



YMI Access to Music Making

Application Guidelines
2023-24

How can we support you to make an application

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. We have a number of ways we can support you to make your application:

- Officers can offer guidance to applicants on making an application.
- Access support is available for disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants.
- Additional one-to-one support is available to applicants with access requirements.
- Information is available in alternative formats (including large print, braille and easy read).
- We can accept applications and supporting materials written in English, Gaelic or Scots.
- Video walk-throughs of our online application forms.

If you require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service. You can do this by email, through our website or social media.

Email: enquiries@creativescotland.com

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

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

We aim to respond to all enquiries very 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 D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to: www.contactscotland-bsl.org for more information.



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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 children and 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.

Creative Scotland has three main aims for the YMI. It should:

- Create access to high-quality music-making opportunities for children and young people, particularly for those that would not normally have the chance to participate.
- Enable children and young people to achieve their potential in or through music making.
- Support the development of the youth music sector for the benefit of children and young people.

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 individuals and organisations who primarily work outwith school settings. There are two informal sector funding routes: YMI Access to Music Making and YMI Strengthening Youth Music, as well as the YMI CPD and Training Fund which is managed by the Scottish Music Centre.

You will find further information about all YMI funding routes in the YMI funding section of of Creative Scotland's website.' to 'Find further information about [YMI funding routes](#) on our website.

What is the purpose of the Access to Music Making Fund?

The purpose of the Access to Music Making fund is to create access to high-quality music making opportunities for children and young people.

Access to Music Making will not support applications which propose activities that take place during school time in a school setting. Activities within school time will only be considered if they are specifically for: early years (0-5); children and young people with a disability and/or additional support needs; children and young people who are disengaged from mainstream education; children and young people based in residential and/or secure care; young carers and/or young parents.

Key dates and information

There will be one deadline for the Access to Music Making Fund in 2023-24. This funding route accepts applications any time up until the deadline of 12 noon, Tuesday 29 August 2023.

When will I hear back regarding a decision?

You will receive a decision by 21 November 2023. Funding activity can begin from January 2024.

Who can apply?

Applications to the Access to Music Making fund can come from organisations and individuals based in Scotland or who are delivering programmes within Scotland for the benefit of children and young people of Scotland.

Organisations already in receipt of Regular Funding from Creative Scotland can apply but should discuss their intention to apply for funding with their lead officer in the first instance. Applications will be required to demonstrate why the proposed activity is additional to their existing funding agreement and how the activity enhances current and future plans.

Who cannot apply?

Applications will not be accepted from:

- Schools and/or their associated organisations, such as Parent Teacher Associations
- Local Authority music services

Please note: YMI will distribute £7.2m in 2023-24 for school-based music making programmes across Scotland's 32 Local Authorities. For more information on your Local Authority's YMI programme please check the [YMI Formula Fund contact](#) document on the funding section of our website.

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?

Up to £1.5m will be available for the Access to Music Making and Strengthening Youth Music Funds with funding being delivered through both Open and Targeted applications:

- Open applications – supporting projects applying for between £1k – £30k, for up to 1 year of activity.
- Targeted applications – Targeted funding applications are invited by Creative Scotland to apply for between £30k-£70k for activity which strategically addresses the aims of the programme.

All applicants can apply for 100% of their proposed programme but we encourage applicants to include partnership funding and in-kind contributions.

Activities supported by the fund

We welcome applications proposing any activity that will achieve the outcomes of the fund.

Examples of activities that we might support include (but are not limited to) the following:

- Group based activity that covers any aspect of music and/or music making.
- Youth led projects where children and young people design and lead music making 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.

What the funding cannot be used for

- We will not fund any activity which has already started, or which will have started before a decision has been made on your application.
- 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.
- If your proposed project includes wider/multi artform activity, please note that we can only support core costs plus tuition and equipment costs for music parts of the project.
- If your proposed project includes activity which may be classed as Music Therapy, please contact Christine Halsall, YMI Officer at christine.halsall@creativescotland.com to discuss further.

What are we looking for in your application?

Criteria

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

- How the project will deliver the outcomes which you have selected.
- How the funding will develop project-based activity that will tackle inequality and create opportunities for children and young people to engage with music and music making.
- How the project will target children and young people aged 0 – 25 years (or, aged 25 - 30 if they are disabled, care experienced and/or have been a young carer).
- Removal of all barriers to participation for children and young people whether physical, socio-economic, personal or peer related.
- Details of how you will advertise, market and/or target the activities for your project to ensure that you reach the children and young people you are seeking to engage.
- Evidence that there is demand from children and young people, local stakeholders and partners for the proposed activity and detailing how children and 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.
- Activity must be delivered by highly skilled and experienced project staff, and music tutors must be paid at least the Musicians' Union minimum rate. The 2023/24 rates are £40.50 per hour or £250 per day. You can find out more about the rates on the [Musicians' Union website](#).
- 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.
- Effective planning for management and delivery, including details of roles and responsibilities of staff and project partners and any related track record you may have.
- Clear identification of any risks associated with the delivery of the project and the activities you propose to undertake.
- Robust planning for monitoring and evaluation that will measure the project's success against the selected outcomes.
- Provide a clear budget with a breakdown of costs and how they relate to the project activity.
- Raising awareness of the impact and profile of YMI activities within your area through effective promotion and advocacy. YMI opportunities are publicised widely with YMI funding acknowledged in all publicity materials.

Additional criteria for those applying over £15k:

- Support the development of lead staff/tutors working on the project through training or CPD opportunities and allocating an appropriate level of budget accordingly.
- Provide opportunities for trainees to gain practical experience and develop skills through working with experienced project staff in the planning, management and/or delivery of the project. Your project could offer a range of trainee roles including:
 - Volunteer opportunities, offering participants accessible opportunities to take supporting roles during activities.
 - Apprenticeship or traineeship programmes, offering structured and sustained opportunities for participants throughout the duration of your project.
 - Emerging practitioner roles, offering more of a leading role in project delivery as appropriate to participant's experience.

Applications should outline how these roles will be supported through a dedicated training plan, which includes a list of key dates for the opportunity and that details clear roles and responsibilities for trainees and supporting staff. We would expect apprenticeship, traineeship, or emerging practitioner roles to be paid in line with [Fair Pay guidance](#). For volunteering, or roles where you feel it is not appropriate to pay, we would expect you to demonstrate an appropriate budget that ensures such opportunities are fully accessible (E.g., travel subsistence and expenses).

Priority Groups

We endeavour to support a range of projects across the whole of Scotland. We will prioritise applications that propose specific actions and partnerships to tackle inequality by engaging children and young people who do not currently take part in music making and are:

- 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.

Outcomes

We take an outcomes-focused approach to the YMI: we want to know about the changes you aim to bring about through your project activity, as well as how you plan to measure these.

There is one mandatory outcome for the [Access to Music Making fund](#) which all projects must seek to deliver, highlighted in bold (below). In addition, applicants must select two further outcomes which you intend to deliver through your project.

Learning and Working

- **Children and young people develop their music and music making skills (mandatory outcome).**
- Children and young people develop their skills for life, learning and work.

Tackling Inequalities

- 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.

Cultural and Strong Communities

- Children and young people increase their awareness of music and culture across Scotland, the UK and the world.
- Children and young people influence or lead youth music opportunities, and have their voice heard in design and delivery.

Building Skills and Practice

- 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.

A YMI Outcomes Logic Model has been developed which identifies short, medium, and long-term outcomes which the YMI aims to deliver. [Read the guidance on setting and measuring outcomes for YMI.](#)

Funded projects will be asked in the YMI End of Project Monitoring Report to evidence if, and how, selected outcomes have been delivered. [Read the guidance on setting and measuring outcomes for YMI.](#)

Completing your application

All applications must be made through Creative Scotland's online [Funding Management System](#). Information on how to register, access and complete the online application form can be found at my.creativescotland.com/user-guide.

How to Apply

1. Register on Creative Scotland's online Funding Management System at my.creativescotland.com. Only one person will be able to register per organisation.
2. You will need to verify your email address.
3. Once registered, you can log in and select the YMI Access to Music Making application form.
4. Use the 'Apply now' button to begin your application.
5. You will be asked to choose whether you are applying as an individual or on behalf of an organisation. You will also be required to provide contact details for your application.
6. Use the 'Review your progress' button at any time to preview the remaining questions and see your progress up to this point.
7. You can save your application and return to it at any time before the deadline.
8. Submit the completed application form before the deadline. Once submitted it will not be possible to amend your work so ensure you thoroughly review and check before submission.
9. Once submitted, you will receive a confirmation message with a reference number. You can see your completed application using the 'View your submission' button at my.creativescotland.com/home.

Key information required when submitting your application

The information detailed below is essential. If your application does not comply it will be considered ineligible. If your application is incomplete, then further information will be requested and you will be given an opportunity to re-submit within 5 working days.

- Applications must be made through Creative Scotland's online Funding Management System.
- All supporting documentation must be attached to the application and submitted before the fund deadline.
- Applicants must check and tick the disclaimer on the application to confirm that they have read and understood the Guidelines, Privacy Notice and standard [Terms and Conditions](#).

Supporting Material

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

- A separate one-page budget using the [template provided](#).
- A copy of your organisation's Constitutional Documents.
- A copy of your organisation's Equal Opportunities Policy.
- A Child Protection Policy. This could be your organisations Child Protection Policy, or if you are an individual, a copy of the Child Protection Policy of one of the partner organisations you will be working with. For guidance on child protection please visit the [Creating Safety](#) page of the Creative Scotland website.
- CV or detailed biography of key project staff, artists and/or professionals.
- A structured training plan for trainees (only required those applying over £15k).

We also strongly recommend you submit:

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

Safeguarding

We encourage you to continually review your processes and policies in relation to child protection and working with vulnerable adults. General guidance, as well as that relating to delivery of activities online using digital tools, can be accessed through the [Creating Safety](#) resource.

Your budget

In the application you will be asked to outline how much money you are applying for, along with the total budget for the project.

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

Costs which you can include in your budget are:

- Professional time broken down into daily/hourly rates (artists, tutors, industry experts to support children and young people in a range of roles).
- Staff costs (for ongoing support of children and young people in a range of roles), including PVG checks for any new or existing staff.
- 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 management 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, advertising and/or participant recruitment costs.
- Access costs including digital access costs, British Sign Language interpretation, audio description and captioning and Gaelic/Scots translation. These costs could also relate to more general participant access considerations such as for transport, subsistence, childcare and/or physical adaptation.
- Monitoring and evaluation.

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

The YMI is committed, through any activities we support, to ensure that artists and those professionals working in the creative community are paid fairly and appropriately for their time and effort. You can find the current rates on the [Musicians' Union website](#) and Creative Scotland's [Rates of Pay Guidance](#).

For trainee opportunities, rates of pay should be proportional to the level of responsibility expected of the trainee and should adhere to Scottish Government [Fair Work First Guidance](#). Voluntary opportunities will also be considered, but a clear approach to ensuring unpaid opportunities are made financially accessible should be included with the application.

Please note: as part of the Scottish Government's Bute House Agreement, all organisations applying for funding from Creative Scotland from 1 July 2023 will be required to pay all of your directly employed staff at least the Real Living Wage.

Partnership Funding

Although there is no cash-match requirement for this fund, it is important that you include relevant partnership funding in the budget (cash or in-kind) as this information demonstrates financial commitment to your project activity. Please find below a list of what we consider to be cash or in-kind partnership funding:

Cash contributions might include:

- Other funding sources (such as cash income from your organisation, fundraising from trusts and foundations or private sponsorship).
- Earned income (such as from ticket sales or course fees).

In-kind contributions might include:

- Voluntary labour (any time or services 'donated' should be additional and not part of the donor's normal activities).
- Donated equipment or venue-hire (including use of premises or office space for the project).
- Internal CPD opportunities and/or peer-support offered to key project staff.

If you are aware of additional in-kind contributions but are unable to calculate the monetary value of these contributions, please simply provide a short description of the areas of support.

Our Decisions 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. If required, a member of Creative Scotland staff may contact you during the assessment period to request clarification or further information regarding specific questions or sections within the application.

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 21 December 2023, 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.

Subsidy Control

Subsidy Control involves public money being used to provide financial assistance (subsidies) to organisations. The UK left the EU on 31 December 2020 and, as a public body, Creative Scotland must now comply with the [UK Government's Summary Guide to Awarding Subsidies](#) from 1 January 2021 and supporting technical information.

Current Scottish Government guidance in relation to these rules is that the principles of EU State Aid regulation that were in place prior to 31 December 2020 still apply. Based on this guidance the grants awarded are considered to be the equivalent of those made under the [051/20 Temporary Framework for State Aid for COVID-19 responses](#) noting that the EU scheme has been [extended to 31 December 2021 with revised limits](#). If you have any concerns that you may breach this guidance please contact the [Scottish Government State Aid Team](#). Creative Scotland will not respond to any queries on this matter.

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 our [privacy notice](#).

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 Privacy Notice and share this Privacy Statement and CS's 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 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.

[Freedom of Information \(FOI\) | Creative Scotland](#).

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 [Scottish Information Commissioner \(itspublicknowledge.info\)](https://www.scottishinformationcommissioner.gov.uk/) 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.

If you want to clarify if you or your request is eligible, if you have any questions about the purpose, outcomes and criteria of this fund or if you would like to discuss your application further, please contact Christine Halsall, YMI Officer at: christine.halsall@creativescotland.com.