

MUSIC MAKES YOUTH MAKES

The National Foundation for Youth Music

Grants programme Fund C applicant guidance notes

Round 2 April 2017



LOTTERY FUNDED



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About this guide

Youth Music's grants programme provides funding for music-making projects in England. It is made up of three separate funds:

Fund A offers small grants for high quality music-making projects and involves a simple application process.

Fund B offers medium-sized grants for larger programmes of work.

Fund C fund C offers grants for strategic programmes to expand and embed high quality, inclusive music-making.

This guide takes you through the process of applying to Fund C and is made up of four parts:

Part 1 provides further details on Youth Music's grants programme, our vision for a musically inclusive England, and how your project could help.

Part 2 explains how to apply for Fund C.

Part 3 contains example Fund C application forms for reference.

Part 4 contains further information that you may find useful to help with your application.

Note to applicants

Demand for Youth Music funding is high: on average we are only able to fund around one-third of the applications we receive.

We would like you to take this into consideration and have a plan in place for your project if you are unsuccessful on this occasion, or we are unable to offer you the full amount of funding you have requested in your application.

Please call us to speak to a member of our Grants and Learning Team about your application once you have read the applicant guidance notes and are in a position to discuss your project.

We look forward to hearing from you.

Part 1: Youth Music's grants programme

Towards a musically inclusive England

Youth Music's vision is that music-making is central to young people's lives whatever their background or circumstances.

Youth Music defines 'musical inclusion' as an approach to music learning that includes everyone and all types of music. This means that we want to see a true diversity of styles, genres, and approaches to learning available to children and young people from all backgrounds. We believe in supporting young musicians beyond first access, progressing on their individual journeys within environments that are equipped to meet their needs. Being musically inclusive means challenging our ideas of what music is for, who music is for, and what role it can have in all our lives.

We believe that true musical inclusion can only happen if there are opportunities for all children and young people to be supported as musicians across all genres and styles, by practitioners who understand their needs and worldviews and who are equipped to help them on their individual learning journeys.

We believe in the potential of all young musicians, and that many more would excel at music-making if they had the right support and opportunities.

How Youth Music works

Youth Music is a registered charity and a company limited by guarantee. Since 1999 we have used our expertise to invest in music-making projects that support children and young people in challenging circumstances across the country.

We distribute funds received from The National Lottery through Arts Council England and we also fundraise to enable us to increase the number of projects we can help.

Taking an outcomes approach

We would like you to apply for funding with a very clear idea of what changes you are trying to bring about (i.e. your intended outcomes). We know that things don't always go to plan, and there will be lots of outcomes that you might not even be able to imagine right now. However, we know that the most successful projects do well when they have made a commitment to project planning and have a shared understanding of what they are trying to achieve, and how.

Youth Music-funded projects work across five outcome areas. These relate to children and young people themselves (musical, personal or social outcomes), and to those supporting them (workforce and organisational outcomes).

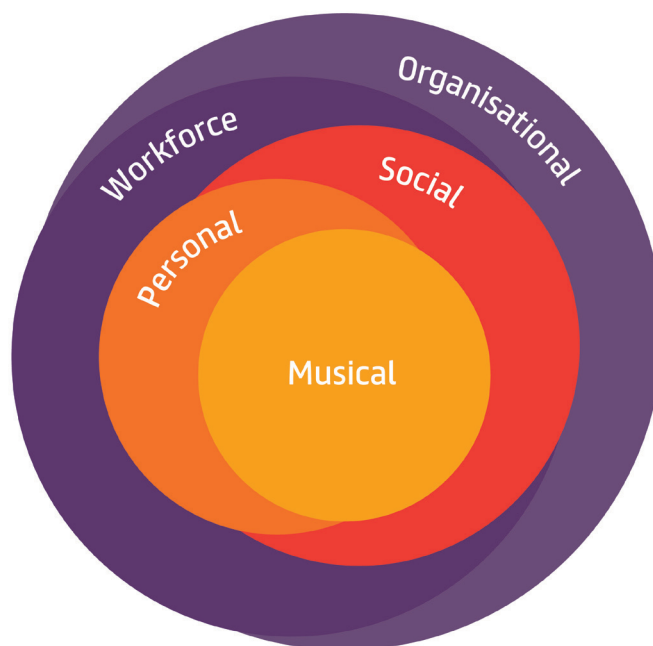
Fund A applicants are required to work towards three intended outcomes from any of the outcome areas displayed below.

Fund B applicants are expected to work towards five intended outcomes from any of the outcome areas.

Fund C applicants must work towards five to seven intended outcomes from all five outcome areas. Two of these are set by Youth Music.

1. Improved quality of music delivery for children and young people.
2. Increased musically inclusive practice in Music Education Hubs.

Youth Music's Outcomes Framework



Further information

Youth Music has produced a detailed guide on how to embed an outcomes approach in your music-making project. You should read this prior to making an application as it has been created specifically to help you plan your project and write your application. Download a copy from the Funding section of the Youth Music Network: <http://network.youthmusic.org.uk/funding>

Understanding quality

Youth Music's view of quality centres around the participants' experience, which will be underpinned by musically inclusive practice. This means that the people and organisations running music-making programmes should:

- identify and work to break down any barriers to music-making that young people face
- put the voices of children and young people at the heart of the work, to ensure that programmes are relevant to their needs and interests
- place emphasis on young people's self-expression and musical creativity
- support a diversity of music-making across a wide range of genres and musical activities
- support progression for each participant – including musical, personal and social development – both within and beyond the project
- ensure that staff and volunteers use inclusive approaches to teaching and learning.

We've developed *Do, Review, Improve* – a framework identifying the elements of music-making delivery that contribute to a high quality experience for both participants and staff. It's informed by evidence from past and present projects funded by Youth Music, as well as best practice from across the education and cultural sectors. All Youth Music grantholders are expected to embed the [quality framework](#) in their work.

What we fund

Developmental music-making projects for children and young people

We fund music-making activity that achieves personal, social and musical outcomes for children and young people in challenging circumstances. We invest in projects working with children and young people who live in England, and are aged up to 25 years.

Strategic work to support the development of the workforce, organisations and the wider sector

We invest in projects that achieve positive outcomes for organisations and the workforce to ensure that high-quality sustained music-making opportunities exist for young people.

Children and young people in challenging circumstances

Our work is focused on supporting children and young people who face barriers to music-making as a result of the circumstances they are in. These circumstances might be:

- **Economic** - children and young people whose family income restricts or prevents their participation in music-making, because it is unaffordable or inaccessible.
- **Relating to a life condition** - children and young people with a condition which makes their participation in music-making more expensive or complex, such as a disability or sensory impairment.
- **Relating to a life circumstance** - children and young people who are living in situations which makes their participation in music-making more expensive or complex, such as looked-after children, young carers or those living in rural isolation.
- **Behavioural** - children and young people whose behaviour means they need additional support or specialist services in order to be able to participate in music-making, such as young offenders or young people at risk of exclusion.

Credit: Sound Connections' Challenging Circumstances Network (2014), supported by Youth Music

This is not intended to be an exhaustive list of challenges that young people can face, and we know that they often experience many challenges at the same time. Youth Music's Outcomes Framework can help you think about the nature of young people's challenges and how projects should respond to these.

Priorities

Youth Music has five priority areas.

1. Early years

Children aged 0-5 who face barriers to accessing music-making as a result of their circumstances or where they live.

2. Special educational needs and/or disabilities (SEN/D)

This includes children and young people who:

- have moderate to profound and multiple learning difficulties
- have sensory impairments
- are disabled.

3. Not in education, employment or training

Young people who are not in education, employment or training (NEET) or who are at risk of becoming NEET due to circumstances affecting their educational engagement. This includes children and young people who:

- are aged 16-24 and not in education, employment or training
- experience disruption in their education due to family related difficulties (e.g. young people who are looked after, are young carers, or are suffering from neglect or domestic violence)
- experience disruption in their education due to issues around transience (e.g. young people who are travellers, asylum seekers, refugees, who have English as an additional language, or attend a PRU).

4. Youth justice

Children and young people who are, have been, or are at risk of being in contact with the youth justice system. This includes children and young people who:

- are in or leaving young offender institutions
- are in contact with a Youth Offending Team
- are at risk of offending as a result of emotional and behavioural difficulties.

5. Coldspots

Projects for children and young people who face barriers to accessing music-making opportunities as a direct result of where or who they are. This may be due to:

- living in an area of high deprivation, and/or a geographically isolated area
- low cultural activity, engagement, investment or infrastructure in their area
- demographic factors, such as gender, ethnicity, religion, sexual orientation, cultural practice or age
- lack of opportunities in their preferred genre or musical practice, and lack of progression opportunities
- physical or mental ill health resulting in temporary or long-term contact with a hospital or other healthcare setting.

Eligibility

We fund organisations that:

- are based in the UK
- are delivering projects in England for participants resident in England
- are Registered Charities or not-for-profit organisations such as Companies Limited by Guarantee or constituted community groups. Profit-sharing organisations based in the UK are also eligible to apply, so long as the work they propose to undertake will not make any profit for the organisation
- have been legally constituted and providing activity for a minimum of one year (if you are not registered with the Charity Commission or Companies House then you must supply evidence of this through your signed constitution)
- can supply their most recent set of accounts, which are no more than 18 months old
- have an Equal Opportunities Policy and a Child Protection Policy in place
- have Employers' and Public Liability Insurance in place, and comply with all statutory laws and regulations relating to the work they propose to carry out.

Schools

While schools are eligible to apply to us, we do not fund music curriculum activities that could be supported through Department for Education funding. We will consider applications from schools for projects that have a significant element of innovative partnership working, benefits to the wider community and include activities that take place out of school time.

Music Education Hub lead organisations

We do not fund activities that fall within the 'core roles' of Music Education Hubs. We will consider applications from Music Education Hub lead organisations for activities that have significant elements of innovative partnership working, demonstrate musically inclusive practice and a significant legacy within and beyond the Hub.

We don't fund

- individuals and Sole Traders
- activities that do not benefit people in England or do not take place mainly in England
- activities that promote party political or religious beliefs
- activities that have already taken place before you have received any confirmation of grant award
- costs incurred in making your application
- significant capital costs that include the purchase of land, buildings, vehicles or property; or refurbishment or landscaping costs
- reserves, loans or interest payments
- VAT costs that can be recovered
- art forms that are not related to music (although if you would like to deliver a cross-arts project then you can seek match-funding to cover the non-music elements of your project)
- activities that other statutory bodies would be expected to fund
- projects that are unable to demonstrate that they are able to achieve the 15% match funding requirement
- projects proposing to use Arts Council or National Lottery funding as their minimum match funding requirement

How we make decisions

All applications will be assessed against a set of criteria that is based on eligibility and the questions we ask in the application form. This includes:

- the extent to which your programme will help to achieve a musically inclusive England
- your understanding of the need for the work (including consultation with participants and partners)
- the extent to which your activities will achieve your intended outcomes
- leadership and management of the programme.
- your organisation's track record and evidence of your ability to plan and deliver strategic outcomes.

Youth Music's portfolio-balancing approach is essential to our decision-making process. At each funding panel we consider our current regional investment as well as the wider needs of each region. This helps us determine the funding level required to achieve a balanced portfolio of investment and activity across the country.

Part 2: Fund C application guidance

Fund C offers grants for strategic programmes to expand and embed high quality, inclusive music-making.

Aim and context

The aim of Fund C is to expand and embed high quality, inclusive music-making, working collaboratively across a defined geographical area.

Youth Music's Business Plan includes two key aims to ensure that our investment creates lasting positive change beyond the life of an individual grant or project. These are:

- **Aim 1: To increase our impact for children and young people in challenging circumstances**
- **Aim 2: To increase quality and reach of musically inclusive practice.**

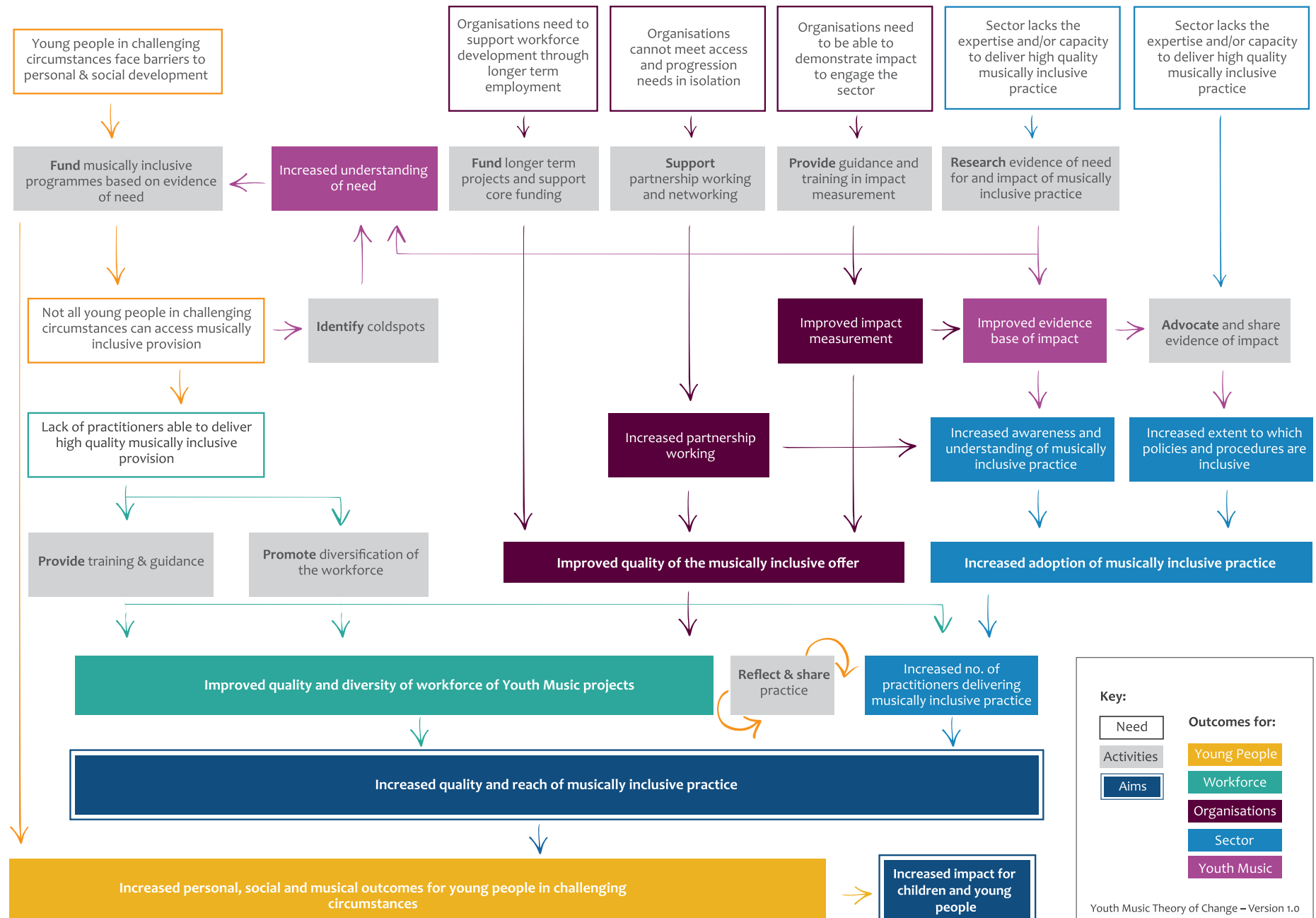
Fund C organisations will play a key strategic role in helping Youth Music achieve these aims.

Central to **aim 1** is the ability to deliver high-quality transformative experiences for children and young people, while also building the evidence base to demonstrate the impact of the work.

For **aim 2**, we want to increase the number of organisations who are adopting, embedding and improving musically inclusive practice, both within and beyond Youth Music's grants portfolio. In particular, we're keen for this change to happen within Music Education Hubs, creating more opportunities for children and young people experiencing challenging circumstances to access and progress in their music-making.

We've used our learning and evidence to produce a quality framework to underpin high-quality delivery. We've also produced a theory of change for how Youth Music – and our strategic partner organisations supported through Fund C - will achieve these aims.

Youth Music's Theory of Change



Fund C at a glance

Aim	To expand and embed high quality, inclusive music-making, working collaboratively across a defined geographical area.
How to apply	Two stage online application. Stage two includes a face-to-face interview.
Grant duration	48 months
Intended outcomes	<p>Programmes must work towards five to seven intended outcomes across all outcome areas (musical, personal, social, workforce and organisational). Two of these are set by Youth Music:</p> <ul style="list-style-type: none"> • Workforce: improved quality of music delivery for children and young people. • Organisational: increased musically inclusive practice in Music Education Hubs.
Request amount	<p>£100,000 to £160,000 per year.</p> <p>Youth Music will carry out a portfolio-balancing process when reviewing stage one applications. Applicants will then be invited to apply for a set amount at stage two, which may differ from the amount originally requested.</p>
Match-funding requirements	<p>15% (at least 7.5% must be cash match-funding).</p> <p>Music Education Hub lead organisations are required to contribute cash match-funding towards activity costs in their geographical area (although the Department for Education grant can't be counted towards the match-funding requirements stated above).</p>
Stage one application deadline	5pm on Friday 23 June 2017.
Stage two application period	Monday 18 September – Sunday 29 October 2017.
Stage two interview period	Monday 27 November – Friday 8 December 2017.

Notification	<p>Stage one: Friday 15 September 2017.</p> <p>Stage two: Friday 22 December 2017.</p>
Negotiation period	<p>Friday 22 December 2017 – Wednesday 28 February 2018.</p> <p>Grant offers will be followed by a funding agreement negotiation period in which successful applicants will be required to firm up partnership plans and submit an outline strategy document.</p>
Start date	Sunday 1 April 2018.
Holding more than one Youth Music grant	<p>Existing Fund A and B grantholders are eligible to apply. Fund B grantholders must include Fund B activities from April 2018 onwards within their proposed Fund C budget. If successful the Fund B grant will end on 31 March 2018.</p> <p>Fund C grantholders will be eligible to apply for Fund A but not Fund B.</p>
Number of awards	Between 10 and 15

Outcomes

Fund C programmes must work towards five to seven intended outcomes across all outcome areas (musical, personal, social, workforce and organisational). Two of these are set by Youth Music:

- Workforce: improved quality of music delivery for children and young people
- Organisational: increased musically inclusive practice in Music Education Hubs.

Fund C has a focus on creating strategic change. Programmes will include a mix of work, including direct delivery with children and young people experiencing challenging circumstances. These learning and participation activities should inform your ongoing needs analysis and wider strategy, and build the evidence base to advocate for the value of the work.

Requirements

Each strategic partner supported through Fund C must be able to provide evidence of:

1. an organisational vision and mission that supports Youth Music's goal of achieving a musically inclusive England
2. a demonstrable track record in growing the reach of musically inclusive practice through collaborative working
3. knowledge and experience of using music-making to achieve personal, social and musical outcomes for children and young people experiencing challenging circumstances
4. expertise in a minimum of one of Youth Music's priority areas, with confident and persuasive leadership skills to develop the practice of others
5. existing partnerships with organisations which will help to achieve strategic and long-term outcomes. These must include local Music Education Hubs, Arts Council Bridge organisations and Cultural Education Partnerships. Applicants are expected to be part of a Music Education Hub board or strategy group (including hub lead organisations) unless this isn't practically possible due to scale or geography of the proposed Fund C work
6. organisational capacity to deliver the work across a minimum of two local authority areas at County or Unitary Authority level. (Applicants operating in rural areas can be confined to just one Local Authority so long as participation in larger regional or national networks can be demonstrated)
7. the ability to demonstrate impact and use evaluation data to inform strategy
8. Music Education Hub lead organisations contributing cash match funding

9. the ability to embed appropriate qualifications (for participants and the workforce) into the programme of work
 10. a commitment to pay staff the living wage
 11. a commitment to organisational development, and to sharing learning and practice on a local, regional and national level
 12. adaptability and flexibility in responding to issues, organisational learning approach and an ever-changing external environment
 13. a proactive approach to working in partnership with Youth Music and Fund C partners.
 14. ambitious plans for how the Fund C work will create lasting positive change.
- Consortium applications will be considered from organisations that can demonstrate a track record of successful partnership-working. In such instances the lead organisation of the consortium will be solely responsible for managing the application, grant and funding agreement.

Music Education Hub lead organisations are eligible to apply for work that:

- is outside the Department for Education core role requirements
- is delivered by a range of partners
- will lead to long-term change.

Core activities

The following activities should be included in all Fund C programmes:

Needs analysis	You should demonstrate and maintain a broad knowledge of the current needs in your area, and use this information to plan activities. This will include the needs of children and young people - particularly those experiencing challenging circumstances - and the infrastructure that supports their music-making, including workforce skills and local Music Education Hub strategy.
Partnership-working	We expect you to agree and plan provision collaboratively with your local Music Education Hub lead organisation/s and other partners. Fund C partnership meetings (between all key partners in your programme) should be convened at least once annually. Youth Music will convene national Fund C meetings each year.

Equality and diversity	<p>Within your overall Fund C strategy we expect to see a commitment to diversity within your participants, the music education workforce, and leadership within your organisation (including at board level). There should be active participation opportunities for young people to inform work and strategy.</p> <p>The latest Arts Council England data report on equality and diversity is available on their website alongside the Creative Case for Diversity.</p>
Youth Music priority areas	<p>Your Fund C programme should work with groups of children and young people facing challenges covered by at least one of Youth Music's priority areas. The number of priority areas chosen should be determined by your organisation's expertise and the local context. We expect that you will use your priority area expertise to develop and influence the practice of others within that field.</p>
Progression	<p>Your work should seek to join up and enable progression routes across the local Music Education Hub structure and beyond. A common understanding of the variety of possible progression journeys should be developed across the partnership, with a strategy to improve progression at the local level.</p> <p>We expect Fund C organisations to play a leadership role in creating opportunities for progression (e.g. volunteering, traineeship, paid internship or apprenticeship roles) for young people within their organisations or networks. Young people's progression should also be supported through individual learning plans and information, advice and guidance activities. Arts Award and/or other accreditation frameworks should be embedded within delivery structures.</p>
Sustainability	<p>You should consider long-term sustainability when planning your programme, including creating a stronger, more inclusive music education infrastructure in the areas in which you are working, and the sustainability of your own organisation.</p>
Quality framework	<p>Mechanisms for reflecting on and improving quality of the Fund C work should be built into delivery plans and must include use of Youth Music's quality framework. You are expected to conduct peer observations and other support activities between different stakeholders in your partnership.</p>

Workforce development	<p>Opportunities should be extended across your partnership, tied into the Music Education Hub workforce development strategies, and aligned with the work of other Fund Cs as appropriate.</p> <p>Development opportunities can be wide-ranging and include accredited and non-accredited provision for music leaders and administrative staff. All Youth Music grantholders are expected to share their learning and experiences on the Youth Music Network: http://network.youthmusic.org.uk/</p> <p>We encourage applicants to consider offering the Level 4 Certificate for Music Educators (CME) as an accredited professional development framework. The CME qualification has the potential to raise the quality and inclusivity of music education. We would like to see Fund C grantholders supporting its development as part of their workforce development strategies: this could involve registering as a centre to offer the qualification and/or working with other organisations that are already registered.</p>
Impact measurement	<p>We expect appropriate impact assessment methods to be embedded in order to inform and improve working practices, and to demonstrate the outcomes of your work. Appropriate resource should be allocated to impact assessment within your budget, which may include the use of external evaluators. You should consider the inclusion of a learning partner in your delivery and/or governance structures.</p> <p>As part of your impact assessment, Fund C grantholders will be expected to collect data from a proportion of core participants using standardised tools. These will be specified by Youth Music and involve taking repeated measures for a sample of participants (including the workforce), for example baseline and follow-up questionnaires. This data will be submitted to Youth Music at regular intervals alongside demographics and information about the type of provision accessed. This is part of Youth Music's commitment to implementing shared measures across our portfolio with the aim of being able to report impact more consistently and rigorously.</p> <p>Youth Music intends to work with an external organisation to evaluate the impact of the Fund C programme at a national level, and grantholders will be expected to participate in this evaluation.</p>

Funding agreement

If you're successful in your grant application, you will enter into a negotiation period in January and February 2018 with Youth Music to firm up your Fund C strategy. This will be required for submission on Wednesday 7 March 2018, alongside the following key documentation:

1. funding agreement signed by an authorised signatory
2. details of your organisation's authorised signatories
3. bank account details and evidence of your bank account in the name of your organisation (e.g. recent bank statement)
4. evidence of your match-funding (e.g. funder letter, bank statement) to cover the first year of activity
5. detailed partner letters of support
6. your response to any special conditions or recommendations we make for your grant
7. a brief outline of your project for use in Youth Music's communications materials.

As part of your ongoing grant requirements you will also be expected to:

- submit an interim report at the end of October each year which includes participant statistics, budget update (and reforecast as necessary) and proposed activity plan for the following year
- write blogs, post resources, start discussions or use other means to share your practice on the Youth Music Network (at least three times per year)
- submit an end-of-year evaluation report, along with a budget update and reforecast, at the end of April each year.

Important note

At the time of publishing this guidance, Arts Council England has not formally confirmed the level of Youth Music's funding beyond 2017-18. We expect to have confirmation of the full settlement for 2018-22 by the first quarter of 2018-19.

When we make the grant offer in December 2017, the associated funding agreement will cover the grant for year one only. The grant offer will include additional awards for the delivery of activity in years two, three and four – however, to receive funding each subsequent year you will be required to submit a proposal for approval by Youth Music.

This proposal will require you to complete an updated activity plan for the upcoming year to meet the intended outcomes of the grant (following guidance provided by Youth Music), alongside a budget and any special conditions of grant. The date for submission of the proposal will be at the end of October each year, with notification of the outcome by the end of the following January.

It is Youth Music's intention to fund successful applicants for the full four years, but we reserve the right not to award the full amount we have fixed for years two, three and four if:

- Youth Music, for whatever reason, is not satisfied with the Fund C grantholder's progress towards achieving the intended outcomes of the grant
- the Fund C grantholder is not complying with funding agreement requirements
- the Fund C grantholder is operating a significant (i.e. 25% or more) underspend from the previous year
- there is any decrease in our Arts Council England funding settlement from 2019 onwards.

We also reserve the right to vary the scale and scope of your programme subject to:

- any changes in the scope of our Arts Council England funding agreement
- our assessment of the scale and scope of your work in relation to other Fund C grantholders.

Contact a member of our team

Prior to making an application, please contact us to discuss your plans.

- Existing Youth Music grantholders should contact their Grants and Learning Officer to discuss queries in relation to this fund.
- Applicants who do not currently hold a Youth Music grant should contact Daniel Williams (Programme Manager) on daniel.williams@youthmusic.org.uk or 020 7902 1060.

Part 3: Fund C practice application form

This form is for reference purposes only. All applications must be submitted using our online application form which will be available from mid-May 2017.

Visit <http://network.youthmusic.org.uk/Funding/Choose%20your%20fund/fund-c>

Please note that the following questions may be subject to minor revision – please ensure you visit the online application form as soon as it has been published in order to review the final questions and guidance.

Word counts given are the maximum you will be allowed to input per question.

SECTION ONE

Organisation and Contact Details

For reference only: all applications must be submitted using our online form.

Lead applicant first name	
Lead applicant last name	
Lead applicant email address	
Lead applicant telephone number	
Organisation name	
Organisation legal name (if different)	
Address line 1	
Address line 2	
Address line 3	
Postcode	
Website	
Organisation type (e.g. registered charity)	<div>Dropdown Options</div> <ul style="list-style-type: none">- Academy- Charitable Incorporated Organisation- Children's Centre- Community Interest Company- Company Ltd by Guarantee- Company Ltd by Shares- Free School- Further Education College- Local Authority- Music Education Hub Lead- Music Service- Nursery- Other (please specify)- Primary Care Trust- Prison- Youth Offending Institute- Pupil Referral Unit- Registered Charity- School- University- Voluntary or Community Organisation

Charity number (if applicable)	
Company number (if applicable)	
When was the organisation set up?	
Organisation turnover	
Organisation location (local authority area)	
Attachments As part of your application you will be required to upload the following documents: Your organisation's most recent annual accounts. If these were produced more than 18 months ago then you must also provide more recent draft accounts. Your signed constitution - this is only required if you are not a local authority or registered with the Charity Commission or Companies House.	

SECTION TWO

Programme details

For reference only: all applications must be submitted using our online form.

Please tell us the title of the programme you intend to deliver

When do you plan to start delivering your programme of work?

Please note your programme should last for 48 months.

Please provide a concise description of the work you intend to deliver

Please give a brief overview of your proposal. [200 words]

Please select the geographical areas in which this work will be delivered

Please detail the local authority areas and/or regions you intend to deliver your programme in and state the percentage of delivery you anticipate will take place there.

Which of Youth Music's priority areas will you work within? (Select all that apply)

The number of priority areas in which you choose to work should be based on your local context and organisational expertise, and can be as little as one and as many as five.

- ☐ Early Years
- ☐ Special Educational Needs and/or disabilities
- ☐ Not in employment, education or training
- ☐ Youth Justice
- ☐ Coldspot

Specific challenges that are likely to be faced by the participants you will work with
(Select all that apply)

Dropdown Options:

Asylum Seeker	<input type="checkbox"/>	Physically disabled	<input type="checkbox"/>
Attends Pupil Referral Unit	<input type="checkbox"/>	Refugee	<input type="checkbox"/>
Economic Deprivation	<input type="checkbox"/>	Rurally Isolated	<input type="checkbox"/>
English as an additional language	<input type="checkbox"/>	Sensory impaired	<input type="checkbox"/>
Excluded from school	<input type="checkbox"/>	Special Educational Needs	<input type="checkbox"/>
Homeless	<input type="checkbox"/>	Traveller/Romany	<input type="checkbox"/>
Ill health	<input type="checkbox"/>	Young Carer	<input type="checkbox"/>
Looked after	<input type="checkbox"/>	Young Offender	<input type="checkbox"/>
Mental ill health	<input type="checkbox"/>	At risk of offending	<input type="checkbox"/>
Not in Education, Employment or Training (NEET)	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Age range of intended participants (Select all that apply)

0-5	<input type="checkbox"/>	16-18	<input type="checkbox"/>
6-11	<input type="checkbox"/>	19-25	<input type="checkbox"/>
12-15	<input type="checkbox"/>	Adults (Workforce)	<input type="checkbox"/>

SECTION THREE

Needs analysis

For reference only: all applications must be submitted using our online form.

Please provide a summary of the needs your programme will address (1,000 words)

Your response should include detail on:

- access and progression for children and young people's music-making (particularly those in challenging circumstances related to the priority areas you have selected)
- the workforce
- any local political, economic, social, legal, environmental or technological circumstances affecting the context of your work.

We're particularly interested in how you have reflected on your existing work, consulted with key partners and young people, and analysed published data and evidence. Within your response, make clear how these sources have informed your analysis.

SECTION FOUR

Aim, outcomes and activities plan

For reference only: all applications must be submitted using our online form.

Organisations applying to Fund C will be expected to deliver between five and seven outcomes, across all outcome areas. Two of these outcomes have been set by Youth Music.

Aim (50 words)

Please tell us the overall aim of this work. To help you to complete this section please refer to our Outcomes Framework.

Outcome 1 - Outcome set by Youth Music (30 words)

Outcome area [Workforce]

Improved quality of music delivery for children and young people.

Outcome 2 – Outcome set by Youth Music (30 words)

Outcome area [Organisational]

Increased musically inclusive practice in Music Education Hubs.

Outcome 3 – Outcome set by Applicant (30 words)

Outcome area [Musical]

Outcome 4 – Outcome set by Applicant (30 words)

Outcome area [Personal]

Outcome 5 – Outcome set by Applicant (30 words)

Outcome area [Social]

Outcome 6 - (optional) (30 words)

Outcome area

Outcome 7 - (optional) (30 words)

Outcome area

Activity Plan (1,200 words)

Please provide a broad outline of the activities that you will deliver over the four years of your programme. We will be looking to see that these activities:

- are based on need and informed by the strategic operating context
- will enable you to meet your intended outcomes and support a musically inclusive England
- include all the core activities of Fund C (listed in this guidance)
- are progressive in nature across the four years
- align with your budget.

All the Fund C core activities should be evident in your response, unless they are covered in other questions of the application form. Whilst we expect to see information about your impact assessment processes, you are not required to provide a detailed evaluation plan at this stage.

If you are invited to submit a stage two application you will be asked to provide a detailed activity plan where you will submit more specific and detailed information about timelines, outputs, participants, locations, and projects/sessions.

SECTION FIVE

Budget

For reference only: all applications must be submitted using our online form.

As part of your application you will be required to submit a budget form showing the costs of your programme (e.g. staffing, delivery costs, workforce development, evaluation) including projected and confirmed cash match-funding and in-kind match-funding. If you are invited to stage two, a more detailed budget will be required.

How much money are you requesting from Youth Music?

Your final request amount will be confirmed by Youth Music if you are invited to submit a stage two application. We reserve the right to invite you to apply for an amount that is higher or lower than your original request, in line with the significant demands on our funding and the need to achieve a balanced and equitable portfolio of grantees.

What is the total cost of your programme?

This is the total cost of your entire programme and should include all of your cash and in-kind match funding.

SECTION SIX

Your organisation and experience

For reference only: all applications must be submitted using our online form.

Please provide an overview of your business plan or strategy and tell us how its aims align with the Fund C programme (200 words)

How will you develop, lead and manage your proposed programme? (500 words)

Please tell us about your organisation's proposed approach to delivering the work. We are particularly interested in how this will inform your partnership-working, leadership beyond your own organisation, robust programme management and improving quality and progression.

Please include details about the key members of your workforce who will be involved (including their relevant experience and expertise in these areas). You are required to attach an organisational structure chart specific to your Fund C programme, which shows how staff, governance and key partners interlink.

Experience and approach to impact measurement (400 words)

Please tell us how your organisation evidences the impact of its work and how you reflect on and learn from this evidence to inform your ongoing activities. Include examples of how evaluation and learning has been used to shape your organisation's strategy.

Provide two examples of relevant recent achievements to demonstrate your track record (200 words per example)

Describe how your organisation has been effective in achieving positive change to embed inclusive practice within partner organisations and the workforce. Good examples will include specific and robust evidence of the impact and long term change your work has brought about (rather than just describing the activities). At least one of your examples should relate to impact you have had working in one of the priority areas you have selected.

SECTION SEVEN

Partnerships

For reference only: all applications must be submitted using our online form.

List your partners, telling us about their expertise and the role they will play (500 words)

Please include emails of support

In their emails each key partner should give us a broad overview of the discussions you have undertaken in planning this Fund C application, and their indicative role within the programme. If you are invited to stage two of the application process, more detailed letters of support will be required. Emails or letters should clearly state job roles and organisations of the author.

SECTION EIGHT

Declaration

These statements must be agreed to before you can submit your application. Please check the boxes to confirm you agree to all of the statements (This excludes statement 10 if you provide an eligible explanation):

1. You (the main contact named in this application form) are authorised to apply for a grant from Youth Music on behalf of your organisation.

2. You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to Youth Music.

3. You have read the Youth Music Programme eligibility criteria and can confirm that your organisation is eligible to apply to this Fund.

4. You confirm that you will raise the required amount of match funding as stated in the criteria (15%).

5. Your organisation has the legal power to set up and deliver the work described in the application form.

6. You understand and accept Youth Music's obligations under the Data Protection and Freedom of Information Acts as set out on the <http://network.youthmusic.org.uk/Funding/policy-and-procedures>.

7. You will take all necessary and reasonable steps to provide a safe and secure place for the children and/or young people who will take part in your project.

8. There is a designated person with responsibility for the protection and welfare of children and young people.

9. You hereby confirm that the activities detailed in your budget are not already covered by other revenue funding.

10. Your project will be open to all who want to take part (unless it is designed for a closed group, in which case please provide further explanation below).

Name the person with responsibility for the protection and welfare of children and young people:

SECTION NINE

Monitoring

For reference only: all applications must be submitted using our online form.

Will this activity take place as part of a Music Education Hub?

Yes

No

Is your organisation currently in receipt of Arts Council funding?

Yes ☐

No ☐

Please provide further details of what this funding covers.

Has your organisation previously held a Youth Music grant?

Yes ☐

No ☐

Equal Opportunities

Youth Music is committed to equal opportunities in all areas of its work. We will use this information to report to our funders and to compare success rates of the applications we receive.

These questions are for information purposes only and will not be used in the assessment process. You are not obliged to provide this information.

By **‘management’** we mean Directors, Trustees, Governors or anyone in a management position within the organisation.

By **‘payroll staff’** we mean anyone who is on the payroll, excluding those in management positions.

By **‘freelance staff’** we are referring to those who are contracted to undertake specific pieces of work.

By **‘volunteers’** we mean people volunteering for the organisation in an unpaid capacity, excluding Trustees, Governors, or Management Committee members.

Leadership

We gather information on the diversity of applicant organisations using the same reporting system as Arts Council England. Please tell us if:

- 51 per cent or more of your senior management team and board are Black and minority ethnic, disabled, female and LGBTQ+
- Your organisation self-defines as having a diverse leadership team based on the background of key strategic decision makers within the organisation.

Gender

Please provide details in the boxes below pertaining to the gender of your Management, Payroll Staff, Freelancers and Volunteers.

	Management	Payroll Staff	Freelance Staff	Volunteers
Male				
Female				
Trans*				

Contextual help: Trans* is an umbrella term that refers to all identities within the gender identity spectrum. It refers to transgender, non-binary, and gender nonconforming identities, including (but not limited to) transgender, transsexual, transvestite, genderqueer, genderfluid, non-binary, genderless, agender, non-gendered, third gender, two-spirit, bigender, and trans man and trans woman.

Ethnicity

Please provide details in the boxes below pertaining to the ethnicity of your Management, Payroll Staff, Freelancers and Volunteers.

	Management	Payroll Staff	Freelance Staff	Volunteers
White				
English/Welsh/Scottish/Northern Irish/British				
Irish				
Gypsy or Irish Traveller				
Other White Background				
Mixed/Multiple ethnic groups				
White and Black Caribbean				
White and Black African				
White and Asian				
Other Mixed/Multiple ethnic background				
Asian/Asian British				
Indian				
Pakistani				
Bangladeshi				
Chinese				
Other Asian background				
Black/African/Caribbean/Black British				
African				
Caribbean				
Other Black/African/Caribbean/Black British				
Other ethnic group				
Arab				
Other ethnic group				

Disability

Please indicate below the number of disabled people within your Management, Payroll Staff, Freelancers and/or Volunteers.

	Management	Payroll Staff	Freelance Staff	Volunteers
Male				
Female				
Trans*				

Contextual help: Trans* is an umbrella term that refers to all identities within the gender identity spectrum. It refers to transgender, non-binary, and gender nonconforming identities, including (but not limited to) transgender, transsexual, transvestite, genderqueer, genderfluid, non-binary, genderless, agender, non-gendered, third gender, two-spirit, bigender, and trans man and trans woman.

Part 4: Useful information

Policy and procedures

The following documents can be found on the Youth Music Network at <http://network.youthmusic.org.uk/funding/policy-and-procedures>

- Data protection and freedom of information
- Complaints procedure
- Disinvestment procedure
- Procedure to raise a concern

Contact us

If you have any questions remaining then please consult our list of Frequently Asked Questions on the Youth Music Network.

Alternatively, you can contact Youth Music's Grants and Learning team if you have any queries in relation to this fund, or would like to discuss a prospective application.

E: grants@youthmusic.org.uk

T: 020 7902 1060

We look forward to receiving your application.

Errors and omissions

We want to ensure that all the information in this document is as accurate and useful as possible. If you notice any issues, please contact the Communications team at comms@youthmusic.org.uk

