



YMI Formula Fund

Application Guidelines
2021/22

Alternative Formats, Languages and Access Support

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations.

We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements.

Please note, we will accept applications and supporting materials which are written in English, Gaelic or Scots.

If you have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service:

Email: enquiries@creativescotland.com

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

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 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**.

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



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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. Reinstatement of 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 We realise that due to disruption in the 2020/21 academic year, there may be some pupils who will not receive a year of free music tuition. We ask local authorities to ensure that in 2021/22 academic year, tracking of the commitment is reinstated and that no further pupils miss out on YMI input.
2. For projects delivered beyond the above commitment, the purpose is: to tackle inequality and engage young people (of any school age) who otherwise would not participate in meaningful, quality music making opportunities.

Key Dates and Information

Funding available:

For the academic year 2021/22, £7.2m will be available for the Formula Fund subject to 2021/2022 and 2022/2023 budget confirmation from the Scottish Government. Your local authority allocation will remain at the same funding level as in 2019/20.

When can I apply?

This funding route accepts applications any time up until the deadline of **5pm, 31 March 2021**.

When will I hear back regarding a decision?

You will receive a decision by **7 June 2021**.

Who can apply?

Only local authorities and Jordanhill School are eligible to apply.

Funding Surgeries

In March 2021, the YMI team will hold online funding surgeries with individual applicants. Surgeries will offer applicants the opportunity to meet with a Creative Scotland representative to seek further guidance on the application process, guidelines or application form.

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.

What are we looking for in your application?

This section summarises what information you need to provide in your application and why we are asking for it. It offers information on the criteria, priorities, and outcomes of the YMI fund. Criteria are the essential areas your programme should address; priorities are areas we ask you to consider and develop when planning activities; outcomes describe the impact of YMI activity.

Criteria

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

- Reinstatement of the Scottish Government commitment: every school pupil in Scotland should be offered a year of free music tuition by the time they leave primary school.
- Any project/s beyond the Scottish Government commitment will tackle inequality and increase engagement from young people who are less likely to participate. Young people who are less likely to take part 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
- Projects will deliver the outcomes which you have selected.
- 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 outwith school hours; selection processes or aptitude tests; the need for participants to actively choose to take part rather than be automatically engaged.
- 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 be in place with external providers which consider protecting the copyright of freelance practitioners.
- 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.

Priorities

We request that you demonstrate how your programme will address the following priorities of the fund:

- Contribute to tackling inequality and supporting the needs, health and wellbeing of young people most adversely affected by Covid-19.
- Develop connections between your YMI programme and your authority's work to raise attainment and close the poverty-related attainment gap.
- Sustain and carry forward learning in relation to digital innovation for the benefit of delivery of YMI activities.
- Contribute to the wider youth arts sector through connecting with external organisations and providers in your region and establishing clear progression pathways for participants. Contribute to the wider cultural sector by engaging with and protecting the rights of freelance practitioners.

You may wish to consider project activity that aligns with **Scotland's Themed Years** - 2021: Year of Coasts and Waters; 2022: Year of Scotland's Stories.

You may also wish to consider project activity that aligns with the 26th **UN Climate Change Conference of the Parties** (COP26) which takes place 1 – 12 November 2021.

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 to these guidelines).

In relation to an element of your **YMI programme**, you will be asked to select **one medium-term outcome** you feel your programme achieves. At the end of your project, when completing the End of Project Monitoring Form, you will be asked to provide a case study evidencing how this medium-term outcome has been delivered.

For **each project** you plan to deliver, you will be asked to select a **maximum of two short-term outcomes** you are aiming to achieve. You can choose different outcomes for each of your projects.² The application form will ask you to describe how you will monitor activity and evaluate each short-term outcome selected to evidence that it has been achieved. At the end of your project, when completing the End of Project Monitoring Report, you will be asked to evidence if, and how, selected short-term outcomes have been delivered.

There is further guidance about the information we will request in your End of Project Monitoring Form as well as setting, measuring, and reporting on outcomes in Appendix 2 of this document.

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**.

² Please note, you may have trouble accessing the outcomes drop down menu in the Application Form if you are using an Apple Mac. If this is the case, please type the outcomes in the relevant boxes.

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 has chosen to no longer deliver.
- 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.
- Where possible, we encourage you to explore the use of freelance practitioners, rather than create new, permanent salaried positions due to the annual funding cycle of the YMI programme and potential future budget fluctuations.

Additional information

If your proposed programme includes activity which may be classed as Music Therapy please contact Kelsey Jubin, Creative Learning Officer, via kelsey.jubin@creativescotland.com to discuss this further.

Safeguarding

As interaction with audiences and participants moves online, we encourage you to revise your processes and policies in relation to child protection and working with vulnerable adults.

Organisations or individuals who plan to use digital tools to deliver their work, livestream events, or deliver online workshops, lessons and courses can access guidance 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](#). Alternatively, you can read the full Act and explanatory notes on the [UK Legislation website](#).

Completing your application

There are two documents you need to complete for your application:

- **Application Form:** to describe your YMI programme as a whole, and to describe individual projects. Please provide a detailed outline of each project within this document, including the number of sessions delivered, the duration of sessions, who delivers the sessions and details of the activity delivered. There is an example provided in Appendix 3 of the information that should be included in your Application Form in relation to each of your projects.
- **Project Planner:** containing your Whole Programme Planner and Whole Programme Budget. These two spreadsheets are to give an overview of the delivery which will take place in each school or non-mainstream setting in your local authority area, along with a budget sheet to calculate the total cost of your project. Please ensure you list all non-mainstream, primary level settings in your region within your Whole Programme Planner and the YMI provision allocated to these settings.

Your 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 or hourly/daily rate of freelance practitioners. There is an exemplar budget provided in Appendix 4 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 August 2022.

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).

Partnership funding

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. Please find below a list of what we class as cash or in-kind partnership funding:

Cash contributions might include:

- Funding from your local authority for management or project costs.
- Other funding sources (such as cash income from trusts and foundations, private sponsors etc.).

In-kind contributions might include:

- Voluntary labour (but any time or services 'donated' should be additional and not part of the donor's normal activities).
- Donated equipment.
- Hire of local authority venues (eg, for your end of term showcase event, but not for classroom hire for individual project sessions).
- Use of premises or office space for the project.
- Carer support for young people with additional support needs.

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, eg, '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.

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.

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 **24 August 2021**, 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 Funding Privacy Notice available online at: <https://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 Funding Privacy Notice. You must share this Funding Privacy Statement and CS's Funding 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 Funding 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: www.creativescotland.com/foi

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 www.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.

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 the 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.

Appendix 1: YMI outcomes logic model

Activities	Short-term outcomes	Medium-term outcomes	Long-term and national outcomes	Links	Cultural Strategy theme(s)
What happens?	What changes do we expect to see from YMI projects and activities over one year?	What changes do we want to see the YMI programme and projects achieve over three years?	What longer term changes should the YMI contribute towards?	How do outcomes link with the Cultural Strategy for Scotland's aims	
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 their skills for life, learning and work* (CfE links effective contributors and confident individuals)	Young people develop a desire to learn – whether in music or in other fields Young people progress their musical talent and enjoyment through ongoing participation, learning, training and employment in the field of music	Our young people are successful learners, confident individuals and effective contributors Children in all parts of Scotland have a fair chance to develop and achieve their potential	Extend opportunities that enable people to take part in culture throughout their lives	Empowering through culture
Young people increase their awareness of music and culture across Scotland, the UK and the world (CfE link responsible citizens) Young people influence or lead youth music opportunities, and have their voice heard in design and delivery (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	
		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 – Reporting and outcomes guidance

At the end of your project, we will ask you to confirm that your programme has reinstated the Scottish Government target for YMI that every school pupil in Scotland has been offered a year of free music tuition by the time they leave primary school.³ We will also ask you for quantitative and qualitative evidence as outlined below.

Quantitative evidence

At the end of your project, we will request you to provide quantitative information about your project including:

- How many individual young people were involved in YMI funded activity during the 2021/22 academic year (being careful not to double count individuals involved in more than one project)?
- What level of involvement did each young person have (1-3 hours, 4-11 hours, 12-18 hours, 19+ hours)?
- How many posts were funded (or part-funded) through YMI?
- How many people, including volunteers, teachers and support staff, were involved in delivering and supporting YMI activity?
- How many people have benefitted from training and continued professional development linked to your YMI activity?

You may wish to gather quantitative evidence throughout the academic year to make reporting easier.

How this information is used

We collate quantitative data from all YMI projects to show the year-on-year commitment by local authorities in meeting the Scottish Government target for the programme. This evidence is communicated in our YMI Impact Report and presents a strong case for ongoing funding of the programme by Scottish Government.

³ 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.

Qualitative evidence

We have used a 'logic model' to set out the qualitative outcomes we want the YMI programme to achieve over the short, medium and long-term. The outcomes in the logic model focus on change in relation to the following themes from A Cultural Strategy for Scotland:

- Strengthening culture
- Transforming through culture
- Empowering through culture

The activity that you undertake should deliver some of the outcomes that we want the YMI to achieve.

One of the most important aspects of this approach to monitoring and evaluation is a focus on outcomes. By outcomes, we mean the changes you aim to bring about. These will be for young people predominantly but may also affect the people and organisations delivering the outcome for young people.

Evaluating programmes in relation to medium-term outcomes

In relation to an element of your **YMI programme**, you will be asked to select **one medium-term outcome** from the YMI logic model you feel your programme contributes towards. At the end of your project, when completing the End of Project Monitoring Form, you will be asked to provide a high-quality case study. Your case study should succinctly summarise the impact of participation in YMI activity in relation to one of the medium-term outcomes.

The case study could be presented in writing, through film or any other medium you choose. If you are presenting in writing, we recommend a maximum word count of 500 words. It can be presented from the perspective of any of your stakeholders. You can involve young people and music tutors in the writing of your case study.

We recommend you involve a filmmaker or photographer to gather high-quality images to accompany your case study and that you set aside budget to cover costs incurred. Please also ensure that you gain the relevant permission for use of the photos and film footage by Creative Scotland.

How this information is used

Case studies enable Creative Scotland to communicate the wider impact of YMI activities. We select case studies to use within our Creative Scotland social media channels, on the YMI webpage and to illustrate the impact of YMI to Scottish Government.

Evaluating individual projects in relation to short-term outcomes

For **each project** you plan to deliver, you will be asked to select a **maximum of two short-term outcomes** from the YMI logic model you are aiming to achieve.⁴ The application form will ask you to describe how you will monitor activity and evaluate each short-term outcome selected. The information you collect will act as an 'indicator' to show that you are heading in the right direction and are seeing the positive change that you aspire to. At the end of your project, when completing the End of Project Monitoring Report, you will be asked to collate the information to summarise what it is telling you and evidence if, and how, selected short-term outcomes have been delivered.

In section D of your application form, you will be asked to fill out an outcome table for each of the short-term outcomes you think your programme will deliver. It is important that you keep this section simple and are realistic about the number of indicators you wish to use. Below are two examples of how you might think through some of the indicators you could use:

Outcome	
Young people who would not normally have the chance to participate take part in music making opportunities	
How we are going to contribute towards this	
<i>Very brief description of what activity will link with this outcome</i>	
What we want to measure	
Whether those who would not normally be involved have been involved through YMI activity	
Potential indicators	Potential methods to measure indicators
The profile of young people taking part matches those who don't normally have the chance to participate – geography, ethnic origin, additional support needs, etc. – depending on who you are targeting	For projects targeting priority groups for the fund: ensuring that the project is delivered in a geographical area of deprivation as defined in the guidelines and using the Scottish Index of Multiple Deprivation
	For projects targeting priority groups for the fund: describing the referral routes through which young people come to the project, and the situations they are in (for example young carers, not achieving or attending school, etc.)
Young people say that they have become involved in music when they wouldn't have done previously	Discussion with young people during and after YMI activity
	A survey with a question about whether people were involved in music before taking part in YMI activity

⁴ Please note, you may have trouble accessing the outcomes drop down menu in the Application Form if you are using an Apple Mac. If this is the case, please type the outcomes in the relevant boxes.

Outcome	
Young people develop their music and music-making skills	
How we are going to contribute towards this	
<i>Very brief description of what activity will link with this outcome</i>	
What we want to measure	
Music and music-making skills	
Potential indicators	Potential methods to measure indicators
Young people rate their music skills (e.g., rhythm, pitch, music reading, etc) more highly at the end of the project than at the beginning	A short survey of young people at the beginning and end of the project asking them to rate and comment on their music skills
Music practitioners rate young people's music skills more highly at the end of the project than at the beginning	A diary kept by music practitioners recording their views on progress and skills development
Young people achieve accreditation in music related learning	Recording any accreditation achieved by young people as a result of participation

How this information is used

This information allows YMI Lead Officers and tutors to reflection on individual YMI projects, celebrate successes and consider developments. Creative Scotland may use some of this information, especially quotes from teachers, pupils and tutors, to act as evidence in the YMI Impact Report.

The evaluation against short-term outcomes should be simple, constructive and light touch. Available staff resource should prioritise effective promotion of YMI activities throughout the academic year. This will equip you with images, stories and resources to help measure the impact of your project and support the completion of your End of Project Report.

Appendix 3: Example – individual project details

Below is an example of the level and type of information you should be providing in Section C of your application form. In this section, we ask you to tell us about the projects you plan to deliver in 2021/22.

It is important to provide a clear project outline for each project you deliver as part of your programme. Please include details of the number of sessions delivered per project, duration of sessions, age level/year(s) of participants and instruments and genres taught.

Project details	
Project number/name	Samba workshops
Please describe the activity that will take place.	<p>This project will take place in a total of 10 schools, involving 2 classes per school. The age range of pupils involved will be P5-7 and number of pupils involved will be 500. The project will be delivered over the course of 8 weekly sessions in the autumn term.</p> <p>Project activity will comprise of: [enter short description of project activity including information on instruments and genres].</p> <p>Pupils will develop [X] music specific skills and [X] transferable skills through participation in the project.</p>
<p>Please select the outcomes you are aiming to achieve through this project from the drop-down menu selecting at least one outcome. If you are unable to access the drop-down menu please type the outcomes selected.</p> <p><i>Please refer to section E where you will be asked to outline how you will monitor and evaluate the selected outcomes.</i></p>	Young people develop their music and music making skills
	Young people increase their awareness of music and culture across Scotland, the UK and the world
Is this a new project for 2021/22? If not, how many years has this project been running for (an estimate is fine).	This project has been running for 6 years as part of our YMI programme.
Please tell us why you value this programme in relation to the context of your wider YMI programme.	Within the wider context of our YMI programme, this project acts to support the delivery of the Scottish Government commitment that every pupil will receive a year of free music tuition by the time they leave primary education. All pupils within our local authority will participate once in this project by the time their leave primary education.

<p>Who will deliver this project e.g., classroom teachers, YMI instructors, external specialist organisations?</p> <p><i>If part of the project will be led by classroom teachers please outline how this will be monitored, outlining what training will be offered, if appropriate.</i></p>	<p>This project will be delivered in partnership with [X] external organisation.</p> <p>2 tutors will deliver each session. CVs for these tutors have been previously provided to Creative Scotland.</p> <p>Class teachers will observe all sessions, develop skills in delivery of musical games in relation to rhythm and lead warm up activities during sessions 4-7.</p>
<p>What will be the method of delivery, e.g., whole class; group; one to one; residential?</p>	<p>Whole class</p>
<p>Has this project has been timetabled outside of school hours? If so, please describe the reason for this and how any barriers to participation will be addressed.</p>	<p>This project will happen within school time.</p>
<p>If this project is only being delivered in selected schools, please describe the rationale for this.</p> <p><i>For example, projects may target specific schools based on the SIMD index or it may be offered to all schools on a rolling bases.</i></p>	<p>This project is delivered to schools on a rolling programme. All schools within our local authority will receive this project within a 5-year cycle.</p>

Appendix 4: Example - 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	£2000		100 instruments at £20 cost per unit
Venue hire		£1000	
Instructor CLPL provision		£600	
Project 2			
Freelance music tutor,	£1400		£35 per hour x 2 hours x 20 sessions
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.