



YMI Access to Music Making

Application Questions
2022-23

Access to Music Making

The purpose of the Access to Music Making fund is to create access to high-quality music making opportunities outwith school time for children and young people aged 0 – 25 years (or, aged over 25 if they are disabled, care experienced and/or have been a young carer).

For full details and eligibility criteria, please see the [fund guidance](#).

Application Questions

To help you prepare your application, you can find the list of questions from the application form within this document.

Please note however that this is for preparatory purposes and applications will only be accepted through Creative Scotland's online [Funding Management System](#).

Completed applications and supporting material should be submitted by **Wednesday 1 June 2022** for Round 1 and **Tuesday 25 October 2022** for Round 2, no later than 2pm.

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.

If you have any access requirements, please refer to the information on Alternative Formats, Languages and Access Support at the start of the [guidance document](#).

Need help?

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

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

Email: enquiries@creativescotland.com

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

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

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 for more information.

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Project/Activity Proposal

If your application is successful, we will use this information in any publicity we produce about your project/activity.

Project/Activity Title

Summarise the project/activity you intend to undertake with this funding.
(approx. 200 words) Max length: 1400 characters

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Project/Activity Detail

When do you expect the project to start? *This cannot be before September 2022 (Round 1) or February 2023 (Round 2).*

When do you expect the project to end? *Activity can last a maximum of 12 months.*

Where will your project/activity take place?

Tell us as much information as you can about where your activity will be delivered to children and young people. You should fill out at least one of these boxes, but please complete as many as are applicable.

Activity Locations

Local Authority

Postcode

Location outside of Scotland

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Project/Activity Outcomes

There is one mandatory outcome for this fund. Select two additional outcomes for your project and describe how the activity will deliver these outcomes. You can refer to the "Outcomes" section of the [Fund Guidance](#) for further info.

Mandatory Outcome: Children and young people develop their music and music-making skills.

Describe how the activity will deliver this outcome.
(approx. 200 words) Max length: 1400 characters

Project/Activity Outcomes 2

Select Outcome 2

- 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
- Children and young people develop their skills for life, learning and work
- Children and young people increase their awareness of music and culture across Scotland, the UK and the world
- People delivering youth music develop their skills and confidence
- 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

Describe how the activity will deliver this outcome.

(approx. 200 words) Max length: 1400 characters

Project/Activity Outcomes 3

Select Outcome 3

- 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
- Children and young people develop their skills for life, learning and work
- Children and young people increase their awareness of music and culture across Scotland, the UK and the world
- People delivering youth music develop their skills and confidence
- 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

Describe how the activity will deliver this outcome.

(approx. 200 words) Max length: 1400 characters

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Project/Activity Overview

Provide an overview of the project/activity including:

- **Timeline and key dates**
- **Content and focus of delivery**
- **Duration and number of sessions**

(approx. 850 words) Max length: 5950 characters

Optional supporting documents can be added on the next page.

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Supporting Documents (Project/Activity Overview)

Supporting documents can be added as:

- **Word document (2 sides A4),**
- **PDF (2 sides A4)**
- **Video URL (4 minutes max)**

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Participants

Provide target numbers of the following for the project:

Children and young people new to the project

Children and young people continuing the project

Trainees up to age 25 *Mandatory for applications over £15,000.*

How many children and young people you expect will be in each of the following age brackets:

0-4

5-9

10-12

13-17

18-25

Priority Groups

Which of the following groups are you seeking to engage through your project/activity?

We will prioritise applications that propose to tackle inequality by engaging children and young people who do not currently take part in music making. Refer to the 'Priority Groups' section in the [Fund Guidance](#) for more info.

- Those 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. For more information, please visit the [Scottish Government website](#).
- Are experiencing or at risk of homelessness, or who have been homeless.
- Are experiencing mental ill health.

How would you describe the most significant challenges or barriers faced by the children and young people you are seeking to engage?

(approx. 250 words) Max length: 1750 characters

We want to know that you have carefully considered the physical, socio-economic, personal and/or peer-related challenges or barriers that the children and young people you intend to work with might face.

How do you plan to address these challenges or barriers to participation?

(approx. 250 words) Max length: 1750 characters

These challenges or barriers may prevent participants from: engaging with the initial opportunity; accessing the activity to the same level as their peers; and/or maintaining ongoing engagement with the activity.

Partnerships

Tell us about any other groups, partners or organisations involved in the project.
(approx. 500 words) Max length: 3500 characters

Partners might include Local Authority departments, the local police, children's charities, and national/local arts organisations. Please detail what the partner role(s) will be and the skills and expertise they bring to the project. We strongly recommend that you provide evidence of support from partners. This evidence should be attached on the "Essential & Supporting Material" section of this application.

Tell us how children and young people have been involved in the design and delivery of this project.
(approx. 200 words) Max length: 2000 characters

We want to ensure that this project is addressing a need, and that children and young people and will be involved in shaping its ongoing development.

Monitoring & Evaluation

Outcome 1

Describe how you will monitor activity and evaluate if the outcomes have been achieved, including the methods and indicators you will use.

The outcomes selected here should match the outcomes you selected on the "Project/Activity Outcomes" section of this application. You can refer to Appendix 2 of the [Fund Guidance](#) for examples and further info.

Mandatory Outcome: Children and young people develop their music and music-making skills.

Provide a description of what activity will link with this outcome.
(approx. 100 words) Max length: 700 characters

What do you want to measure?
(approx. 100 words) Max length: 700 characters

Provide a description of:

- **Potential indicators that things are improving**
- **Potential methods to measure improvement**

(approx. 100 words) Max length: 700 characters

Monitoring & Evaluation 2

Select Outcome 2

- 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
- Children and young people develop their skills for life, learning and work
- Children and young people increase their awareness of music and culture across Scotland, the UK and the world
- People delivering youth music develop their skills and confidence
- 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

Provide a description of what activity will link with this outcome.

(approx. 100 words) Max length: 700 characters

What do you want to measure?

(approx. 100 words) Max length: 700 characters

Provide a description of:

- **Potential indicators that things are improving**
- **Potential methods to measure improvement**

(approx. 100 words) Max length: 700 characters

Monitoring & Evaluation 3

Select Outcome 3

- 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
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- Children and young people increase their awareness of music and culture across Scotland, the UK and the world
- People delivering youth music develop their skills and confidence
- 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

Provide a description of what activity will link with this outcome.

(approx. 100 words) Max length: 700 characters

What do you want to measure?

(approx. 100 words) Max length: 700 characters

Provide a description of:

- **Potential indicators that things are improving**
- **Potential methods to measure improvement**

(approx. 100 words) Max length: 700 characters

Project Management

Please provide an overview of the:

- **management plan for your project/activity**
- **staff roles and responsibilities**
- **details of project partners and their roles**

(approx. 850 words) Max length: 5950 characters

Optional supporting documents can be added on the next page.

Define any health and safety risks and how you plan to mitigate them.

(approx. 200 words) Max length: 1400 characters

These may include Child Protection, safeguarding (face to face and online) and Covid-19 enhanced hygiene.

Define any participant risks and how you plan to mitigate them.

(approx. 200 words) Max length: 1400 characters

These may include target numbers not being reached, participant drop off, priority groups not being reached, barriers to participation not fully addressed, Covid-19 related social distancing and tracking procedures.

Define any key project risks and how you plan to mitigate them.

(approx. 200 words) Max length: 1400 characters

These may include outcomes of the projects not being met, loss or reduction in funding, changes in staff, financial management, governance, and challenges with partnerships.

Supporting Documents (Project Management)

Supporting documents can be added as:

- Word document (2 sides A4),
- PDF (2 sides A4)
- Video URL (4 minutes max)

Project Staff

How many roles will be supported through the project? Please show whether they will be full time or part time.

Project Management/Co-ordination/Admin staff:

Full Time: Part Time:

Freelance artists and creative practitioners:

Full Time: Part Time:

Youth work staff or staff in roles supporting children and young people:

Full Time: Part Time:

Trainees (*Mandatory for applications over £15,000*)

Full Time: Part Time:

Volunteers

Full Time: Part Time:

Describe how the project will support the development of lead staff and tutors working on the project.

(approx 500 words) Max length: 3500 characters

(Mandatory for applications over £15,000)

This can include identifying their individual continuing professional development needs and providing relevant training or other opportunities.

Describe how you will support trainees to gain skills in administering or delivering youth music activities.

(approx 200 words). Max length: 1400 characters
(Mandatory for applications over £15,000)

You are asked to submit a detailed trainee plan in the Essential and Supporting material section of this application.

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Budgets and Funding

Refer to the 'Budget' section in the [Fund Guidance](#) for more info. Please note: budget figures should be rounded up to the nearest £.

Did Creative Scotland invite you to apply through the Targeted process?

You would have received an invite letter and attended a pre-application meeting.

What is the total budget of the project / activity?

Funding Amount Requested?

Please provide a one-page budget, using the [template provided](#).

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Essential & Supporting Material

Please attach supporting material specified below. For more information on our preferred formats, see www.creativescotland.com/preferred-formats.

Please also ensure that you comply with data protection law if providing Creative Scotland with personal information contained in Remits/Job Descriptions and CVs and that you share our Funding [Privacy Notice](#) with the respective individual(s).

Refer to the “Supporting Material” section in the [Fund Guidance](#) for more info.

Copy of your organisation’s Constitutional Documents. You may also supply your Equal Opportunities Policy. Mandatory for organisations.

Copy of your organisation’s Child Protection Policy. Mandatory for organisations.

CV or detailed biography of key project staff, artists and/or professionals, indicating experience relevant to their role in this project Mandatory for all.

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

A structured training plan for trainees. Mandatory for applications over £15,000.

Do you confirm that all Project Staff / Trainees (if applicable) engaged in any of the projects outlined will be members of the Protection of Vulnerable Groups Scheme administered by Disclosure Scotland before the project begins?

Would you like to receive regular email updates from the Youth Music Initiative and Creative Scotland?