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# YOUTH ARTS FUND ACCESS FUND

**GUIDANCE FOR APPLICANTS**

SEPTEMBER 2020



ALBA | CHRUTHACHAIL



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

# 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. 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 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.

## Need help?

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If you want to clarify if you or your request is eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service in the first instance.

You can do this by email, through our website or social media.

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

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

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

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/deaf-bsl-users](http://www.contactscotland-bsl.org/deaf-bsl-users) for more information.

# Overview of the Youth Arts Fund

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In August 2020, the Scottish Government announced that the culture and heritage sectors in Scotland were to benefit from a **£59 million funding package** to protect jobs and help the industry weather the effects of the coronavirus (COVID-19) pandemic.

As part of this announcement £3m was allocated to support youth arts and ensure creative opportunities for children and young people continue to exist across Scotland despite the COVID-19 pandemic.

The Youth Arts Fund will be distributed through 3 routes:

- A Targeted fund of £1.05m supporting the key infrastructure for youth arts and youth music, by inviting 20 established regional and national organisations to apply for awards of between £30k and £70k to help plan the recovery of youth arts activity across Scotland from October 2020 (launched September 2020).
- An open Access fund (this fund) of at least £1.2m offering grants of between £5k and £30k to individuals and organisations who run youth arts programmes to support activity from March 2021 onwards (launched September 2020).
- A **Small Grants scheme** of £700k to devolve funds of between £10k and £50k locally for artist led projects in early learning, schools, and other family support and community settings from January 2020 (launched end September 2020).
- A £50k boost to the **Nurturing Talent Fund** to provide opportunities to young, emerging artists who are entering a challenging funding environment.

## What is the Purpose of the Youth Arts Access Fund?

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The overall £3m Youth Arts Fund has largely been provided to enhance the existing Youth Music Initiative programme (YMI) managed by Creative Scotland. The YMI Access to Music Making fund is an established strand of the annual YMI programme creating access to high-quality music-making for children and young people aged 0-25 years. This Access Fund builds on Access to Music Making to use the new Youth Arts Fund to support an increased range of music-making projects, as well as introducing projects which deliver across wider art form areas.

## What youth arts activities can be supported by the fund?

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We welcome applications proposing any activity that will achieve the outcomes on Page 5. Examples of activities that we might support include (but are not limited to) the following:

- Group based activity that covers any aspect of youth arts/music making
- Youth led projects where young people design and lead activity
- Projects that promote partnership working
- Delivery of project activity working across early learning, schools, and other family support and community settings, focused on tackling inequality through targeting priority groups of children and young people

These funds will support artist led activity based in and outwith school hours that aligns with the fund's priorities.

# What are the outcomes that all applicants must seek to deliver?

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There are two mandatory outcomes for this fund, one for youth music and one for wider arts. All projects must seek to deliver against one of these outcomes, highlighted in bold (below). In addition, applicants must select one further outcome which you intend to deliver through your project.

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**Children and Young people develop their music and music-making skills** (mandatory for youth music projects)

**Children and Young people develop their creativity skills in and through youth arts provision** (mandatory for wider youth arts projects)

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Children and young people have more opportunities to take part in enjoyable and high-quality youth music / wider youth arts activities

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Children and young people who would not normally have the chance to participate take part in youth music / wider youth arts activities

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Children and young people influence or lead opportunities, and have their voice heard in design and delivery

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Funded projects will be asked to evidence if, and how, selected outcomes have been delivered. There is guidance about setting and measuring outcomes on Page 12 of these guidelines.

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. Please consider this information at the time of application.

# What are the Priorities for the Fund?

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We will prioritise applications that propose specific actions and partnerships to tackling inequality by engaging at least one of the following groups of children and young people who:

- Are living in poverty or residing 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 Black and/or Minority Ethnic backgrounds.
- 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 or at risk of homelessness, or who have been homeless
- Are experiencing mental ill health.

We endeavour to support a range of projects across the whole of Scotland.

# What are the criteria for the Fund?

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

- How the project will deliver the outcomes which you have selected.
- Demonstrate how the funding will develop additional project-based activity that will tackle inequality and create opportunities for children and young people to engage with the arts.
- Activity must be delivered by highly skilled and experienced freelance staff who are paid industry rates. You can find further information on the [Creative Scotland website](#).
- Removal of all barriers to participation whether physical, socio-economic, personal or peer related.
- Evidence demand from young people, local stakeholders and partners for the proposed activity detailing how young people will be involved in the development of the project.  
*Partners might include Local Authority departments, the local police, children's charities and national/local arts organisations.*
- Have a robust plan for monitoring and evaluation that will measure the project's success against the selected outcomes.
- Confirmation that project staff/trainees (if applicable) will be members of the Protection of Vulnerable Groups (PVG) Scheme administered by Disclosure Scotland before the project begins.
- Outline effective plans for management and delivery, including details of roles and responsibilities of staff and project partners, details of your track record and clear identification of any risks associated with the delivery of the project and the activities you propose to undertake
- Provide a clear budget with a breakdown of costs and how they relate to the project activity.

Additional criteria for applications over £15k:

- Support the development of lead staff/tutors working on the project through training or CPD and allocating an appropriate level of budget.
- Provide opportunities for emerging practitioners to gain practical experience and develop skills through working with experienced project staff in the delivery of the project. This could include paid work experience, traineeships or apprenticeships. Applications should outline how these roles will be supported through a structured training plan. Voluntary opportunities will also be considered, but a clear approach to ensuring unpaid opportunities are made financially accessible should be included with the application.

## **Have you previously received funding from the Youth Music Initiative (YMI) Access to Music Making fund?**

For organisations and individuals who are applying to the Access to Music Making Fund and who have previously received support from that fund for the same project the application should demonstrate the anticipated impact of continued funding.

## Who can apply?

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Applications can come from organisations and individuals based in Scotland or who are delivering programmes within Scotland for the benefit of the people of Scotland.

Organisations already in receipt of Regular Funding from Creative Scotland can apply but should discuss their intention to apply with their lead officer in the first instance.

## Who cannot apply?

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Applications will not be accepted from:

- Schools and/or their associated organisations, such as Parent Teacher Associations
- Instrumental Music Services and existing music programmes and services based in local authorities

In addition, this fund will not support applications which propose to create permanent full-time or part-time posts.

## What is the overall budget for this fund and how much can we apply for?

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The overall budget for this fund will be at least **£1.2m** with at least **£800k** for youth music and **£400k** for wider youth arts.

Applicants can apply for between £5k to £30k, to deliver projects for up to 1 year.

All applicants can apply for 100% of their proposed programme but the addition of partnership funding and in kind contributions are welcomed.

## How to apply

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You can download the application form for this fund from our website here: [www.creativescotland.com/youth-arts-fund/access](http://www.creativescotland.com/youth-arts-fund/access)

Alongside your application you are also required to submit a budget and the risk assessment (templates for both provided at the above URL).

## Key information required when submitting your application

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The information detailed below is essential and if your application does not comply it will be considered ineligible and further information will be requested:

- Applications must be made on the appropriate Application Form and submitted electronically via email, unless a special request has been made and approved in advance.
- All supporting documentation must be submitted at the time of application. Please make it clear on the application form the supporting material you have included or where we can access it.
- We will not fund any activity which has already started, or which will start before a decision has been made on your application
- Applicants must check and tick the disclaimer box on the Application Form to confirm that they have read and understood the Guidelines and standard **Terms and Conditions**

# Additional Supporting Material

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When submitting your application, in addition to the application form, you must provide the essential supporting materials:

- A separate one-page budget using the template provided
- A copy of your organisation's Child Protection Policy. For guidance on child protection please visit the Creating Safety page of the [Creative Scotland website](#).
- CV or detailed biography of project staff/tutors
- A structured training plan for trainees (not required for applications under £15,000)
- A risk assessment on the template provided
- Memorandum and Articles of Association and Equal Opportunity Policy (if applying for the first time)

We also recommend you submit:

- Letters or emails from partners outlining their support of and involvement in the project

When planning your project, you may wish to work with the [Is this the best it can be?](#) toolkit.

## Your budget

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In the application form you will be asked to outline how much money you are applying for and complete an income table. Please note budget figures should be rounded to the nearest £.

You will need to submit a separate one-page budget using the template provided, clearly detailing and breaking down all areas of income and expenditure, distinguishing between cash and in-kind costs.

All costs must directly relate to the activity, be fully explained within the project description be fully broken down within the budget and accounted for.

Costs which you can include in your budget are:

- Professional time (artists, tutors, industry experts to support young people in a range of roles)
- Staff (for ongoing support of young people in a range of roles)
- Venue/equipment hire, where appropriate

- Overheads of up to 20% of the projects total budget. Overheads are costs incurred for the support of your project such as a contribution to management costs, contribution to core (permanent) staff salaries, heating and lighting or insurance
- Instrument/equipment costs up to 15% of the total project budget
- Training and continuing professional development costs for project staff, tutors and trainees of up to 5% of the total project budget.
- Marketing
- Access costs including digital access costs, British Sign Language interpretation, audio description and captioning and Gaelic/Scots translation.
- Monitoring and evaluation

We encourage you to include a realistic amount for contingency. We suggest 5-10% of your budget is allocated as contingency.

Creative Scotland will only fund programmes that demonstrate best value for public funds.

## Application Submission

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- Completed application forms and supporting material can be submitted by email to [YMIaccess@creativescotland.com](mailto:YMIaccess@creativescotland.com) by **Thursday 12 November 2020**.
- On submission you will receive an electronic notification of receipt.
- We will review your application and, if it is eligible, we will log it on our system. If you have failed to comply with any of the points detailed in the section 'Key information required when submitting your application', then your application will be deemed ineligible. You will be notified of this, and the reasons why, by email.

## How decisions will be made

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Logged applications will be assessed by Creative Scotland officers or external assessors with relevant expertise appropriate to this funding programme. Following initial assessment, and officer recommendation, decisions on final awards will be taken by a panel chaired by the YMI Manager or Head of Creative Learning.

Applicants will be notified of the outcome no later than 14 weeks after the programme deadline. You will be informed of a target decision date at the point of application.

# Timetable

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The planned timetable for the fund is as follows:

Publication of fund guidance, and application form:  
**Thursday 17 September 2020**

Deadline for Applications: **Thursday 12 November 2020**

Notify all applicants of decisions: **Tuesday 9 February 2021**

Funded activity to begin: **From March 2021**

If any of these dates change, we will notify all applicants as soon as possible.

# Guidance on setting and measuring Outcomes

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## How do I know if we are achieving our outcomes?

You will need to decide what information you want to collect to provide evidence that you are progressing towards achieving your outcomes. These are known as ‘indicators’. These are to give an indication that you are heading in the right direction and are seeing the positive change that you want to see.

It is important that you keep this as simple as possible 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:

<b>Outcome</b>	
Children and young people develop their music making skills	
<b>How are we going to contribute towards this</b>	
Very brief description of what activity will link with this outcome	
<b>What we want to measure</b>	
Music skills	
<b>Potential indicators</b>	<b>Potential methods to measure indicators</b>
Young people rate their music skills (eg 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 participants to rate and comment on their music skills
Practitioners rate young people’s 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

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**Outcome**

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Children and young people who would not normally have the chance to participate take part in youth music / wider youth arts activities

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**How are we going to contribute towards this**

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Very brief description of what activity will link with this outcome

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**What we want to measure**

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Whether those who would not normally be involved have been able to take part

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**Potential indicators****Potential methods to measure indicators**

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The profile of children and young people taking part matches those who don't normally have the chance to participate – geography, cost, additional support needs etc – depending on who you are targeting

For projects targeting participants from a geographical area of deprivation as defined in the guidelines and using the SIMD index.

Describing the referral routes through which young people come to the project, for example Barnardo's.

Gathering voluntary equality monitoring information from participants around protected characteristics.

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Children and young people say that they have become involved in music when they wouldn't have done previously

Discussions with participants during and after the project.

A survey asking whether young people were involved in music making / wider youth arts activities before taking part in the project.

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We advise that you think about using two indicators and two different methods for each outcome that you have selected. This means that you have different indications of progress. You should try to think about what information you already collect that you could use or tweak to provide the kinds of information we need.

# Methods for measuring progress towards outcomes

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You may already be gathering lots of useful information about the difference your projects make – please use this when reporting on your outcomes. If you are thinking about new or different ways to gather the evidence you need, there are many different methods you could use:

- Outcomes-focused surveys – these could involve asking young people a very small number of questions at the beginning of a project and again at the end, and seeing whether there are any differences. Or you could ask people at the end to rate the change they have seen over time. The surveys can be very simple. You can use approaches like an ‘outcomes star’, ‘spidergram’, smiley faces or a traditional survey. The most important thing is to ask questions about outcomes – what has changed for people – not just about what they liked / disliked about the project.
- Social media – using social media (twitter, facebook etc) can be a very useful way of getting immediate and useful feedback from young people (usually aged 14 and above) and adults. You can ask people to post about the outcomes they saw as a result of participation. Usually it works best if you focus on one main question so that it is easier for people to answer quickly and for you to analyse. This can be a really useful way of getting quick feedback with minimal time investment.
- Practitioner or participant diaries – asking the people who take part, or the people who deliver projects, to fill in a very short and simple diary over time can be a great way of gathering meaningful information about the skills people learn, what changes for them along the way, or what changes they observe in others over time. It can be hard to remember this at the end of a project so a diary provides an ongoing commentary. This works best as a ‘case study’ of a small number of people – otherwise analysing what the diaries say takes up a lot of time. This approach provides really rich information about what has changed over time.
- Interviews and focus groups – speaking to people to explore their views on the difference participation has made to them, or to the young people they work with, can be very useful. Focus groups involving around 6 to 10 people can be a good way of encouraging people to share ideas and gathering the views of a number of people at the same time. These usually work best if people are coming together anyway – for example, just at the end of a music session.
- Recordings – audio or video recordings of participants’ work at different stages can be very powerful and lets the music do the talking in demonstrating skills development.

You shouldn't try to do everything; instead you should use the methods that you think fit best with what already happens in your local area. Just gather enough information to give you an indication that a range of people are seeing the changes that you want them to see, so that you have evidence against each of the outcomes you wanted to achieve.

You should then collate the information to summarise what it is telling you. It is important to remember that a strong outcomes approach is essentially about making project evaluation straightforward, meaningful and useful. When you are analysing and interpreting the data you collect as part of a project, try to think about what you, or others, might learn from it. Only gather information about things that you are going to use, report or act on. And make sure there is some space for exploring any unintended outcomes – such as positive changes that you didn't expect that participants are highlighting along the way.

## State Aid

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State Aid involves public money being used to provide financial assistance to organisations. The use of State Aid is regulated and monitored to ensure that public money is not used to distort competition and trade in the European Union. The UK currently remains subject to State Aid regulations and the post-Brexit situation is under negotiation. More information on State Aid can be found here: [www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid](https://www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid)

Grants awarded through this fund are considered to be under the COVID-19 Temporary Framework for UK authorities (SA.56841), and under section 3.1 of the European Commission Temporary Framework for state aid measures to support the economy in the current COVID-19 outbreak (adopted on 19 March 2020 and amended on 3 April 2020) (the “Temporary Framework”). To be eligible for this framework the grant recipient must demonstrate that they were not in financial difficulties at 31 December 2019 i.e. before the impact of the COVID-19.

The maximum total amount of aid that a company may receive from public bodies under section 3.1 of the Temporary Framework is €800,000. The Grant will be relevant if you wish to apply, or have applied, for any other aid through the Temporary Framework. Any recipient of funding from this scheme must retain the award letter for four years after the conclusion of the UK's transition from the EU and produce it on any request from the UK public authorities or the European Commission.

## Data Protection

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Creative Scotland (CS) requires some personal information about you / your organisation to consider your application for funding. Without this information CS will be unable to process your application.

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

[www.creativescotland.com/privacy-policy](http://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' 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 law. 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' 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 Commissioners Office.

## Making a complaint

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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:

[www.creativescotland.com/resources/our-publications/policies/complaints-handling](http://www.creativescotland.com/resources/our-publications/policies/complaints-handling)

# Freedom of Information (FOI)

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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](http://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](http://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.

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