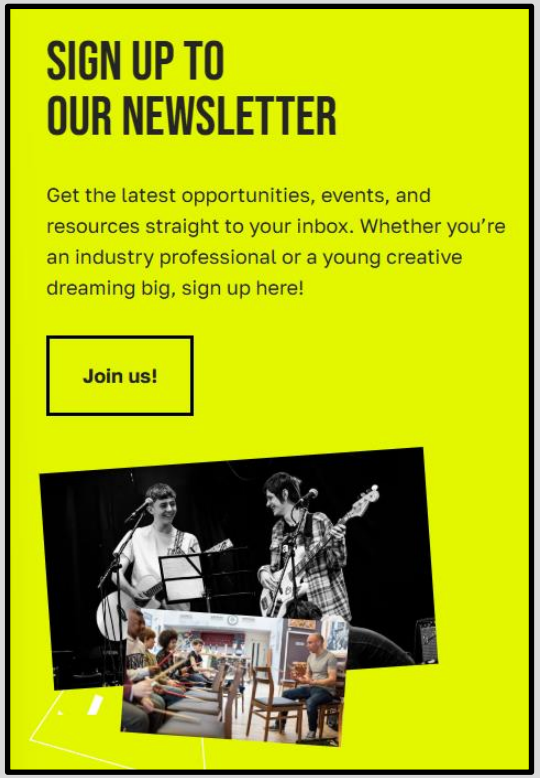




Get involved

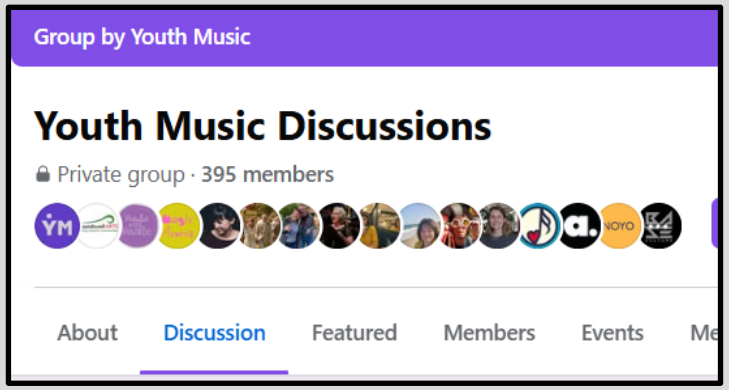
There are lots of way for you to connect with the Youth Music Community.

Click on the images below to visit each page.



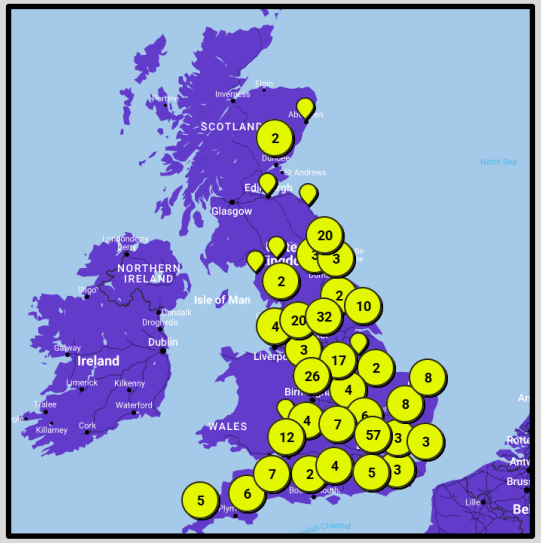
Our Newsletter

A round-up of the latest jobs, events, and opportunities.



Facebook Group

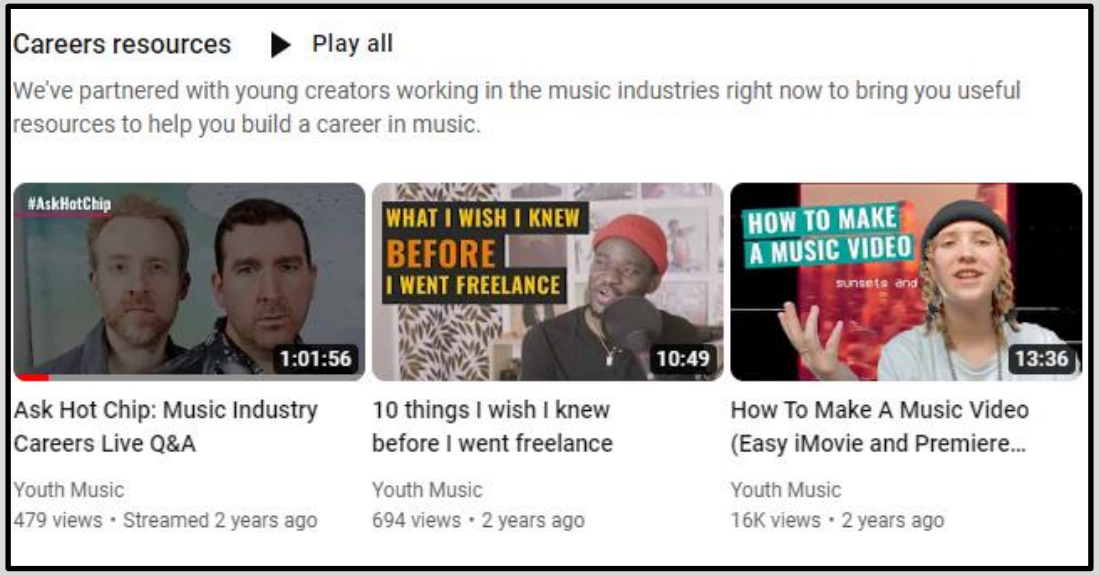
Connect with others running Youth Music projects



Project Map

Explore our interactive map to find other funded partners to connect to.

Teaching Resources



Talking about creative careers?

Our **Careers Resources YouTube Playlist** features short videos from our NextGen Community of 18-25s who are working in the music industries.

Charanga YuStudio is free to all Youth Music funded partners. It's a creative music suite, which includes a full-featured music production platform and a secure online space where young people can share music. Once they're set up with an account, they can access this cloud-based system from anywhere with an internet connection.

Click here to find out more and sign up for a free licence

Youth Music NextGen Community

For young creatives (aged 18 – 25) who aspire to develop their creative practice and work in the music industries of the future.

- Our NextGen Community consists of over 300 Youth Music NextGen Fund recipients and alumni, people taking part in one of Youth Music's 500 funded projects and other young creatives who want to be part of a wider network.
- The Community offers access to development opportunities and grant funding for those who face barriers because of who they are, where they're from or what they're going through.
- Please encourage your young people to join the Community and explore our resources and events.

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

YOUTH MUSIC

THANK YOU

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164-180 Union St, London SE1 0LH
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