

#YMIScotland



**ACCESS TO
MUSIC MAKING**

Application Guidance
2024/25

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Alternative Formats, Languages and Access Support

Creative Scotland is committed to offering clear and accessible application processes that are open to everyone. We have several ways of supporting you in making an application.

Alternative Formats and Languages

Our published materials, including funding guidance and application forms, are provided in alternative formats and languages. On request, they can be made available in other formats, as required.

We can accept applications and supporting materials which are written in English, Gaelic or Scots.

Access Support

Access support contributes to costs for services to help applicants overcome barriers to applying for our funds.

We offer access support to individuals or the lead applicant of a group who self-identify as d/Deaf, hard of hearing, disabled or living with chronic illness, mental illness or neurodivergence, such as dyslexia, autism or ADHD.

Visit our website to learn more about the types of support you can request, how and when to request assistance and, how to request access costs as part of your funding application: [Access Support | Creative Scotland](#)

If you are a d/Deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Visit the [Contact Scotland BSL website](#) for more information.

Contacting our Enquiries Service

If you require technical support, further information or have any other queries, contact our Enquiries Service by email or on our website.

Email: enquiries@creativescotland.com

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

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 to you as soon as possible.

Do you have any queries about the YMI Access to Music Making Fund?

If you require further information or have any queries about the YMI Access to Music Making Fund, contact:

Megan Reid, Creative Learning Officer

Email: megan.reid@creativescotland.com

Please keep an electronic copy of your application for your own records and future reference.

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 young people's lives and learning. It was established in response to the What's Going On? Report, a national audit of youth music in Scotland.

It currently operates with an annual budget of £9.5 million and supports all musical genres, age groups and teaching methods.

The YMI has two distinct strands:

- **Funding for the Youth Arts Sector** – supports freelancers, and organisations to deliver high quality projects for the benefit of children, young people, and the wider youth music sector. There are three funding routes: Access to Music Making, Strengthening Youth Music and the YMI CPD and Training Fund. There is also an additional £500k for the Youth Arts Open Fund, for wider youth arts projects which is administered by YouthLink Scotland.
- **Funding for local authorities** – all 32 local authorities deliver projects that offer equitable access to music and music making projects that strengthen the culture sector in Scotland. This programme is additional to the core curriculum.

To find out more about our plans, evaluations and funding routes, including accessing the guidelines and application forms, visit our website www.creativescotland.com/yimi



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

The purpose of the YMI Access to Music Making Fund is to create high-quality music making opportunities for children and young people across Scotland that address inequity.

In 2023/24, we undertook a review of the YMI Access to Music Making Fund gathering feedback from previous applicants, end of project reports and YMI evaluations.

This review has resulted in a refreshed approach to the fund guidance and application questions, that will hopefully make the application process more accessible for applicants. While the overall ambitions of the fund remain unchanged, we have:

- Refreshed the purpose of the fund to increase the focus on reaching children and young people who are less likely to participate.
- Reduced the number of application questions.
- Increased the level of funding applicants apply for from £30,000 to £40,000.
- Added questions on Environmental Sustainability and Fair Work in line with Scottish Government requirements.
- Refreshed our approach to monitoring and evaluation that allows applicants to take a more proportionate approach that is appropriate to the size and scale of their project.

Key dates and information

There will be **one deadline** for the Access to Music Making Fund in 2024/2025. This funding route accepts applications any time up until the deadline of **2pm, Tuesday 19 November 2024**.

When will I hear back regarding a decision?

You will receive a decision by **Monday 24 February 2025**. Funded activity can begin from **Monday 31 March 2025**.

Who can apply?

Applications to the Access to Music Making Fund can come from organisations and individuals based in Scotland or those who are working to develop the youth music sector in 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 2024/25 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 Contacts](#).

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 I apply for?

Up to £1.5m will be available for the Access to Music Making and Strengthening Youth Music Funds.

Applicants can apply to the YMI Access to Music Making Fund for between **£1k–£40k**, for up to **12 months of activity**.

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

If you, or any key collaborators involved in developing and leading your project, are d/Deaf, disabled or neurodivergent, you may have additional costs relating to your own access needs, in order to deliver the project. [Personal Access Costs](#) are treated separately to your main project budget and they do not count towards your total funding request.

Activities supported by the fund

We welcome applications proposing any activity that will meet the purpose and criteria of the fund.

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

- Group based projects that cover any aspect of music and/or music making.
- Projects tackling inequality by targeting children and young people who are less likely to participate.
- Youth-led projects where children and young people design and lead music making activity.
- Projects that promote partnership working.

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.
- We cannot support projects which take place during school time in a school setting unless 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.
- We can only support the music elements of any multi-artform projects.

If your proposed project includes activity which may be classed as Music Therapy, please email megan.reid@creativescotland.com to discuss this further.

What are we looking for in your application?

Criteria

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

- Alignment with the purpose of the fund.
- 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).
- Demonstrate how the project will reach children and young people who are less likely to participate, this could include children and young people who:
 - reside in areas of social and economic deprivation, for more information on the Scottish Index of Multiple Deprivation (SIMD), visit the [Scottish Government website](#)
 - are experiencing or at risk of experiencing harm and neglect
 - are care experienced, for more information visit [The Promise Scotland](#)
 - are in the early years (0-5) of their life
 - are of the global majority and/or ethnic minorities
 - children and young people with disabilities/learning disabilities
 - are neurodivergent including autism, ADHD, Tourette's syndrome
 - are experiencing mental health illnesses such as depression, anxiety disorders, personality disorders, bipolar, schizophrenia, PTSD, eating disorders and addictive behaviours
 - have experience of the criminal justice system
 - are young carers (as defined by the [Carers \(Scotland\) Act 2016](#)) and/or young parents
 - are experiencing homelessness or who have been homeless.

- Projects will present no barriers to participation, whether physical, socio-economic, personal or peer related.
- 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.
- Demonstrate that you have considered the Climate Emergency in your approach to the management and delivery of your project. Please refer to [Scottish Government Priorities on page 9](#) for more information.
- Applications should demonstrate how the programme will align with the Scottish Government's Fair Work First guidance. Please refer to [Scottish Government Priorities on page 9](#) for more information.
- Projects must be delivered by highly skilled and experienced freelancers who are paid appropriate rates in line with Musicians' Union recommended rates. Robust contracts must in place with external providers.
- 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.
- Applications should demonstrate strong project management, including clear structures and adequate resource allocated to project coordination.
- Clear identification of any risks associated with the delivery of the project and the activities you propose to undertake.
- Robust planning for measuring your projects impact through monitoring and evaluation.
- Provide a clear budget with a breakdown of costs and how they relate to your project.
- Raise 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 project staff/freelancers through training or CPD opportunities and allocating an appropriate level of budget accordingly.
- Include opportunities for trainees to gain experience through your project.
- Approaches to trainees should be relative to the size and scale of your project however, you should be able to provide a clear overview of the support that will be offered and the impact this role will have on your project. These roles could include:
 - 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 trainee's experience.
- 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.
- Apprenticeship, traineeship, or emerging practitioner roles should 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).

Please note, we expect this to be a highly competitive fund and aim to support a wide range of projects across Scotland that demonstrate best value for public funds.

Scottish Government priorities

As part of your application, we ask you to demonstrate consideration of the following Scottish Government priorities:

Fair Work

In line with the [Scottish Government's Fair Work First guidance](#), as of 1 July 2023, all organisations applying for funding from Creative Scotland are required to meet the Fair Work First conditions. This includes paying the Real Living Wage, ensuring that appropriate channels for effective voice are available to the workforce and ensuring no inappropriate use of zero hour contracts. Further information on [Creative Scotland's approach to Fair Work is available on our website](#).

Climate Emergency

Creative Scotland have a statutory obligation to respond to the causes and impact of climate change, which is embodied by our [Environmental Sustainability](#) strategic priority and our [Climate Emergency and Sustainability Plan](#).

If possible, and relevant, we also want to better understand how your proposed programme is raising awareness of the causes and impact of climate change at a local level and contributing to the achievement of your respective local authority climate action aims.

If relevant, please provide detail on how your programme aligns with the wider Scottish Government priorities:

Tackling Child Poverty

Further information can be found within [Scottish Government's Tackling Child Poverty Delivery Plan 2022-26](#), Scottish Government's [information about priority families](#), or by talking to the child poverty officer within your Council.

UNCRC (United Nations Convention on The Rights of the Child)

In January 2024, the [UNCRC became an Act of Parliament in Scotland](#), and is now part of Scottish law. The Bill was created to ensure that children's rights are respected and protected in the law in Scotland, as well as ensuring that public authorities are legally required to respect and protect children's rights in all the work they do.

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 and verify your email address. Only one person will be able to register per organisation.
- 2.** Once registered, log in and select the **YMI Access to Music Making** application form.
- 3.** Use the '**Apply now**' button to begin your application.
- 4.** Choose whether you are applying as an individual or on behalf of an organisation and provide contact details for your application.
- 5.** Use the '**Review your progress**' button at any time to preview the remaining questions and see your progress up to this point.
- 6.** You can **save your application** and return to it at any time before the deadline of **2pm, Tuesday 19 November 2024**.
- 7. 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.
- 8.** 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 resubmit 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 will be asked to submit supporting documents, including:

- 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 organisation's 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. Please refer to the [Safeguarding section on page 13](#) for more information.
- CV or detailed biography of key project staff and freelancers.
- Letters or emails from partners outlining their support of and involvement in the project. (optional)
- A separate one-page budget using the [template provided](#).

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 whole pound (£).

All applicants must 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.

Costs you can include in your budget are:

- Freelancer costs broken down into daily/hourly rates.
- 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.
- Marketing, advertising and/or participant recruitment costs.
- Associated travel 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 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.

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 brief description of the areas of support.

Safeguarding

Safeguarding is the term for measures you put in place to ensure that people you are working with, as participants or employees, are protected from harm, abuse and exploitation.

Creative Scotland has produced guidance on safeguarding when working with children, young people or vulnerable adults, both in-person and online, this is available on our website: [Creating Safety | Creative Scotland](#).

If you are undertaking any work with children, young people or vulnerable adults (either in-person or online), you should have a safeguarding policy in place. We would encourage you to take expert advice on this – our Creating Safety guidance can help, and other organisations such as NSPCC also have guidance for individuals undertaking this work.

Organisations applying for activity involving children, young people or vulnerable adults should ensure all individuals involved are members of the PVG scheme run by Disclosure Scotland.

Dignity at Work

Everyone working in Scotland's creative and cultural sectors is entitled to be treated with dignity and respect, whether they are an employee, freelancer, contractor, Board member or volunteer. Creative Scotland does not tolerate bullying, harassment, or victimisation under any circumstance, and expects the same of any organisation that we support with public funding.

Those applying for activity that involves employing other people should ensure that they have appropriate safeguards in place to ensure dignity at work, including approaches to ensure best practice in areas such as: equality and diversity, harassment and bullying, disciplinary and whistle blowing.

Creative Scotland has produced guidance on what we mean when we describe dignity at work, and what our expectations are of those we fund, this is available on our website: [Dignity at Work | Creative Scotland](#).

Our role is as a funder, and we do not have a regulatory role. However, we expect all grant recipients to take their responsibilities around safeguarding and dignity at work seriously when in receipt of public funds and failure to do so could result in payments being suspended or grants withdrawn.

Our Decision-Making Process

Assessment process

Once you have submitted your application, we will review it to ensure that you have 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 will also detail any special conditions of the award. We require successful applicants to confirm that they are adopting Fair Work practices in line with the Scottish Government's [Fair Work First Guidance](#). You will be sent a form to complete, sign and return to us.

The fully signed Funding Agreement, Fair Work form and any response to special conditions must be lodged with Creative Scotland by **Monday 24 March 2025**, 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.

Changes to your programme

We understand, due to unforeseen circumstances, project plans may alter over the course of the academic year.

If you are unable to deliver an aspect of your YMI Music Making programme as laid out in your application form for any reason, please email megan.reid@creativescotland.com who will be able to offer support and advice.

Complaints

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: [Complaints Handling | Creative Scotland](#).

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. For more information, visit our website: [Freedom of Information | 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 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.

Data Protection

Creative Scotland requires some personal information about you/your organisation to consider your application for funding. Without this information we will be unable to process your application. If you would like to see a breakdown of the personal information we require, why it is required, what we do with that information and how long we keep it, please refer to our Privacy Notice on our website: [Privacy Notice | Creative Scotland](#).

Creative Scotland may share your personal information with third parties to comply with the law and/or for our legitimate interests and/or the third parties concerned.

Where the personal information you have provided to Creative Scotland belongs to other individual(s), please refer to our Privacy Notice. Please ensure you share this Privacy Statement and Creative Scotland's Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that Creative Scotland holds about you under data protection law. Our Privacy Notice contains information on how to exercise these rights, or you can email our Data Protection Officer at dataprotection@creativescotland.com.

If you have any concerns with how we have processed your personal information, you should contact our Data Protection Officer in the first instance, as we 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](#).

Subsidy Control

As a public body Creative Scotland must comply with the subsidy control rules in the Subsidy Control Act 2022 and Trade and Cooperation Agreement between the UK Government and the European Union. More information can be found at: www.gov.uk/government/collections/subsidy-control-regime.

Any award made through this fund will require the recipient to acknowledge that the grant comes from public funds and confirm that the support provided is compliant with the Subsidy Control rules.

Any award made through this fund will require the recipient to acknowledge that the grant comes from public funds and confirm that the support provided is compliant with the Subsidy Control rules.

Where applicable, the recipient must agree that Creative Scotland will publish information relating to the grant and that the recipient will keep reasonably detailed records to demonstrate compliance with the Subsidy Control rules and shall provide a copy of such records to Creative Scotland upon reasonable request. If it is deemed to be non-compliant with the Subsidy Control rules, the recipient may be required to repay the entire grant (and any other sums due) immediately.



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