



ALBA | CHRUTHACHAIL

Our Access to Music Fund



Easy read booklet

Who we are and what this booklet is about



We are **Creative Scotland**. We help people in Scotland work in and enjoy arts and **culture**.



Culture means things like painting, music, dance, theatre and museums.



We have a **fund** called our **Access to Music Fund**.



A **fund** is a pot of money that you can ask for money from.



This booklet tells you about our fund and how you can **apply** for it. **Apply** means to officially ask by filling in an application.

About our fund



Our fund will help children and young people to learn about, make and enjoy music.



Our fund is part of an initiative called the **Youth Music Initiative**.



An **initiative** is a project that is set up to make a certain goal happen.



The initiative was made by the **Scottish Government** to get more children and young people in Scotland involved in music.



The **Scottish Government** decides how to run the country.

Who we want our fund to help

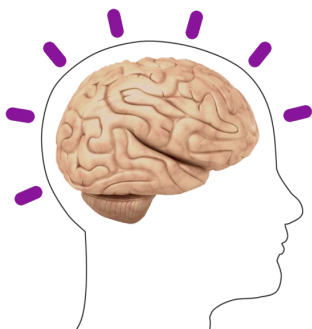


We want to help children and young people who cannot learn about, make and enjoy music.



This might be because they

- are younger than 5 years old.
- live in a part of Scotland that does not have a lot of money.
- have done a crime or been to prison.
- are **in care**. If a child is **in care** this means they are looked after by someone who is not their parent.
- are **neurodivergent**. For example, autistic. **Neurodivergent** means your brain works in a different way from other people and this affects your day to day life.





- have **mental health problems**. **Mental health problems** change how you feel, think and behave.



- are a **young carer**. A **young carer** looks after someone in their family most of the time.



- be part of the **global majority**. The **global majority** means people who make up most of the world. For example, people who are Black or Asian.



- have been hurt or **neglected** by someone that looks after them. **Neglect** is when you do not have what you need to be healthy and happy. For example, food or love.



- are **homeless**. **Homeless** is when you do not have a home to live in.



You should do work to help these children and young people to learn about, make and enjoy music.

Who can apply for our fund

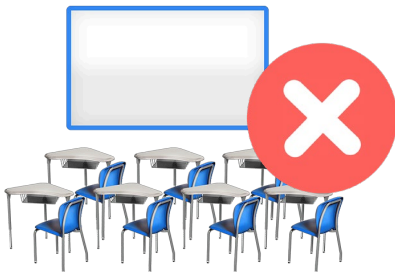


You can apply for our fund if you work in Scotland.



You must run activities or projects that teach children or young people about music.

Who cannot apply for our fund



You cannot work for a school or an organisation that works with schools.



You cannot give music services as part of a **local Authority**. **Local Authorities** run services like schools and housing.

What our Government cares about

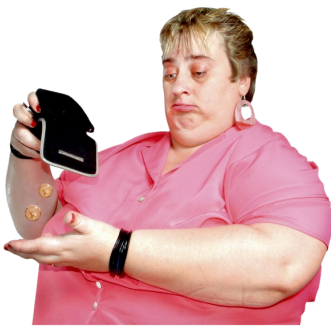


The Scottish Government works hard to help make some of the world's biggest problems better.



We want to help organisations that care about the same problems.

Tell us if the work you do helps with any of these problems



Child poverty

We do not want any children to live in **poverty**. **Poverty** is when you do not have enough money to buy what you need. For example, clothes or food.



The Scottish Government has a plan to stop children from living in poverty.



They also have laws that make sure children have **rights**. **Rights** are things everyone should have. For example, the right to be safe and to learn.



The climate crisis

The **climate crisis** means how the earth's weather is changing because we use too many fuels like oil and gas.



The Scottish Government and Creative Scotland both have **responsibility** to help slow down the climate crisis.



Responsibility means it is our job.

We want some people to tell us how they will use our fund to talk about the climate crisis.



Fair work

The Scottish Government want us to give money to organisations who treat the people who work for them well.



We will only give money to organisations who treat their staff fairly and pay them the right money for their work.

How much money we will give you



You can ask for any amount of money between **£1,000** and **£40,000** pounds.



You can use this money for up to 1 year.



If you need **access costs**, this will not be part of the money you ask us for. We will give you extra money for access costs.



Access costs are anything you or someone else needs to do your work. For example, a sign language interpreter or wheelchair ramps.

What you can use the money for



You can use the money for lots of different types of work.



For example, you can use the money to run

- group projects about music and how to make music.
- projects about music where children or young people are in charge.
- projects or activities that get people to work together.



You will need to explain how your activity or project will help children or young people.

What you cannot use the money for



You cannot use the money for work that has already started.



You cannot use the money to run projects or activities that happen during school time or in a school.



You can only do this if your project or activity is for children or young people who cannot go to school and learn in a different way.



They might have problems with their behaviour or have a disability that makes it difficult to learn.



They might be a young carer or have children of their own.

If you ask for more than £15,000



If you ask for more than **£15,000** there are a few things you should do.



You should pay for the people who work for you to have training or **professional development**.



Professional development is when you learn new skills to get better at your job.



You should give **trainees** chances to work with you. **Trainees** work with you to learn how to do something and to get experience.



You should make a plan for how you will work with trainees and pay them fairly if they are not volunteers.

Important dates



You can apply for our fund now.



You need to apply by **2pm** on **Tuesday 19 November 2024**.

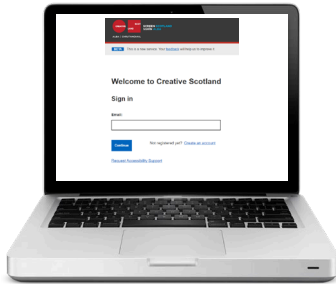


We will tell you our decision by **Monday 24 February 2025**.

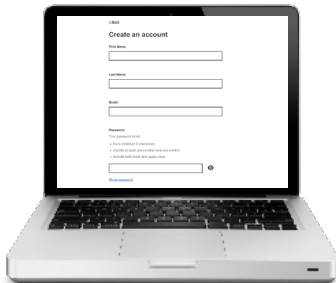


Any work you pay for using money from our fund can start from **Monday 31 March 2025**.

How to apply for our fund



Click this link to log into your **account** or make an account **Creative Scotland**



Your **account** is where you will tell us information to apply for money from our fund.



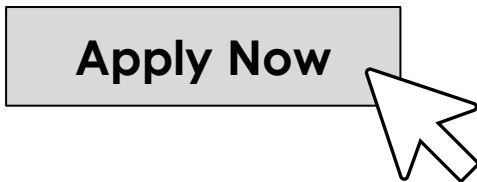
If you make an account, we will send you an email to make sure the email address you give us is right.



Only 1 person in your organisation can make an account and apply for funding.



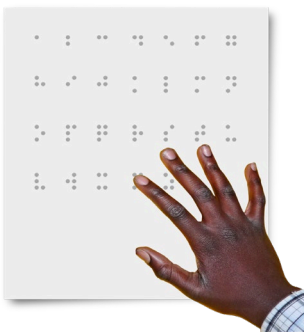
When you log into your account, choose the application form called **YMI Access to Music Making**.



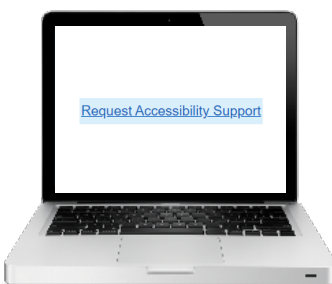
Click the button called **apply now** to start your application.



You can write your answers in English, Gaelic or Scots.



You can ask us for any information in formats like braille, large print and easy read.



You can ask us for **access support**. **Access support** is support for people with disabilities to help them apply for our funds.

Review your progress



Click the button called **review your progress** to check how many questions you have left to answer.

Save



You can click **save** and finish your application at another time.

My work **will...**



Check all your answers before you send us your application.

Submit



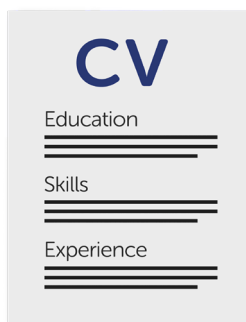
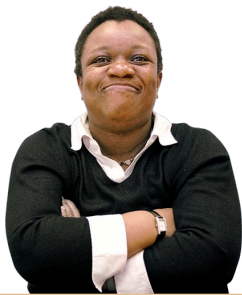
You will not be able to change your answers after you click **submit**. **Submit** means send.



AZE98*632

We will send you a reference number to show we have your application.

Information we need



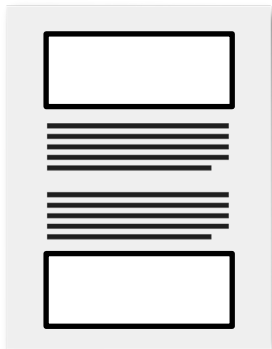
When you send us your application you also need to send some other information. You need to send your

- **constitutional documents.**
These are documents that explain who runs your organisation and how it is run.
- **equal opportunities policy.**
This policy explains how you will treat everyone who works for you fairly.
- **child protection policy.**
This policy explains how you will keep children safe.
- **CV** or information about the people you will work with. Your **CV** explains what skills and experience you have.
- letters or emails from people who want to work with you. These should explain how they will help you do your work.

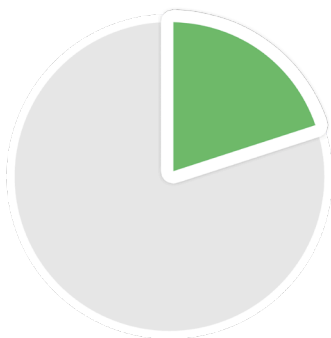
Your budget



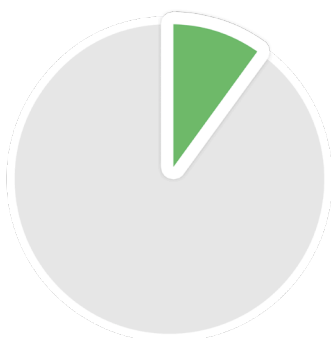
You also need to send us your **budget**. Your **budget** shows how much money you need to do your work.



When you fill in your application there will be a template you can use to write your budget.



Up to 20% of your budget can be used for **overheads**. **Overheads** are costs that keep your organisation running. For example, paying for your office or for the lights and water.



You should also save 5 to 10% of your budget for any costs you might not expect.

Your budget should include costs like



- paying the people who work for you.

- paying **freelancers**. **Freelancers** are people you work with for a short amount of time. You pay them for every hour or day they work.



- **hiring** rooms for buildings to run projects or activities. **Hiring** is when you pay to use something for a short amount of time.



- **marketing**. **Marketing** is all the ways you tell people about your work, so they feel interested or want to get involved.

- work travel costs, like trains or taxis.

- access costs.



- **monitoring** and **evaluation**. **Monitoring** means to check how well your work is going. **Evaluation** is when you think of how your work can be better.



- professional development and training.



- **hiring** equipment like ramps, speakers, cameras or lights.
- hiring **instruments**. Instruments are what you play to make music. For example, a guitar or a piano.



Up to 15% of your budget can be used for hiring equipment and instruments.



Up to 5% of your budget can be used to pay for professional development.

Other funding or help



In your budget you should include any other funding or help you will get.



Another organisation might give you money to help you do your work.



Someone might help you plan your project or run an activity for free.



Someone might let you use a room, building or equipment for free.

- ✓ **Advice**
- ✓ **Marketing**

If you do not know how much some things are worth in money you can just write what they are.

What happens next



We will look at your application and make sure we have all the information we need.



We will talk to you if we need any information from you.



We will make our decision about your application and send you an email to let you know.



If we decide to give you funding, we will ask you to sign a document that shows you agree to pay the people who work for you fairly.

If the work you want to do changes



If the work you want to do changes you should tell us as soon as you can.

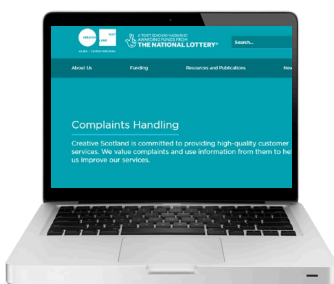


Send an email to this address
megan.reid@creativescotland.com

If you want to make a complaint



A **complaint** is when you tell us you are unhappy with us or how we handle your application.



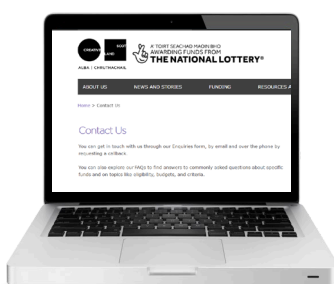
Go to this website to make a complaint, we will listen to you
[Make a complaint](#)

How to contact us



Send us an email to this address if you have any questions

enquiries@creativescotland.com



Click this link to send us a message on our website

[Contact us](#)



Go to this website if you are d/Deaf and use BSL

[Contact BSL Scotland](#)



In your application for our fund, we ask you for some information about you.



Go to this website to find out why we ask for this information and how we keep it safe

[Your information](#)



Send us an email to this address if you have any questions about our **Access to Music Fund**

Megan.reid@creativescotland.com



Megan Reid is our Creative Learning Officer. She can answer any questions you might have and give you advice.

Thank you to A2i for the words

www.a2i.co.uk

The full version of this document is called

**Youth Music Initiative
Access to Music Making: Application
guidelines**