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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 YMI's ongoing priorities and areas of focus as we begin to recover from the Covid-19 pandemic. 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 and Young People 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 require support, further information or have any general enquiries, please contact our Enquiries Service:

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

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

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

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

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

Go to [contactscotland-bsl.org](http://contactscotland-bsl.org) 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-YMIX-XXXXX-XXXX). 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 email address listed.

Once we have received the signed agreement, and all required materials, we will acknowledge receipt and instruct our Finance Team to issue the First Instalment for this project. 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 online bank details form 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 will be paid in two 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. 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:

Sarah Lockhart, YMI Officer (Maternity Cover)  
[sarah.lockhart@creativescotland.com](mailto:sarah.lockhart@creativescotland.com)  
07970962325

If you have any questions about conditions, fund paper work or communications in relation to your project, please contact:

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

Sophie Bambrough, Media Relations & PR Officer  
[sophie.bambrough@creativescotland.com](mailto:sophie.bambrough@creativescotland.com)

Rebecca Leary, Digital Communications Officer  
[rebecca.leary@creativescotland.com](mailto:rebecca.leary@creativescotland.com)

### 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/funding/funding-programmes/targeted-funding/youth-music-initiative](http://www.creativescotland.com/funding/funding-programmes/targeted-funding/youth-music-initiative) and please do encourage others to sign up too.

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

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### 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/resources/our-publications/funding-documents/logos/youth-music-initiative-logos](http://www.creativescotland.com/resources/our-publications/funding-documents/logos/youth-music-initiative-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:

#### News Releases

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. The team will need at least 48 hours notice and can be contacted here: [media.office@creativescotland.com](mailto:media.office@creativescotland.com)

#### Digital

We can feature your projects and your work on our website, and promote content via social media. To discuss your plans, or suggest content for any of our digital channels, please email us at [socialmedia@creativescotland.com](mailto:socialmedia@creativescotland.com).

#### #ymiscotland

We ask that you use **#YMIScotland** in your social posts, and tag Creative Scotland using the relevant handles: **@creativescots** on Twitter and Instagram, and **@CreativeScotland** on Facebook.

# 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 current 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)

We are currently reviewing our monitoring and evaluation approaches and will get in touch in due course to let you know how to gather the information you will need to report on your project.

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. You will find the form required for interim reporting 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)

## End of Project Monitoring and final payment

End of Project Monitoring 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 report has been completed and submitted, and signed off by the YMI Team.

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 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 and evaluation processes, 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	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	
Children and young people aged 0 to 25 years have access to high-quality and diverse music-making opportunities both in school and out of school	Children and young people have more opportunities to take part in enjoyable and quality music-making opportunities  Children and young people who would not normally have the chance to participate take part in music-making opportunities	More children and 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  We are well educated, skilled and able to contribute to society	Open up the potential of culture as a transformative opportunity across society	Transforming through culture
	Children and young people develop their music and music-making skills (CfE <sup>1</sup> link successful learners) <b>Mandatory outcome for Access to Music Making</b>	Children and 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
	Children and young people develop their skills for life, learning and work* (CfE links effective contributors and confident individuals)	Children and 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		
	Children and young people increase their awareness of music and culture across Scotland, the UK and the world (CfE link responsible citizens)  Children and young people influence or lead youth music opportunities, and have their voice heard in design and delivery (CfE link responsible citizens)	Children and young people are strong contributors to local communities through cultural activity	We have strong, supportive and culturally aware communities who value the arts  Our young people are responsible citizens	Continue to celebrate Scotland's extraordinary cultural contributions	Empowering through culture
The youth music sector is supported through resources, networking and learning opportunities	People delivering youth music develop their skills and confidence <b>Mandatory outcome for Strengthening Youth Music</b>  Organisations in the music sector and beyond work together to create progression opportunities that strengthen the youth music sector for the benefit of children and 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

<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.

\* 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.

## Tools and publications

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### Safeguarding

As interaction with audiences and participants continues 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 [National Guidance for Child Protection in Scotland](#) was updated on 2 September 2021. 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](#).

### Is this the best it can be?

*Is this the best it can be?* is a toolkit that can be used by anyone delivering arts and creative learning through collaborative or participatory projects and programmes. The toolkit builds on research and was designed with help from artists and organisations. At the core of the toolkit is a set of prompt questions to assist you in the creation of a 'compass' for your creative partnership - to help navigate what is important and what can be improved. To find out more visit: [www.creativescotland.com/what-we-do/major-projects/creative-learning-and-young-people/artworks-scotland/is-this-the-best-it-can-be](http://www.creativescotland.com/what-we-do/major-projects/creative-learning-and-young-people/artworks-scotland/is-this-the-best-it-can-be)

### Our Creative Voice

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. Our Creative Voice presents a range of case studies that evidence the impact that participation in arts and creativity has, supported by compelling data and research. Our Creative Voice also provides the tools for others to help make the case for culture, and the ambition is to grow and expand this initiative over the coming months and years. To find out more about Our Creative Voice visit: [www.ourcreativevoice.scot](http://www.ourcreativevoice.scot)

## 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.