



YMI Formula Fund

Application Guidelines
2023/24

#YMIScotland #YMusicMatters

Contents

How we can support you to make an application	3
Help, further advice and feedback	3
Overview of the Youth Music Initiative	4
What is the purpose of the YMI Formula Fund?	5
Key dates and information	5
What are we looking for in your application?	6
Completing your application	8
Safeguarding	10
Our Decision-Making Process	11
Data Protection	12
Freedom of Information (FOI)	12
Complaints Procedure	13

How we can support you to make an application

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. We have a number of ways we can support you to make your application:

- Officers can offer guidance to applicants on making an application
- Access support is available for disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants
- Additional one-to-one support is available to applicants with access requirements
- Information is available in alternative formats (including large print, braille and easy read)
- We can accept applications and supporting materials written in English, Gaelic or Scots
- Video walk-throughs of our online application forms

If you require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers. You can do this by email, through our website or social media.

Email: enquiries@creativescotland.com

Web: [Fill out a form on our website](#)

Twitter: Send us a tweet [@creativescots](#)

We aim to respond to all enquiries very promptly. If you want us to call you back, give us your number and we'll arrange to come back to you as soon as possible.

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to: www.contactscotland-bsl.org for more information.

Help, further advice and feedback

If you require support, further information, or have any enquiries about the YMI Formula Fund please contact:

Kelsey Jubin, Creative Learning Officer, Creative Scotland

Email: Kelsey.Jubin@creativescotland.com

Tel: 07970 962319

If you have any general enquiries about Creative Scotland and its funding, please contact our Enquiries Service.

Email: enquiries@creativescotland.com

Please keep an electronic copy of your application for your own records and future reference.

Overview of the Youth Music Initiative

In 2003, the Scottish Government's Youth Music Initiative (YMI) was launched to put music at the heart of young people's lives and learning. It was established in response to the [What's Going On?](#) report, a national audit of youth music in Scotland. It currently operates with an annual budget of £9 million and supports all musical genres, age groups and teaching methods.

The YMI has two distinct strands:

- School Based Music Making – activities planned and delivered by local authorities. Local authorities apply to the **YMI Formula Fund** for this activity.
- The Informal Sector – activities planned and delivered by third sector organisations outwith school time. There are two informal sector funding routes: **Access to Music Making** and **Strengthening Youth Music**, and the **YMI CPD and Training Fund** which is managed by the Scottish Music Centre.

To find out more about our plans, evaluations and funding routes, including accessing the guidelines and application forms, visit our website www.creativescotland.com/ymi



Scottish Government
Riaghaltas na h-Alba
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What is the purpose of the YMI Formula Fund?

All applications must meet the purpose for the YMI Formula fund for the forthcoming year, namely:

1. To meet the YMI Scottish Government commitment: every school pupil in Scotland should be offered a year of free music tuition by the time they leave primary school.¹
2. For projects delivered beyond the above commitment, the purpose is: to address inequity and contribute to Scottish Government's agenda in tackling child poverty by engaging children and young people most in need.

We recognise that local authorities are facing challenges due to the wider financial context in which they are operating and budget pressures within YMI programmes. Please contact Kelsey Jubin at Kelsey.Jubin@creativescotland.com if you have concerns about meeting the purpose of the fund in 2023/24.

Key dates and information

For the academic year 2023/24, £7.2m will be available for the Formula Fund subject to 2023/2024 and 2024/2025 budget confirmation from the Scottish Government. Your local authority allocation will be communicated to you by email.

When can I apply?

This funding route accepts applications any time up until the deadline of 5pm, Tuesday 20 June 2023.

When will I hear back regarding a decision?

You will receive a decision by Thursday 27 July 2023.

Who can apply?

Only local authorities and Jordanhill School are eligible to apply.

¹ Equating to a minimum of 12 hours' music tuition per pupil. Where possible, programmes should be sustained over a period of time throughout the academic year and should prioritise whole class delivery in primary school settings. We recognise projects that target children and young people most in need may require alternative delivery models.

What are we looking for in your application?

Criteria

Your application must clearly demonstrate how it meets the following criteria:

- Alignment of all programme activity with the purpose of the fund.
- Any projects aimed at tackling inequity must be targeted at young people and families most in need. Young people most in need include but are not limited to those who:
 - reside in areas of social and economic deprivation. For more information on the Scottish Index of Multiple Deprivation (SIMD), please visit the [Scottish Government website](#)
 - are experiencing or at risk of experiencing harm and neglect
 - are looked after (as defined by the Children (Scotland) Act 1995) and care leavers (as defined by the Children and Young People (Scotland) Act 2014). For more information, please visit the [Scottish Government website](#)
 - are in the early years (0-5) of their life
 - are from minority ethnic communities
 - have a disability and/or additional support needs
 - are at risk of offending or have previously offended
 - are young carers (as defined by the [Carers \(Scotland\) Act 2016](#)) and/or young parents
 - are experiencing homelessness or who have been homeless
 - are experiencing mental ill health
- Programmes should provide an appropriate offer to young people with additional support needs, disabilities and those in non-mainstream settings (i.e. secure units, additional support needs settings and behavioural units).
- Projects will be provided free of charge with no indirect costs. Indirect costs include but are not limited to instrument hire, music sheet purchase, transport costs and ticket fees.
- Projects will present no barriers to participation, whether physical, socio-economic, personal or peer related. Barriers include but are not limited to transport requirements; timings out with school hours; selection processes or aptitude tests; the need for participants to actively choose to take part rather than be automatically engaged.
- Projects will deliver the outcomes which you have selected.
- Applications should demonstrate strong programme management, including clear structures and adequate resource allocated to project coordination.
- Applicants should demonstrate a commitment to Fair Work. Projects will be delivered by highly skilled and experienced project staff who are paid appropriate rates. Further information can be found on the [Musicians' Union website](#). Robust contracts must in place with external providers.
- Programme activities will raise awareness of the impact and profile of YMI within your area through effective promotion and advocacy. YMI opportunities will be publicised widely across your local authority with YMI funding acknowledged in all publicity materials.

What the funding cannot be used for

- This funding route will not support applications which propose to deliver projects that directly or indirectly replace activity that a local authority is unable or has chosen no longer to deliver.
- Creative Scotland will not support increased provision of 1:1 or group tuition to young people in secondary settings who are not identified within the priority groups as stated in the criteria for the fund.
- YMI funds will not cover a local authority music co-ordinator's salary. If relevant, YMI will support a portion of the salary which relates to the coordination of YMI activities only.
- YMI funds will not cover costs for staff employed by the local authority who are unable to deliver activity, for example, maternity, sick, redundancy or any related costs.
- Please note, we will not fund any activity which has already started, or which will have started before a decision has been made on your application.

Additional information

If your proposed programme includes activity which may be classed as Music Therapy please contact Kelsey Jubin at Kelsey.Jubin@creativescotland.com to discuss this further.

Scottish Government priorities

Within your application, we ask you to let us know about your aims and ambitions for your YMI programme as well as any upcoming developments and challenges. This is an opportunity to inform us of any relevant information regarding the following:

- Overarching changes or pressures to the wider context in which your YMI programme operates (your music service, department and Council).
- Key areas of focus and development for your YMI programme in 2023/24 as well as any envisaged challenges.

When outlining new developments for your programme, we ask you to demonstrate consideration of one or more of the following Scottish Government priorities:

- **Tackling Child Poverty:** further information can be found within Scottish Government's [Delivery Plan 2022-26 for tackling child poverty](#), Scottish Government's information about [priority families](#), or by talking to the child poverty officer within your Council.
- **Fair Work:** further information can be found within Scottish Government's [Fair Work First Guidance](#) and [on Creative Scotland's website](#).
- **Sustainability:** further information can be found within Scottish Government's [Public Engagement Strategy for Climate Change](#)

Outcomes

A YMI Outcomes Logic Model has been developed which identifies short, medium, and long-term outcomes which the YMI aims to deliver (see [Appendix 1](#) in these guidelines).

You will be asked to select a total of three short-term outcomes to measure all programme activity against. You will be asked to provide details as to the methods you will use to evaluate and the stakeholders you intend to consult with. Methods for evaluation may include surveys, focus groups, participation numbers, diaries, recordings, evidence of referrals of participants to projects from external services.

At the end of the academic year when completing the End of Project Monitoring Form, you will be asked to provide the following:

- Quantitative evidence, including participant numbers, participant hours, number of posts funded
- Evidence as to how the projects in your programme performed in relation to the three short-term outcomes selected
- Evidence as to how your programme contributed to the Scottish Government priorities
- One high-quality case study, focussing on a particular project or area of development

Creative Scotland will use the information provided to show the impact of YMI to Scottish Government and how it aligns with [A Cultural Strategy for Scotland](#) and [Creative Scotland's Annual Plan](#) as well as other relevant Scottish Government policy.

Completing your application

There are three elements you need to complete to submit your application: **application form**, **whole programme planner**, and **budget**.

1. Application Form

Within the form, you will be asked to describe your YMI programme as a whole including how it aligns to the purpose of the fund and any overarching developments.

You will also be asked to provide details about any projects which are new to your programme or continuing projects which have been significantly revised or developed. Significant revisions or developments include:

- Considerable expansion or reduction of project scope, participant numbers or budget.
- Major alterations of project content, aims or delivery methods.

Within the application form, you will not be asked to provide details about projects which have been delivered in previous years and which remain largely unchanged. Small changes to projects can be noted within the Whole Programme Planner (see page 9).

If you are unsure whether a particular project warrants inclusion within the application form, please contact Kelsey Jubin to discuss at Kelsey.Jubin@creativescotland.com

Within the application form, we also ask for information which demonstrates robust management of your programme and information which enables Creative Scotland to effectively manage the national YMI programme.

2. Whole Programme Planner

Within your Whole Programme Planner, we ask you to provide details about individual projects within your programme. For each project, you will be asked to provide a short project summary and essential information such as estimated number of participants.

Project summaries should be limited to key information about each project such as, project aims, instruments or resources used, who the project will reach (mainstream primary pupils, nurture base, SEBN setting), the number of hours of delivery. Summaries should be maximum 100 words.

Please ensure you list all mainstream and non-mainstream primary level settings in your region within your Whole Programme Planner.

If you operate rolling projects that reach all schools over several years, please only show project activity that will be delivered within the 2023/24 academic year.

3. Budget

Please provide a detailed budget for each project within the Whole Programme Budget spreadsheet. Your budget should show costs per project including instrument costs and the FTE of staff. There is an exemplar budget provided in [Appendix 2](#) of these guidelines for reference.

Please note:

- Creative Scotland will only fund programmes that demonstrate best value for public funds.
- Please state the FTE equivalent for salaried staff or hourly/daily rate for freelance practitioners delivering each project.
- A breakdown of all costs should be provided.
- Income and expenditure totals must be the same.
- All funding must be spent on YMI activities by the end of July 2024.

In addition to project funding, part of the YMI allocation can be used to support associated programme costs such as:

- Meeting transport and other support costs for young people who would face barriers to participation.
- Evaluation costs.
- Communication costs (such as marketing costs for targeted projects).

It is important that you include any partnership funding in the budget (cash or in-kind) as this information demonstrates the contributions that are leveraged as a result of YMI funding. See the budget template for examples of cash and in-kind contributions.

If you are aware of additional in-kind contributions which are provided by the local authority but are unable to calculate the monetary value of these contributions, please simply provide a short description of the areas of support, e.g., 'use of Instrumental Service instruments to deliver YMI projects'.

Supporting materials

When submitting your application, please provide the following supporting material:

- Remits/job descriptions for any new staff employed using YMI funding.
- CVs of freelance tutors and creative practitioners involved in project delivery if these have not already been presented to Creative Scotland in previous years.
- Letters of support from partners who will be involved in the project, for example external delivery organisations.

Who should sign the application form?

The application form should be submitted and signed by the local authority officer with delegated authority to enter into a funding agreement with Creative Scotland.

Changes to your programme

We understand, due to unforeseen circumstances, project plans may alter over the course of the academic year. If you are unable to deliver an aspect of your YMI Formula Fund programme as laid out in your application form for any reason, please inform a member of the YMI Team who will be able to offer support and advice.

Safeguarding

We encourage you to continually review your processes and policies in relation to child protection and working with vulnerable adults.

General guidance, as well as that relating to delivery of activities online using digital tools, can be accessed through the [Creating Safety](#) resource.

Please note that the Disclosure (Scotland) Act 2020 will bring in changes to the disclosure and PVG processes. While these changes are not coming into effect immediately, you can find a summary of the upcoming changes on the [Scottish Government website](#).

Our Decision-Making Process

Assessment process

Once you have submitted your application, we will review it to ensure that you've provided all the information necessary for us to assess your application. If there are any issues with your application, a member of the Funding Team will be in touch to explain these and – if applicable – seek any additional information.

Once your application has been checked for completeness it will be assessed, based on the information provided in your application and any supporting materials submitted. If required, a member of Creative Scotland staff may contact you during the assessment period to request clarification or further information regarding specific questions or sections within the application.

All assessments and recommendations are then reviewed by a panel who will consider the individual merits of each application as summarised by the assessor.

Once a decision is made

Once we have reached a decision, we will contact you by email to let you know the outcome of your application. If you are successful, we will send your Funding Agreement by email. At this point we'll also detail any special conditions of the award.

The fully signed Funding Agreement and any response to special conditions must be lodged with Creative Scotland by **25 August 2023**, failing which Creative Scotland reserves the right to withdraw the funding offer and you may have to reapply.

If your application is unsuccessful, we will contact you by email to let you know why and offer you feedback. At this time, we will provide you with information on how to reapply.

Complaints Procedure

If you are not happy with the way we dealt with your application, you can access a copy of our [complaints handling procedure](#) on our website. Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

Data protection

Creative Scotland (CS) requires some personal information about you/your organisation to consider your application for funding. Without this, CS will not be able to fund your project.

If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Privacy Notice available online at: www.creativescotland.com/privacy-policy

CS may share your personal information with third parties to comply with the law and/or for the legitimate interests of CS and/or the third parties concerned.

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Privacy Notice and share this Privacy Statement and CS's Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under data protection legislation. Information on how to exercise these rights is contained in CS's Privacy Notice or you can contact CS's **Data Protection Officer**.

If you have any concerns with how CS has processed your personal information, you should contact CS's Data Protection Officer in the first instance, as CS would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the **Information Commissioner's Office**.

Freedom of information (FOI)

Creative Scotland is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our FOI handling on our website here: [Freedom of Information \(FOI\) | Creative Scotland](#).

We are listed as a public authority under the Freedom of Information Act (Scotland) 2002. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information (Scotland) Act 2002. We may not release those parts of the documents which are covered by one or more of the exemptions under the Act.

Please see the Freedom of Information website at [Scottish Information Commissioner \(itspublicknowledge.info\)](http://itspublicknowledge.info) for information about the Act generally and the exemptions. We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

Complaints Procedure

As an organisation, we will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Creative Scotland or the way we have handled your application, we have a process that you can use.

Please note that Creative Scotland does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it.

For more information, please visit the Complaints section of our website:

[**Complaints Handling | Creative Scotland**](#)

Appendix 1: YMI outcomes logic model

Activities What happens?	Short-term outcomes What changes do we expect to see from YMI projects and activities over one year?	Medium-term outcomes What changes do we want to see the YMI programme and projects achieve over three years?	Long-term and national outcomes What longer term changes should the YMI contribute towards?	Links How do outcomes link with the Cultural Strategy for Scotland's aims	Cultural Strategy theme(s)
Young people aged 0 to 25 years have access to high-quality and diverse music-making opportunities both in school and out of school	Young people have more opportunities to take part in enjoyable and quality music-making opportunities	More young people from a range of backgrounds take part in quality music-making	We are creative and our vibrant and diverse cultures are expressed and enjoyed widely	Open up the potential of culture as a transformative opportunity across society	Transforming through culture
	Young people who would not normally have the chance to participate take part in music-making opportunities		We are well educated, skilled and able to contribute to society		
	Young people develop their music and music-making skills (CfE' link successful learners) Mandatory outcome for Access to Music Making	Young people develop a desire to learn – whether in music or in other fields	Our young people are successful learners, confident individuals and effective contributors	Extend opportunities that enable people to take part in culture throughout their lives	Empowering through culture
	Young people develop their skills for life, learning and work* (CfE links effective contributors and confident individuals)	Young people progress their musical talent and enjoyment through ongoing participation, learning, training and employment in the field of music	Children in all parts of Scotland have a fair chance to develop and achieve their potential		
	Young people increase their awareness of music and culture across Scotland, the UK and the world (CfE link responsible citizens)	Young people are strong contributors to local communities through cultural activity	We have strong, supportive and culturally aware communities who value the arts	Continue to celebrate Scotland's extraordinary cultural contributions	Empowering through culture
	Young people influence or lead youth music opportunities, and have their voice heard in design and delivery (CfE link responsible citizens)		Our young people are responsible citizens		
The youth music sector is supported through resources, networking and learning opportunities	People delivering youth music develop their skills and confidence Mandatory outcome for Strengthening Youth Music Organisations in the music sector and beyond work together to create progression opportunities that strengthen the youth music sector for the benefit of young people	The youth music sector develops, strengthens and becomes more sustainable The contribution of music to learning is acknowledged and embedded in decision making in Scotland	We are supporting our services to be high quality, continually improving, efficient and to provide innovative responses to people's needs	Develop the conditions and skills for culture to thrive, so it is cared for, protected and produced for the enjoyment and enrichment of all present and future generations	Strengthening culture

* The Christie Commission explored the future provision of public services in Scotland, and its findings have underpinned the redesign and delivery of public services in Scotland since 2011.

Appendix 2: Whole Programme Budget

Below is an example of how we would like you to lay out your budget. Please list all project items separately, ensuring costs are clearly accounted for and that FTE of staff time/hourly or daily rates of freelance practitioners is included per project. If you are unsure of the monetary value of any in-kind contributions, please just provide a description of the contributions at the end of the table as shown.

Whole Programme Budget 2019/20			
INCOME	Cash	In Kind	Detail
Creative Scotland Funding	£138,241		
Funding from Council	£10,000		
Management costs of programme		£9,906	0.2 FTE Head of Music Service
Office space		£2000	Estimated in-kind costs for office space at arts centre
Venue hire, Project 1		£1000	40 hours @ £25ph
Instructor CLPL provision		£600	In-service training x 3 ½ day sessions
Print, Project 2		£1000	Estimated printing costs for parent letter
SUB TOTALS	£148,241	£14,506	
TOTAL INCOME CASH + IN KIND		£162,747	
EXPENDITURE	Cash	In Kind*	Detail
Coordination costs of programme	£15,200		0.5 FTE Creative Learning Officer
Management costs of programme		£9,906	
Office space		£2000	
Project 1			
Salary costs	£128,511		3 x FTE staff @ £42,837 per instructor
Mileage	£450		1000 miles @ 45ppm
Equipment	£1960		98 instruments at £20 cost per unit
Venue hire		£1000	
Instructor CLPL provision		£600	
Project 2			
Freelance music tutor	£1440		£38.50 per hour x 2 hours x 16 sessions; plus prep
Mileage	£180		400 miles @ 45ppm
Resources	£500		100 booklets @ £5 each
Print		£1000	Parent letter and posters
SUB TOTALS	£148,241	£14,506	
TOTAL EXPENDITURE CASH + IN KIND		£162,747	
Check		OK	

Please describe how you have calculated any in kind income or expenditure:

*In-kind expenditure has been calculated with reference to the rates provided for commercial hire of the venues used.

Approximately 10 Additional Support for Learning staff and volunteers provide in-kind support for Project 1. It is not possible to calculate an accurate monetary value for this support at this time.