

Youth Music Fund B Example Expression of Interest Form

This is an Example Expression of Interest Form. You can use this document to draft your answers offline, but your Expression of Interest Form must be submitted using the online form via our [Grants Portal](#). If you need any support with submitting an application online through our Grants Portal please read the information about Access Support further down this page.

1. Welcome to the Fund B Expression of Interest form

What you need to do

- Ensure you have [read the applicant guidance notes](#) before making your application.
- Work through all the pages in this application form and complete the questions. You will not be able to submit the form until it is fully completed.

Grant Application System user tips

- Questions with a red dot are mandatory.
- Some questions have a maximum word limit (shown in the question title). You will be unable to submit the form unless you keep within the word limit.
- The form does not need to be completed in one session. Bookmark the log-in page of the grants application system: grants.youthmusic.org.uk
- It is advisable to 'save and close' the form at regular intervals to avoid data loss.
- You can move between pages using the 'next' or 'previous' buttons or using the menu on the left-hand side.
- As soon as a page is complete with no errors, the left-hand navigation menu will show a green tick.
- Once all pages are fully complete, head to the 'validation summary' page where you can submit the form.

Experiencing problems?

- Unable to submit the form – click on the 'validation summary' page to find out which sections of the form are incomplete.
- Other problems – please contact us by emailing grants@youthmusic.org.uk or phoning 020 7902 1060.

Application deadlines

- [Application deadlines are listed on the Youth Music Network](#).

Deadlines are always 5.00pm.

- If your application is submitted after the deadline then it will be considered ineligible.

Access Support

- Youth Music is committed to offering a clear and accessible grant making process that is open to everyone.
- We are aware that our application system may be inaccessible to some people.
- It does not currently meet Web Accessibility Guidelines. It is not optimised for use with accessible technologies such as screen readers.
- We are working hard to remove barriers to make our application processes more accessible. If you have difficulty making an application, please contact us to discuss how we can help. You can call the team on 020 7902 1060, or email us on grants.youthmusic.org.uk
- If you identify as Disabled and need further support to make an application to Youth Music, you can [apply to our Access Fund](#). This provides funding to cover any additional access costs that might be required for you to make an application to one of Youth Music's main grant funds.

Discussing your application

- If you have any questions or would like to discuss an application before submitted it, please contact our Grants & Learning team by email at grants@youthmusic.org.uk or phone us on 020 7902 1060.

2. Organisation and Contact Details

Question	Your answer
Organisation Name	
Organisation Legal	
Address Line 1	
Address Line 2	
Address Line 3	
Postcode	
Telephone No.	
Are your organisation details above correct?	
<p>Social Media: Please share your organisation's social media channels with us. Youth Music's are listed below as an example, please use the same formats.</p> <p>Youth Music uses a number of different social media channels for different audiences and purposes.</p> <p>Twitter: @youthmusic for supporters, donors and partners. Twitter: @youthmusicnet for people working in music education Instagram: @youthmusic_charity for young creatives interested in careers in the music industries Facebook: @youthmusicuk YouTube: @youthmusicUK Soundcloud.com: @youth-music-uk TikTok: @youthmusic</p>	
<p>Where did you find out about Youth Music funding? Please tell us where you heard about or saw Youth Music funding advertised (e.g. Arts Council, Youth Music website, Social Media etc)</p>	
<p>Primary Organisation Type What type of organisation are you? (e.g. Community Interest Company, Company ltd by shares, School etc.) Please select from the list.</p>	Charitable Incorporated Organisation Community Interest Company (CIC) Company Ltd by Guarantee Company Ltd by Shares Education: Academy Education: Children's Centre Education: Further Education College Education: Nursery Education: Pupil Referral Unit Education: School Education: University Local Authority Music Education Hub Lead Music Service Registered Charity Voluntary or Community Organisation Other (please specify)
<p>Do you have a Secondary Organisation Type? Does your organisation have a second organisation type?</p>	

<p>If yes, please choose your Secondary Organisation Type. Please select from the list.</p>	<p>Charitable Incorporated Organisation Community Interest Company (CIC) Company Ltd by Guarantee Company Ltd by Shares Education: Academy Education: Children's Centre Education: Further Education College Education: Nursery Education: Pupil Referral Unit Education: School Education: University Local Authority Music Education Hub Lead Music Service Registered Charity Voluntary or Community Organisation Other (please specify)</p>
<p>If you are a Voluntary or Community Organisation, please upload your Constitution</p>	
<p>Charity Number, if applicable.</p>	
<p>Company Number, if applicable</p>	
<p>When was the organisation set up? This should be the date that you were legally constituted. To be eligible for Fund B organisations need to be legally constituted for a minimum of one year. If you are unsure if you meet this requirement, please contact our grants team.</p>	
<p>Have you been delivering activity for a minimum of one year? To be eligible for Fund B organisations need to have been delivering activity for a minimum of one year. If you are unsure if you meet this requirement, please contact our grants team.</p>	
<p>Organisation turnover Please enter your total income for the last financial year. Do not use the '£' sign, enter the amount in this format: '5000'.</p>	
<p>Organisation Location Local Authority Area in which your organisation is based.</p>	
<p>Please describe what your organisation does (50 words)</p>	
<p>Details about your primary contact Please check this is correct as Youth Music will use this information to correspond with you about your application. Please ensure your telephone number is included below. If it is not, please go to the 'Manage My Details' section of your account and update your phone number. You may include a mobile phone number here if you wish.</p>	
<p>First Name</p>	
<p>Surname</p>	
<p>Email Address</p>	
<p>Telephone Number</p>	

3. Programme Details

Question	Your Answer
Has your organisation previously held a Youth Music grant?	
Is this a continuation of a previously funded Youth Music programme?	
Total amount requested (to the nearest £) This is the total grant amount you are requesting from Youth Music. Fund B offers grants of between £30,001 and £200,000.	
Approval from Youth Music to apply for £150,000 or more: If you are requesting £150,000+ you must have permission from Youth Music. As stated in the Fund B Applicant Guidance please contact us on 0207 902 1060 or email grants@youthmusic.org.uk to discuss your programme as soon as possible and no less than 2 weeks before the Expression of Interest deadline. Please enter the name of the Youth Music staff member who gave you permission to apply at this level:	
When do you plan to start delivering your programme of work? For Fund B Round 15, your programme should start between 01/04/2022 and 19/05/2022.	
What is the duration of your project in months? Please note that your programme duration should include any planning and set-up time and the time it will take you to complete all evaluation activities. Fund B programmes can last from 18 – 48 months. <ul style="list-style-type: none"> • Programmes requesting £30,001 – £100,000 must be a minimum of 18 months long • Programmes requesting £100,001 – £150,000 must be a minimum of 24 months long • Programmes requesting £150,001 – £200,000 must be a minimum of 36 months long 	
Please detail the geographical areas in which this work will be delivered Please detail the local authority areas and/or regions you intend to deliver your programme in and state the percentage of delivery you anticipate will take place in each area/region. The total percentage must total exactly 100%.	

4. Programme Delivery

Question	Your Answer
Please tell us the title of the programme you intend to deliver	
Please provide a concise description of the work you intend to deliver (50 words)	
How many children and young people will be core participants? Core participants are participants who you anticipate will attend your activities for a sustained period of time over at least three sessions.	

<p>Who are the children and young people you are going to work with and how have they helped to plan this programme? (500 words)</p> <p>Your answer should include:</p> <ul style="list-style-type: none"> • Demographic information about your participants (e.g. age, geographic location); and any barriers to music-making they are experiencing; and; • Why they need this programme • Information about how children and young people have helped plan this programme may include consultation activities, or feedback/evaluation from previous projects • Strategic or workforce development projects should also include information about how they have consulted with the workforce and/or other organisations, and/or the wider sector in order to plan this programme. 	
<p>What are you planning to do? (700 words)</p> <p>Please give us an overview of your programme. This should include an outline of key activity strands which might include delivery with children and young people, workforce development activities, and activities relating to organisational or sector development.</p> <p>Please check the eligibility criteria in the applicant guidance to clarify what we are expecting you to cover in the Expression of Interest form.</p>	

5. Your Experience

Question	Your Answer
<p>Tell us why you are best placed to deliver this programme? (500 words)</p> <p>Your answer should include information about:</p> <ul style="list-style-type: none"> • The skills and experience of your organisation and workforce • The partner organisation you plan to work with and their skills and experience. <p>You may list current or previous Youth Music grants with reference to the URN (e.g. 1234_A11 or 9990_B1S2). You do not need include details of the content of these grants as Youth Music will be able to review these on our system. You may wish to highlight specific demand, learning and reflection from these grants that led to this project (whether it is a continuation or a new project).</p>	
<p>Provide a maximum of 2 links to any online content that demonstrate the skills and experience of your organisation, your partners or your workforce</p> <ul style="list-style-type: none"> • This could, for example be specific sections of your website, online reports, press coverage or content produced by participants. • Youth Music will be using this to get a sense of the track record and experience of your organisation, your partners and your workforce. 	

<p>We will only have time to review each link briefly, so please consider carefully which two links to provide.</p>	
<p>Please upload a maximum of 2 documents that demonstrate the skills and experience of your organisation, your partners or your workforce.</p> <ul style="list-style-type: none"> • This should be content that already exists (for example evaluations of past projects, resource packs, press coverage etc). This should not be new content that has only been created for this application (for example this is not an opportunity to upload a more detailed activity plan or project description). • Youth Music will be using this to get a sense of the track record and experience of your organisation, your partners and your workforce. We will only have time to review each link briefly, so please consider carefully which documents to provide. For example an executive summary may be more appropriate than a full report. <p>The following document types are allowed: doc docx pdf jpg jpeg png tiff</p>	

6. Diversity Monitoring

If you do not currently collect this data then select 'not specified'

[Read more on why we collect this data](#)

Question	Your Answer (Yes, No, Not specified)
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as Female?</p>	
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as Non-binary?</p>	
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as LGBTQ?</p>	
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as Aged between 18-25?</p>	
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as From a working-class background?</p>	
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as Black, Asian or Minority Ethnic?</p>	
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as Disabled?</p>	
<p>Are 51 per cent or more of your senior management team and board made up of people who are/define as Neurodivergent?</p>	

Are 51 per cent or more of your senior management team and board made up of people who are/define as collectively, a combination of the above?	
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Question	Your Answer:
Does your organisation self-define as having a diverse leadership team?	<ul style="list-style-type: none"> • Yes, based on the characteristics above • Yes, for other reasons (please specify) • No • Not specified
If yes, for other reasons - please outline why? (50 words)	

7. Declaration & Data Protection

These statements must be agreed to before you can submit your application. Please check the boxes to confirm you agree to all of the statements. This excludes statement 9 if you provide an eligible explanation.

1. You (the main contact named in this application form) are authorised to apply for a grant from Youth Music on behalf of your organisation.,
2. You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to Youth Music.,
3. You have read the Youth Music Programme eligibility criteria and can confirm that your organisation is eligible to apply to this Fund.,
4. You confirm that you will raise the required amount of match funding as stated in the criteria.,
5. Your organisation has the legal power to set up and deliver the work described in the application form.,
6. You understand and accept Youth Music's obligations under the Data Protection and Freedom of Information Acts as set out on the <https://network.youthmusic.org.uk/policyand-procedures.>,
7. You will take all necessary and reasonable steps to provide a safe and secure place for the children and/or young people who will take part in your project.,
8. There is a designated person with responsibility for the safeguarding of children and young people.,
9. You hereby confirm that the activities detailed in your budget are not already covered by other revenue funding.,
10. I am aware that Youth Music will use any personal information provided in this application (including the contacts) to consider the application and, if successful, administer and monitor the grant, and in accordance with its ['Grantholder and Applicant Privacy Notice'](#).

Question	Your answer
Name of the person with responsibility for the safeguarding of children and young people	
If your Programme is not open access, please explain why.	

End of form.