

YOUTH MUSIC

WELCOME PACK

Everything you need to know about being a funded partner

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Welcome to the Youth Music community

Firstly, congratulations for getting here – you are now a **Youth Music funded partner**.

We're excited to welcome you into our community of grassroots music education and industry experts.

This pack will explain what being a Youth Music partner means. It will show you:

- What you need to do to receive your grant payments.
- What we expect from you as a funded partner.
- What support you can expect from us.

It also outlines the opportunities that are available to you and the young people you work with.

Make sure you save this to your desktop for future reference.



Part 1

Introducing Youth Music

- **About us and our Grant-making principles**
- **Meet the team**
- **Your Youth Music contact**

YOUTH MUSIC

About Us

We're the UK's leading young people's music charity. And we believe that every young person should have the chance to make, learn and earn in music and creativity.

Yet our research shows that many can't because of who they are, where they're from or what they're going through.

We leverage our insights, investment, and influence to build a national grassroots infrastructure that ensures the future of music is more inclusive, diverse, equitable and accessible.

Youth Music is a national charity funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors.



Our Grant-making principles

These 10 principles shape the way we work with you. This means doing things like being flexible, responding to your emails quickly, and producing useful content like this welcome pack!

You can tell us how we're doing in our annual Stakeholder Survey.

1. **Be accessible**
2. **Be participatory**
3. **Don't waste time**
4. **Ask relevant questions**
5. **Accept risk**
6. **Act with urgency**
7. **Be transparent**
8. **Be flexible**
9. **Be clear about relationship**
10. **Have light touch reporting**



We're part of the community of Flexible Funders. Read more about this work on the [IVAR website](#).

Introducing the Grants & Learning team pt.1

**YOUTH
MUSIC**



Ella
(she/her)
South East



Elliot
(he/him)
London



Jess
(she/her)
North West East of
England

Michelle
(she/her)
Yorkshire



Rachel
(she/they)
South West



Sam Harvey
(he/him)
North East
Scotland



Sam Scott
(he/him)
Nationals, Wales

**YOUTH
MUSIC**

Sprout
(they/them)
East Midlands,
West Midlands

Grants & Learning Officers

Providing funded partner
and regional support

Your Youth Music contact

The Grants & Learning team looks after
over 450+ grants.

You've been given a dedicated Youth
Music contact from this team. They're
your first port of call throughout your
grant.

They will read your reports, sort out
your grant payments and answer your
questions.

**YOUTH
MUSIC**

Introducing the Grants & Learning team pt. 2

The wider team

Providing strategic, finance and admin support



Adam
(he/him)
Programme
Manager



Carol
(she/her)
Programme
Director



Phoebe
(she/they)
Programme
Officer



Zoe
(she/her)
Head of Grants

Getting in touch

We gave you the name and email address of your Grants and Learning Officer when we emailed to offer you a grant.

If they're not available, you can send any urgent queries to grantholders@youthmusic.org.uk which is monitored by our Grants and Learning team.

You can also contact us by phone on 020 7902 1060.

If you want to contact other members of staff, you can find the [full team page on our website](#). Our email addresses are firstname.lastname@youthmusic.org.uk

Part 2

Managing your grant

- **Key words**
- **The Grant Journey**
- **The Grants Portal**
- **Getting your grant payments**
- **Reporting to Youth Music**
- **Making changes**

We work hard to make our language inclusive and accessible for everyone. Here are some useful “Youth Music” terms.

Funded Partner: Organisations that have a grant from Youth Music (that’s you!)

Youth Music Contact: The friendly person at Youth Music who reads your reports, answers your questions and sorts out your grant payments.

Funding Agreement: The legal document that you sign at the start of the grant. It outlines the terms of your grant, what your responsibilities are and what Youth Music's responsibilities are. It’s similar to the contract you might have for a job.

Payment Conditions: What you need to do to get each of your grant payments.

First Payment Form: The online form you upload all your first payment conditions to (including your signed funding agreement).

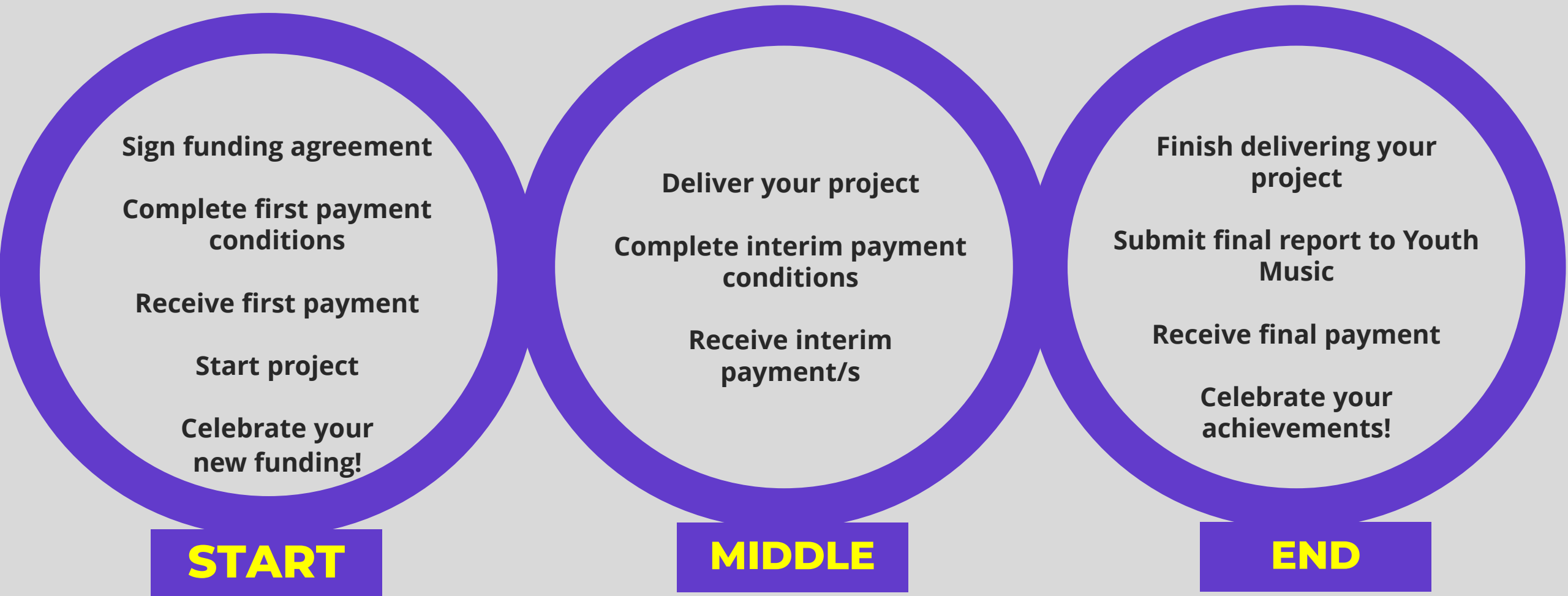
Progress Report: A report you complete on the grants portal to tell us how your grant is going or, at the end of your grant, how it went.

Grants Portal: The online system that you use to submit applications to Youth Music. You will also use it to submit reports and complete payment conditions. You might also hear it referred to as CCGT or CC Grant Tracker (this is the name of the company who runs the system).

Key Words

The Grant Journey

- Your grant will be split into two or more payments.
- Your funding agreement says what you have to do to draw down each payment. These are known as “payment conditions”.



The Grants Portal

The Youth Music online Grants Portal is where you submitted your application.



You submit your first payment conditions (including your funding agreement) and reports through the portal too.

To access the Grants Portal visit <https://grants.youthmusic.org.uk/> We recommend you bookmark this link now.

You will need the login details you used to submit your application. If you've forgotten your password then just follow the 'forgot password' link to set a new one.

Once you've logged in:

Click on 'My Grants' to find your active grants and to complete reports.

Click on 'My Tasks' to complete your first Payment Conditions.

A screenshot of the Youth Music Grant Application System login page. The page has a white background with the 'YOUTH MUSIC' logo in orange and black at the top left. The title 'Grant Application System' is in black at the top right. Below the title, there is a 'CC Grant Tracker' button. The main content area has two sections: 'Existing Users' and 'New users'. The 'Existing Users' section has a 'Please log in to access your account.' message and fields for 'Email' and 'Password', with 'Login' and 'Forgot Password?' links. The 'New users' section has a 'Please register with us to create your account using your organisational email address.' message and a 'Register' button. A small note mentions linking accounts for existing grantholders.A screenshot of the Youth Music Grants Portal navigation menu. The menu is a vertical list of links: 'Home', 'My Applications', 'My Grants', 'My Tasks', 'Manage My Details', 'Contact Us', 'Logout', and 'System Help'. The links are in blue text. There are two red arrows pointing from the text 'Click on 'My Grants'' and 'Click on 'My Tasks'' to the 'My Grants' and 'My Tasks' links respectively.

Is there more than one person doing the admin of your grant?

Speak to your Youth Music contact so we can add their details onto our system.

The Start Getting your first payment

Your funding agreement was attached to your offer email. You must sign and upload this and other information to receive your first grant payment. [Watch our tutorial video on how to sign your funding agreement.](#)



1. When you login into the grants portal, click on My Tasks > Grant Initial Requirements.

Simple Search Advanced Search

Reference: Stage:

Search Clear

Search Results

Reference	Type	Last Updated	Actions
9324_TF02	Grant Initial Requirements	07/11/2022 11:19:38	 

Results 1 to 1 of 1

1

Home
My Applications
My Reviews
My Tasks
Manage My Details

2. Click on the edit icon to go into the form and to start uploading your documents and information.

Payment conditions may differ from grant to grant, but the portal will take you through things step by step. **Things to do at this stage:**

- Read your Funding Agreement fully, and make a note of reporting deadlines in your diary.
- Ensure you've included all the information asked of you.
- Everything must be submitted on the portal, please don't email documents.
- When you're ready to submit, be sure to press the "submit" button, not just "save and close".
- Ask your Youth Music contact if you're unsure at any stage in the process.

Please note that it can take up to 30 days to receive your first payment, after clicking submit.

The Middle

Interim Payment Conditions and Payments

You may have interim payment conditions part way through your grant. This is usually an online report, a budget update, or a phone call with us.

Your Funding Agreement will tell you if you have any interim payment conditions, and if so what they are, and when they are due. You can also check this on the grants portal.

Grant [reporting templates are on the Youth Music Network](#). Please take a look at what you need to complete now, so you can build this into your project and evaluation plans.

Interim payment conditions are submitted via the Grants Portal. The portal will send you a reminder email 30 days before they are due. The only exception is if the condition is a phone call. If so, your Youth Music contact will be in touch directly to arrange this.

An important note on payments...

- We can only give you your next grant payment if you've spent at least 75% of any payments you have already received.
- **If you have not spent 75% of previous grant payments, then you should contact your Youth Music contact and ask to delay your report.**

Again, please allow for 30 days for payments to be made, from the point you submit your interim payment conditions.

The End Final Report and Payment

All Funded Partners must complete a final report. This should be submitted once all delivery has finished and you have spent the full amount of your grant.

Your Funding Agreement will tell you when it is due. You can also check this on the grants portal but it is usually the last day of your grant. The Grants Portal will send you a reminder 30 days before it is due.

There are [reporting templates on the Youth Music Network](#), so you can have a look at what you need to complete, and build this into your project and evaluation plans.

If your report is due but you are still delivering your project – STOP! Contact your Youth Music contact to discuss an extension. We want to read about the full impact of your work – so it's much better to submit once everything has happened.

If your report is due but you haven't spent your total grant award – STOP! Get in contact with your Youth Music contact to discuss what you would like to do with the unspent money.

***However* - If you have committed but not spent all the money** then we can make the final payment, provided all delivery is finished. For example delivery has finished but you're still waiting for invoices from your artists or you're waiting to pay a bill once the grant money has arrived in your bank account. We consider committed money as 'spent' so it's fine to list it as this in your report.

If you are having cashflow difficulties relating to grant payments – please ask us for support.

Top tips for evaluating your Youth Music project

Your evaluation is primarily for your learning. We believe that you can learn from what didn't go to plan just as much as what did.

Things you need to know about Youth Music's approach

- **Flexibility in reporting formats** – there are some standard questions you will have answer, but the main part of your report can be submitted in whatever format you choose (e.g. written report, webpage, PowerPoint, podcast, video.....)
- **Multi-purpose outputs** – you can create something to use beyond reporting to us (e.g. reporting to other funders, promoting your project, as a training tool, case studies for your website.....)
- **Proportionality** – your evaluation doesn't have to cover every part of your project. It's better to be focussed and do something really well than do too much and overstretch yourself.
- **Budget/time** – include budget for evaluation and build it into your project timeline.
- **Essential monitoring data** – there is some data Youth Music asks you to collect, we have tried to make this as light-touch as possible. [Make sure you know what it is before your start delivery.](#)

We are here to help – get in touch with your [Youth Music contact](#), attend an [Explore Evaluation workshop](#) or check out our online resources for support.

- [Trailblazer: Evaluation Guidance](#)
- [Plan, Do, Review](#) (relevant for Catalyser Fund or those wanting to use an Outcomes Approach)

Evaluation and reporting is useful to:

- Understand if your work is effective
- Learn from what works well and what does not work.
- Know if you are reaching your target participants.
- Hear from Young People directly.
- Share your learning with others.
- Evidence your achievements.

Youth Music reads all your reports.

- Your reports help us understand the impact of our funding.
- They also provide content and inspiration for case studies, resources and our annual [Impact Report](#).

Making changes to your grant

We want your project to be responsive and co-created, and flexibility is key to this. We also know that things don't always go as planned. We're here to help – so don't worry if you do need to make changes.

You don't need you to tell us about every minor adjustment to your grant (for example deciding to deliver on Mondays instead of Tuesdays, or working with a different guitar tutor). **But there are some things you should discuss with us in advance:**

Changes to dates

- If you want to change your grant end date.
- If you want to change a report deadline.

Changes to your budget

- Changes that total more than £1,000.
- Changes that bring your capital costs to more than 20% of your Youth Music grant.

Changes to delivery

- Reducing or increasing the number of core participants by more than +/- 20%.
- Changing geographic delivery areas.
- Changing the funding theme/s grant is delivering against.
- Changing who you're working with (e.g. age group, demographic, barriers faced).
- Changing a key venue or delivery partner.
- Changing a key project/programme output.

If you want to make these changes, email your Youth Music contact with the following information:

- Grant URN
- The change you are requesting
- Reason for the request
- Any impact on budget
- Any impact on grant end dates or report deadlines
- Anything else you think we need to know

We aim to be flexible and approve all changes whenever possible and as quickly as possible.

Our experienced team can advise and support if things have changed and you're not sure how to move forward.

Don't worry if things aren't going to plan. Ask us for support.

Part 3

Communications

- **Announcing your Funding**
- **Celebrating your Successes**

Announcing Your Funding



We ask all Funded Partners to shout about their Youth Music grant. It helps to raise awareness of our work (and yours!) and increase the profile of music-making with young people.

Our [Comms Toolkit](#) has social media images, logos and other support to help you to:

- Get a story in your local press
- Shout about the grant on social media.
- Add our logo to your website.
- Ensure posters or other assets include the Youth Music logo.
- Get in touch with our comms team for press release quotes and key messages.

We'd also love your support in amplifying our own content across social media, to help us raise awareness of issues affecting young people and our sector.

Celebrating Success

Harrogate Advertiser

Harrogate Brigantes' successful Kids Aloud project awarded Youth Music grant

Harrogate Brigantes Rotary club is celebrating after being awarded almost £6,000 for its Kids Aloud project.

The scheme was handed the funds by Youth Music, a national charity funded by the National Lottery through Arts Council England, in what the club says is a clear public endorsement of the importance of the initiative.



Got something exciting to tell us?

Great, we want to hear all about it. Maybe you've won an award, or have an event coming up. Perhaps a young person scored some radio play or launched something significant.

Here's who to get in touch with if you have things to celebrate:

- Your Youth Music contact – invite us to events, let us know when music's coming out etc.
- Our Comms Team – you can send press releases, news stories and significant announcements to comms@youthmusic.org.uk.
- [Youth Music Network](#) – a great place to post events, jobs, blogs, research findings and general updates.
- Social Media – tag us on [Facebook](#), [Twitter](#), [Instagram](#) or [TikTok](#). We hear so many brilliant stories every day, we can't share them all – but we do love to see what's happening.

Part 4

Opportunities

- To help you deliver your grant
- To support you to learn and develop
- To support Young People to develop creative careers

NB: all the images in this section are hyperlinked to take you straight to where you need to be!

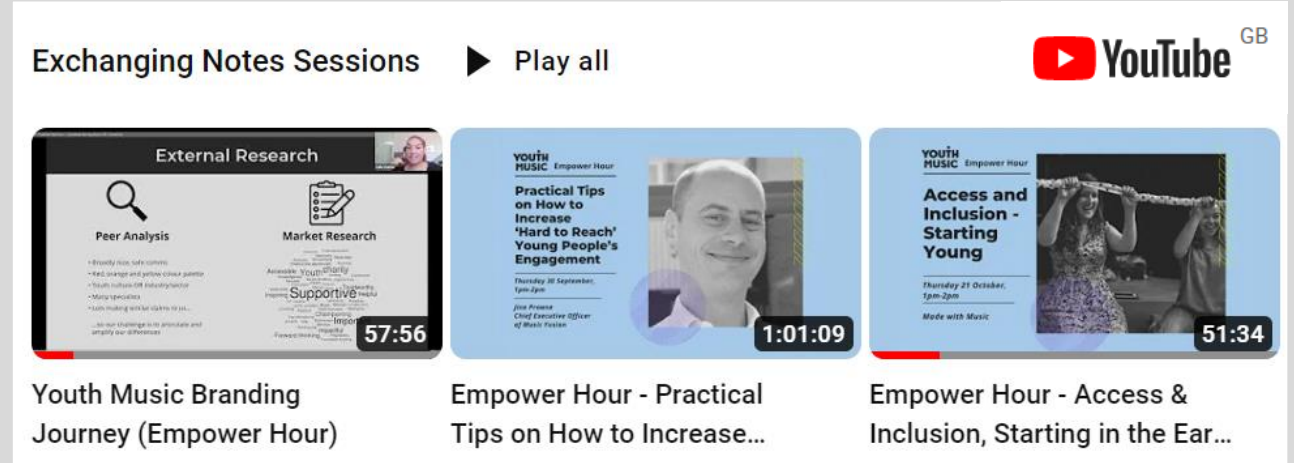
Exchanging Notes



Exchanging Notes is our free online learning and development programme. It delivers the latest thinking be more sustainable, more diverse, and more effective in work with 0-25s.

From safeguarding to evaluation to youth voice to fundraising, Exchanging Notes has something for everyone. Click the image above to take you to the latest schedule....

Check out our YouTube playlist for recordings of previous sessions:



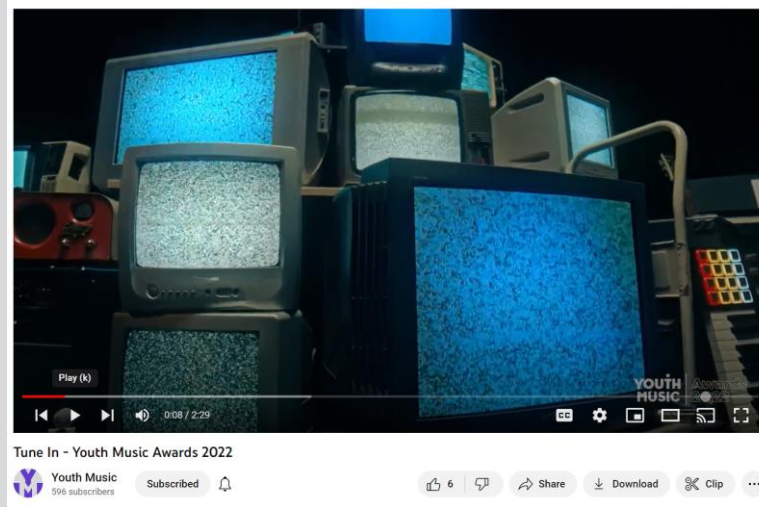
Empower Hour is our peer-to-peer Exchanging Notes platform.

If you've got something to share, [submit a pitch to host an Empower Hour](#) (and get paid £150 if you're picked!)



Click on the images for more information

Youth Music Awards



Our flagship annual celebration for everyone in our community, from artists and entrepreneurs to grassroots projects and young leaders. Nominations are open to all Funded Partners and we'll contact you to let you know when they open. Click the images above to find out more!

The ceremony is hosted by young people, and has seen amazing performers from our projects, through to BBC Sound of 2021 Artist Pa Salieu.

Give a Gig Week



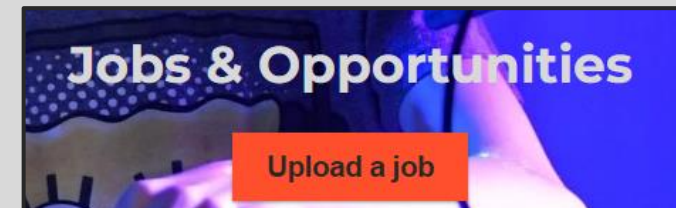
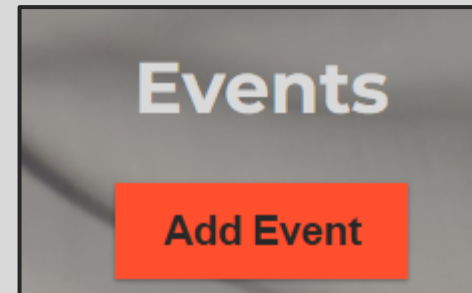
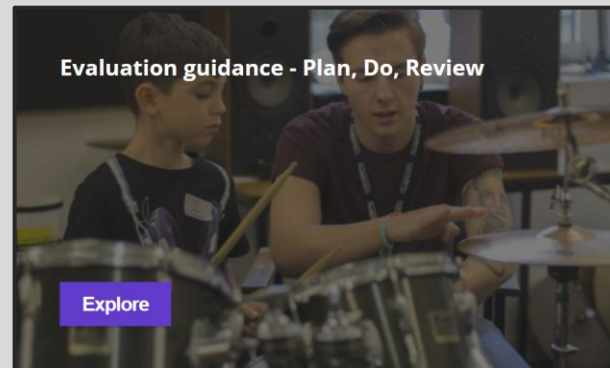
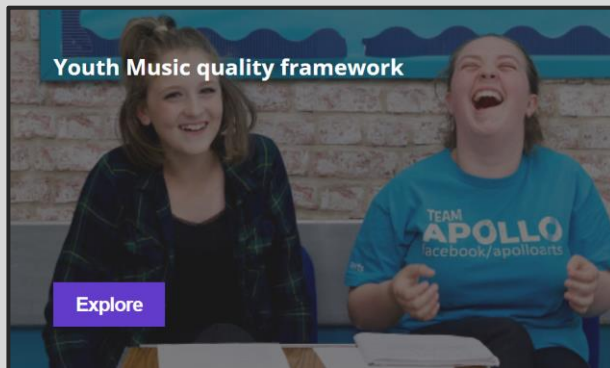
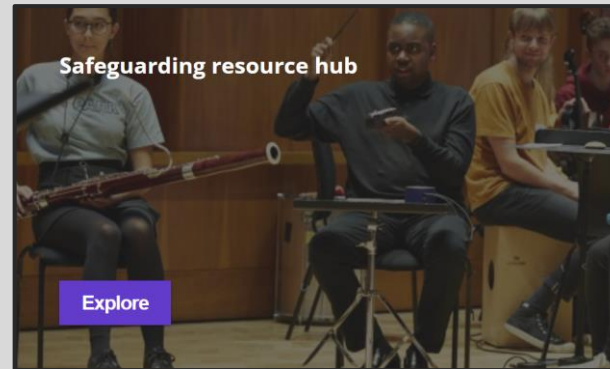
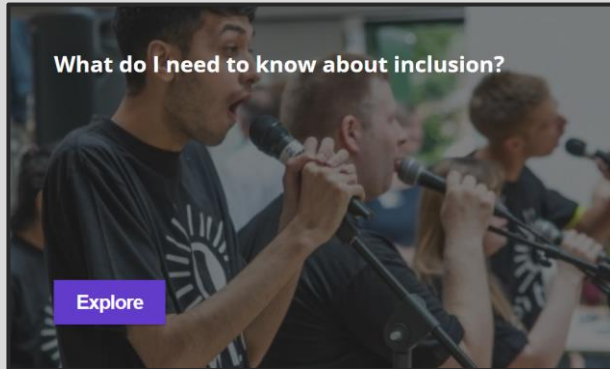
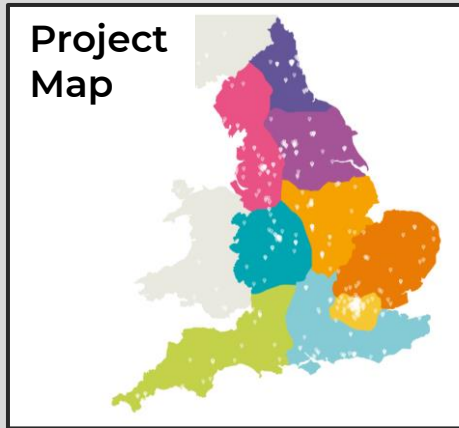
Our national campaign where people host gigs to raise money for charity. Previous Youth Music supporters have included Bicep, Craig David, Clean Bandit and Jake Bugg. Want to get involved? Click the image above.

Last year we offered small grants to funded partners so young people could programme and host their own gigs as part of the week.

Youth Music Network Resources

The Youth Music Network is our online community for those who work in music with children and young people.

Click the image to take you direct to the resource.



Get involved

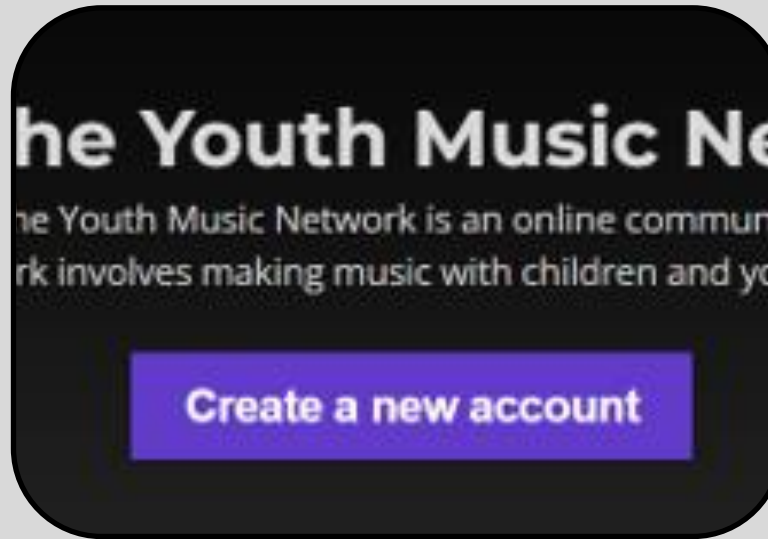
There are lots of ways for you to connect with the Youth Music community.

Click on the images below to visit each sign up page.



The Youth Music Network Newsletter

A monthly round-up of the latest jobs, events, blogs and opportunities.



The Youth Music Network

Joining the network allows you to post jobs, events and blogs.



Facebook Group

Connect with others running Youth Music projects

Teaching Resources

Careers resources ▶ Play all

We've partnered with young creators working in the music industries right now to bring you useful resources to help you build a career in music.



Ask Hot Chip: Music Industry Careers Live Q&A

Youth Music
479 views • Streamed 2 years ago



10 things I wish I knew before I went freelance

Youth Music
694 views • 2 years ago



How To Make A Music Video (Easy iMovie and Premiere...

Youth Music
16K views • 2 years ago

Teaching about creative careers?

Our **Careers Resources YouTube Playlist** features short videos from our NextGen Community of 18-25s who are working in the music industries.

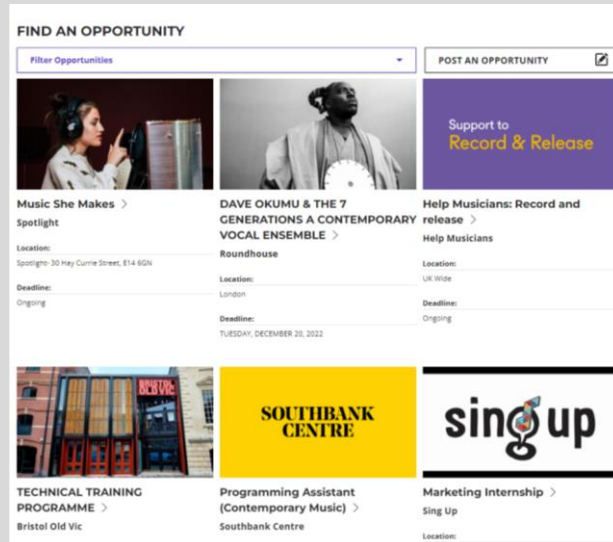


Charanga YuStudio is free to all Youth Music funded partners. It's a creative music suite, which includes a full-featured music production platform and a secure online space where young people can share music. Once they're set up with an account, they can access this cloud-based system from anywhere with an internet connection. Click the image above for a one-minute tutorial video.

[**Click here to find out more and sign up for a free licence**](#)

Youth Music NextGen Community

For 18-25s interested in a creative career



Our **Opportunities Board** has the latest performance opportunities, competitions, work experience, training, networking and paid internships in the music industries. Organisations can also share their opportunities here too.



The **Youth Music NextGen Fund** offers young creatives grants of up to £2,500 to make their ideas happen.

[Sign up to our NextGen Newsletter](#) for the latest jobs, freelance work and opportunities!

YOUTH MUSIC

THANK YOU

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**YOUTH
MUSIC**



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