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# YMI Welcome Pack

Guidance for working  
with Creative Scotland

Access to Music-Making  
and Strengthening Youth  
Music Funds

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## Welcome

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The Youth Music Initiative is a music education programme reaching almost a quarter of a million young people in Scotland a year. We're delighted to work with you to achieve the fund's vision of putting music at the heart of young people's lives and learning.

We look forward to following your project's progress. We encourage you to contact us with any questions, updates, event information or issues once your project is underway - please see 'Lead contact' section for details of how to get in touch.

## About this pack

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This pack provides the information you need for the duration of your project. The pack outlines:

- What to do before you start your project
- What to do while your project is running
- Monitoring, evaluation and reporting requirements

## About the Youth Music Initiative

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As grantees you might find it useful to discover more about the wider work of YMI. Our annual programme plan is available at [www.creativescotland.com/yimi](http://www.creativescotland.com/yimi). This plan sets out the refreshed vision, aims and outcomes that YMI will deliver throughout the coming year. It also outlines YMI funding routes and priorities, key dates, and information on how YMI contributes to the wider work of Creative Scotland and its Creative Learning Team.

## Alternative formats, languages and access support

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

We offer access support to disabled applicants and grantees, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. The Equalities Team can offer additional one-to-one support to applicants and grantees with access requirements.

If you have any general enquiries about alternative formats and other support, please contact our Enquiries Service:

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

Telephone: 0845 603 6000  
(10am-12pm & 2-4pm, Mon – Fri)

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme.

Go to [www.contactsotland-bsl.org/public](http://www.contactsotland-bsl.org/public) for more information.

## Before you start

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Once you've received your award letter, there are a few things you must do before you begin your project.

### Award email

You will have received an award email that details your unique funding reference number (CS-XXXX-XXXXX). This is your reference number throughout your project. Please provide it with any correspondence you have with us about your project.

### Special conditions

Your award letter outlines any special conditions which have been attached to your offer. As stated in your award letter, you must submit your response to these conditions by the date given.

### Letter of agreement

After your award email has been sent, a Contract will be generated and sent to you within three weeks. The Contract, Terms and Conditions, and Schedule, make up the Funding Agreement.

It is important that you read through the Terms and Conditions, and understand what they require of you in relation to the project. If you are happy with the agreement, please sign both copies and return them to the address listed.

We will then sign and return your copy of the Contract and commence funding in line with the agreement. By accepting any part of the funding and by starting your project, you are agreeing that you have read the Terms and Conditions, and that you are happy to comply with them.

Please note that your offer may be withdrawn and you may have to re-apply if we do not receive the required documentation by the date specified.

### Funding payments

Please ensure you complete the bank details section at the end of the letter of agreement so we know the account that you would like the funding to be paid into.

### Funding instalments

Your letter of agreement includes the payment schedule for your project. This is usually paid in two or three instalments, with the final instalment being paid at the end of your project once you have submitted your End of Project Monitoring Form.

For some projects we require an Interim Project Monitoring Form to release an additional payment half way through your project. Your funding letter will tell you whether you are required to submit an Interim Project Monitoring Form.

## Keeping in touch

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### Lead contacts

If you have any questions about the content or delivery of your project, please contact:

Christine Halsall  
YMI Officer  
[christine.halsall@creativescotland.com](mailto:christine.halsall@creativescotland.com)  
0141 302 1796

If you have any questions about conditions or funding paperwork, please contact:

Carol Ashworth  
Funding Officer  
[carol.ashworth@creativescotland.com](mailto:carol.ashworth@creativescotland.com)  
0131 523 0086

### Changes to your project

We understand that sometimes it is necessary to make changes to your project. If this happens, please contact the YMI Officer as soon as possible to discuss any changes. In most cases, we will ask that you outline the changes to your project in an email so we can update your project file here at Creative Scotland. The YMI Officer will discuss any additional requirements with you.

### Invitations

If you would like us to come and visit the work you're doing, or if you have invitations for showcases and events, please contact the YMI Officer.

### Newsletter

We also spread the word about YMI activity through our dedicated YMI newsletter. This features information about funding, projects, events and other youth music activities taking place across Scotland. You can sign up to receive the newsletter at [www.creativescotland.com/what-we-do/major-projects/creative-learning-and-young-people/youth-music-initiative](http://www.creativescotland.com/what-we-do/major-projects/creative-learning-and-young-people/youth-music-initiative) and please do encourage others to sign up too.

To submit content for the newsletter, please email the YMI Officer.

### Crediting your project

As a grantee of YMI funding, the use of the YMI, Creative Scotland and Scottish Government logos on your project materials is essential. By using the YMI logo you not only show that your project is part of this programme, but also help to spread the word of the initiative and the diversity of activities that are supported. Logos and guidance can be found [www.creativescotland.com/logos](http://www.creativescotland.com/logos).

### Photography

We are always looking to update our stock of high quality photography of YMI projects. Contact [marketing@creativescotland.com](mailto:marketing@creativescotland.com) for more information and to receive an image permissions sheet.

### Communications

We are keen to hear about your projects and to showcase the work of the individuals, organisations and projects that YMI supports. We can promote your project in a variety of ways:

#### Media Relations and PR

Please send press releases to our Media Relations and PR Team who can supply a quote for inclusion, check credit lines, and sign off the release: [media.office@creativescotland.com](mailto:media.office@creativescotland.com)

#### Digital Communications

We can feature your projects and your work on our website, and promote content via Facebook and twitter. For more information on submitting material, contact [webmaster@creativescotland.com](mailto:webmaster@creativescotland.com)

#### #ymiscotland

If you're tweeting about any YMI activity, please also include the YMI hashtag #ymiscotland to help promote the work that you do.

Please include [@creativescots](https://twitter.com/creativescots) in any tweets so we can share with our followers.

# Monitoring, evaluation and reporting

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YMI's approach to monitoring and evaluation focuses on whether we are making a real difference to the lives of young people, to communities, and to the wider youth music sector. We do this through an Outcomes Logic Model setting out the changes that we want to see the programme achieve over the short, medium and long term.

We report annually on the impact and reach of YMI to Scottish Government and other partners. An independent research agency is appointed each year to evaluate the programme.

## Reporting templates

You will find the standard forms required for YMI reporting and a guide to completing them at [www.creativescotland.com/resources/our-publications/funding-documents/youth-music-initiative-funding-documents](http://www.creativescotland.com/resources/our-publications/funding-documents/youth-music-initiative-funding-documents)

Before your project begins, please review YMI's reporting forms so that you can plan how to gather the information you'll need.

Further YMI specific monitoring and evaluation resources, including case studies from previous projects, are available. Please contact the YMI Officer for more information

## Interim Project Monitoring Forms

Your letter of agreement will tell you whether you are required to submit an Interim Project Monitoring Form. In many cases this document will also release an interim payment. If this is the case then the interim payment will be released once the Monitoring Form has been checked by a member of the YMI team.

Even if your interim report is not linked to a payment, completing an Interim Project Monitoring Form if requested is essential for your project to be represented in that year's evaluation report.

## End of Project Monitoring Forms and final payment

The End of Project Monitoring Form has two functions. Firstly, it is your chance to report to us on what you achieved with your project and how you met the outcomes set out in your application. Secondly, it releases the final payment – this final payment can only be made once your form has been completed and submitted, and signed off by the YMI Team.

## Submitting your forms

As well as submitting your completed forms, you can also send supporting evidence, such as photographs, videos and audio files. These can be sent via email, Dropbox or a link to existing online information. If you feel that your form has all the required information then you do not need to submit additional evidence.

The form must be signed by the lead contact for the project as being a true and accurate representation of activity. A scanned or electronic signature is acceptable.

Your form should be sent to [projectreporting@creativescotland.com](mailto:projectreporting@creativescotland.com)

When your report is received, it will be logged and sent to your lead officer in the YMI Team who will check the report before releasing the Interim or End of Project Payment. They will contact you directly if they need more information.

Your project will be considered complete when your final payment has been released.

If you have any questions about the Monitoring Forms, or if you would like to discuss a new YMI application, please contact the YMI Officer. You can also find up-to-date guidelines, forms and deadlines on our website [www.creativescotland.com/yimi](http://www.creativescotland.com/yimi)

## YMI Outcomes Logic Model

Activities	Short-term outcomes	Medium-term outcomes	Long-term and national outcomes	Links	Programme for Government 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 17-18 Programme for Government?	
Young people aged 0 to 25 years have access to high-quality and diverse music-making opportunities both in school and out of school	<p>Young people have more opportunities to take part in enjoyable and quality music-making activities</p> <p>Young people who would not normally have the chance to participate take part in music-making opportunities</p>	More young people from a range of backgrounds take part in quality music-making	Through cultural activity we are contributing towards tackling the significant inequalities in Scottish society	Break down barriers to help our young people succeed	Services fit for the future – excellence and equity in our schools; beyond school
	<p>Young people develop their music and music-making skills (CfE<sup>1</sup> link successful learners)</p> <p>Mandatory outcome for Access to Music Making</p> <p>Young people develop their skills for life, learning and work (CfE links effective contributors and confident individuals)</p>	<p>Young people develop a desire to learn – whether in music or in other fields</p> <p>Young people progress their musical talent and enjoyment through ongoing participation, learning, training and employment in the field of music</p>	<p>Our young people are successful learners, confident individuals and effective contributors</p> <p>Children in all parts of Scotland have a fair chance to develop and achieve their potential</p>	Improve the life experience and life chances of young people	Services fit for the future – the best place in the world to grow up
	<p>Young people increase their awareness of music and culture across Scotland, the UK and the world (CfE link responsible citizens)</p> <p>Young people influence or lead youth music opportunities, and have their voice heard in design and delivery (CfE link responsible citizens)</p>	Young people are strong contributors to local communities through cultural activity	<p>We have strong, supportive and culturally aware communities who value the arts</p> <p>Our young people are responsible citizens</p>	Support the Culture Strategy's principles of access, equity and excellence	<p>A confident, outward-looking nation – culture for all</p> <p>Building a fairer Scotland – empowering our communities</p>
The youth music sector is supported through resources, networking and learning opportunities	<p>People delivering youth music develop their skills and confidence</p> <p>Mandatory outcome for Strengthening Youth Music</p> <p>Organisations in the music sector and beyond work together to strengthen the youth music sector for the benefit of young people</p>	<p>The youth music sector develops, strengthens and becomes more sustainable</p> <p>The contribution of music to learning is acknowledged and embedded in decision making in Scotland</p>	We are supporting our services to be high quality, continually improving, efficient and to provide innovative responses to people's needs	<p>Use public resources in the long-term interests of the country</p> <p>Build strong foundations and increase opportunities for positive childhood experiences</p>	Services fit for the future – improving public services

<sup>1</sup> CfE – Curriculum for Excellence. We have included references to the Curriculum For Excellence's four Capacities for some outcomes to clearly demonstrate how they link to CfE.

## Tools and publications

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### Creative Impact Star

The Creative Impact Star is a free tool designed to gather indications of the changes that occur in individuals and groups during creative activity. The tool measures the impact of creative activity by engaging participants in two short surveys during an event or a programme of classes. The results will hopefully provide you with an insight into the impact of your work with young people and possibly inform the development of future activities. To find out more and to register, visit [cis.creativescotland.com](http://cis.creativescotland.com)

### Creating Safety

Creating Safety provides guidance on child protection for individuals and organisations involved in delivering artistic, cultural and creative projects for children and young people in Scotland. You can download the publication here: [www.creativescotland.com/creatingsafety](http://www.creativescotland.com/creatingsafety)

### ArtWorks Scotland

ArtWorks Scotland is a national professional development initiative for artists working in participatory settings. You can find out more about ArtWorks' resources, events and projects here: [www.creativescotland.com/what-we-do/major-projects/creative-learning-and-young-people/artworks-scotland](http://www.creativescotland.com/what-we-do/major-projects/creative-learning-and-young-people/artworks-scotland)

### Creativity Matters

Part of Creative Scotland's role is to tell the story of the value that publicly funded activities in the arts, screen and creative industries bring to Scotland. We also want to encourage those who work in or are interested in creativity and culture in Scotland, to tell this story. We have a dedicated section of our website to provide help in communicating the value and impact of public funding. To find out more about Creativity Matters, visit [www.creativescotland.com/what-we-do/creativity-matters](http://www.creativescotland.com/what-we-do/creativity-matters)

## Feedback

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We value your feedback on this Welcome Pack and how we could improve the support we provide. You can send your feedback to [ymi@creativescotland.com](mailto:ymi@creativescotland.com) or contact 0330 333 2000 and ask to speak to a member of the YMI Team.