



Exchanging Notes Evaluation Module

Applicant guidance notes

September 2013

Section 1: about the National Foundation for Youth Music

The National Foundation for Youth Music (Youth Music) is the leading UK charity using music to transform the lives of children and young people, particularly those with least opportunity. Our vision is that life-changing music-making is available to all children and young people.

Our mission is to be at the heart of children and young people's music-making, identifying and investing in learning activities for those with least opportunity. We use our unique intelligence to drive fresh thinking across music education.

Every year, we provide more than 100,000 young people with the opportunity to make music, helping them to overcome the challenges they face in their lives. Our music projects support young people to develop their creative and social skills, make positive contributions to their community and live happy, successful lives.

Our on-going research allows us to identify the best ways to engage young people and drive fresh-thinking in music education. We also provide a growing online community for thousands of music education professionals.

Youth Music is funded by Arts Council England with funds from the National Lottery, as well as raising funds through gifts and donations.

What kind of projects do we fund?

Youth Music grants are available for music-making projects which work with children and young people aged 0-18 (and young adults aged 19-25 who are in detention, have special educational needs, who are disabled or are making the transition to independent living from a youth justice or care setting). We also fund projects for adults which develop the music education workforce and strengthen the sector.

We expect all of our projects to meet the following criteria:

Providing high quality music-making opportunities. We expect all the work we develop within our funding programme to provide children and young people with high quality music-making experiences relevant to their level of skill and needs. We expect funded organisations to assure and demonstrate quality at all stages of delivery. This includes ensuring that music practitioners have the appropriate skills and are given the opportunity to develop further.

Supporting progression for all children and young people. Youth Music defines progression in different ways. This includes musical progression from beginner to intermediate or expert, personal and social progression, or progression on to other services and opportunities. We expect funded organisations to focus on and demonstrate progression throughout their provision, supporting accreditation and signposting and aiming for excellence for all children and young people.

Understanding the need. The modules we design are based on evidence of need and are responsive to current policy. We expect funded organisations to have considered evidence which demonstrates the need for their work and to understand the root causes of the issues they wish to address.

Developing partnerships and collaborations. We encourage organisations to work together to consider how they can best support young people's music making and bring about long-term and sustainable change for the whole sector.

Involving children and young people. We believe children and young people have a right to influence and shape their music-making experiences. In order to ensure that provision is appropriate and relevant to the needs of participants we encourage funded organisations to involve children and young people in their work and engage them in the decision-making process.

Committing to diversity. We expect funded organisations to consider diversity; from governance structures, through to policy and practice development. This refers to the dimensions of diversity such as race, age, ethnicity, sexuality, gender and disability; as well as diversity in relation to learning styles and musical genre, and different ways of delivering music-making activities.

Sharing practice based on knowledge and experience. We believe that more children and young people can benefit from music making when effective practice is captured and shared. We therefore expect funded organisations to commit to sharing their learning and practice with others.

The Youth Music Network

At Youth Music we wanted to find a better way to:

- Enable those running our music projects to share information about what works well, and just as importantly, what doesn't work so well
- Help music education professionals to make stronger connections with each other.

In November 2011 we launched the Youth Music Network, an online community for people who work in and around music education projects in the UK. Free to join, the Youth Music Network is a space for professionals to access and share a huge range of music education resources. It's also the main gateway to apply for grants through Youth Music's funding programme. The Youth Music Network is intended for use by all music education practitioners, regardless of whether or not they receive Youth Music funding.

About Youth Music's funding programme

This is the grant-making part of Youth Music's work. It builds on what we have learned and achieved with our partners and grant recipients as a national funder over the last 13 years. It promotes access to high quality music-making opportunities for children and young people, particularly those with least opportunity. The programme is designed to be flexible to respond to current and changing needs.

An outcomes approach

At the heart of Youth Music's programme is a continued commitment to achieving positive outcomes for children and young people and their long-term engagement in music making. The outcomes approach is embedded within our grants management processes from the design of modules to the monitoring and evaluation of the work we fund. We want those we fund to be better enabled to gather evidence for learning and demonstrate clearly how they achieve quality outcomes for their children and young people, workforce and wider communities. The evidence we collect from our funded partners enables us to demonstrate the impact and importance of children and young people's music-making, and the value of the work of the adults involved in the projects, to our funders and other stakeholders.

A modular structure

Our funding programme is structured around modules. Modules are designed to address a specific issue or to target specific groups of children and young people that we want to support.

We have adopted a modular approach to our grants programme for two purposes:

- The intended outcomes of the programme are both broad and ambitious, and to help us to achieve these, we have broken down our funding into modules
- We want our grant recipients to be able to build projects and programmes of work that enable them to provide the best outcomes for their target groups and for the development of music and young people more broadly.

The Youth Music Programme contains two groups of modules:

Strengthening the Sector

We want to contribute to a stronger youth music sector by embedding capacity and expertise to support our goals (and those of the National Plan for Music Education) across the regions, through activity that builds partnerships and collaborations,

practice sharing and workforce development.

Learning and Participation

We want to encourage the growth and development of high quality music-making activities that impact directly on children and young people's lives. These are direct delivery projects that achieve outcomes around young people's musical, personal, social and emotional skills.

Youth Music's generic outcomes

There are two generic outcomes that we expect all of our grant-holders to work towards:

- To improve the quality and standards of music delivery for children and young people.
- To embed learning and effective practice in host and partner organisations and share practice beyond the project.

Activities to improve the quality and standards of music delivery for children and young people might include:

- Activities to develop the workforce (training, mentoring, coaching, observing, group reflection, dedicated practice sharing time, attendance at networks, conferences, action learning sets, professional tuition, focussed professional development guidance, self-evaluation support).
- Activities to embed learning and reflection approaches within the organisation (organisational buddying programmes, peer evaluation, self-evaluation, support for organisational critical reflection).
- Activities to encourage participant and stakeholder feedback (supporting structured opportunities for children and young people to provide constructive feedback, evaluation training, facilitated stakeholder reflection sessions, development of creative feedback techniques).
- Other relevant activities that will help to improve the standard of music making activities within the project (e.g. adherence to internal quality systems

- Activities to embed learning and effective practice in host and partner organisations and share practice beyond the project might include:
- Communicating and sharing practice (publishing tools and resources online or offline, distributing resource packs in settings, presenting at conferences and seminars, developing and enriching training courses, advocating and influencing policy and practice, contributing to networks and discussions, developing collaborations and partnerships for practice sharing, distributing information through other established channels).
- Developing tools for practice sharing (producing case studies and practice write-ups, video-based learning resources, journals and narratives of distance travelled, self-reflection checklists ("am I doing this right?"), producing documentary evaluations, compiling user journeys, supporting young people to create video diaries as part of a project).
- Embedding learning and effective practice (presenting findings internally, supporting colleagues to make findings relevant to their work, securing buy-in and ownership at all organisation levels, influencing organisation strategy and planning).
- Other relevant activities to help embed and share learning and practice.

Section 2: eligibility

Who can apply?

To be eligible for funding, you and your organisation must meet the following criteria:

- You must be based in the United Kingdom.
- The work you are proposing will engage and benefit participants based in England.
- You must represent either a registered charity; a not-for-profit organisation; or a profit-sharing organisation who is applying for a self-contained music project that will not make profits for the organisation, and demonstrates a clear benefit to the public.
- You will be from an organisation that has been legally constituted and providing activity for at least one year. If you are not registered with the Charity Commission, then you must supply Youth Music with evidence of this through your signed constitution.
- You must be able to supply your most recent set of accounts, no more than 18 months old (if more than 18 months old a draft set of accounts should also be submitted).
- You must be able to supply the following documents if requested at any time by Youth Music:
 - Your equal opportunities policy and child protection policy
 - Your employers' and public liability insurance

There is an eligibility quiz for you to complete before you are able to access the full application information.

Who cannot apply?

- An organisation based outside of the United Kingdom
- An individual, unless you apply as a director of your own company. We cannot accept applications from people applying in a purely personal capacity.
- Applications from companies limited by shares,

limited liability partnerships or any other for-profit organisations, unless they are applying for a self-contained music project that has a clear benefit to the public.

- Those applying for activities that do not benefit people in England or do not take place mainly in England.
- Those applying for activities that are not related to music.

Activities we do not fund

There are a number of costs and activities that we will not fund. These include, but are not limited to:

- Activities that work with young people aged 19 to 25, unless they are in detention, have special educational needs or disabilities or are making the transition to independent living from a youth justice or care setting.
- Wider performing arts activities, beyond music (these activities can form an element of your project, but must be funded through match funding).
- Activities that aim to promote party political or religious beliefs.
- Projects that start more than three months after the date your grant has been confirmed by Youth Music.
- Activities that have started or taken place before your grant has been confirmed by Youth Music, for which you have requested Youth Music funding.
- Costs incurred in making your application.
- Land, building, refurbishment, landscaping, vehicle or property costs.
- Contingency costs.
- Reserves.
- Loans or interest payments
- VAT costs that can be recovered.

Section 3: how to apply

Accessing the Exchanging Notes evaluation group on the Youth Music Network

If you don't already have an account, you'll need to sign up to the Youth Music Network: <http://network.youthmusic.org.uk/user/register>

Once registered, you should complete the eligibility quiz to gain access the Exchanging Notes evaluation group. This is a closed area within the Youth Music Network site where you will be able to access all the application documentation and related materials, as well as the link to online application form.

The online application form (accessed through the IGAM portal)

If this is your first time applying for a Youth Music grant, you will need to create an account (please note that this account is different to the account that you created for the Youth Music Network). If you have already applied to Youth Music or hold a grant, then you should have an account already set up. If you have forgotten your password for the account then you can request a new one using the option on the log-in portal.

Application documents

The following information is required for your application:

- Completed online application form
- Completed proposal in word template
- Budget form (Youth Music template - available to download from the Exchanging Notes evaluation group)
- Equal opportunities form (Youth Music template - available to download from the Exchanging Notes evaluation group)
- Partnership letters (if applicable)
- Example of research you have conducted
- Annual accounts and financial statements

Please note that in addition to your application proposal in the Word template, there are a number of fields you will be required to complete in the online application form. These relate to your organisation and main contact, and contain a number of declaration statements related to your application. We would therefore encourage you to access the form as soon as possible to ensure that you have the required information to make a full application by the deadline.

Application timescales

The deadline for submission of completed applications is **5pm on Thursday 31 October 2013**.

You will be informed of the outcome of your application on or before Friday 20 December 2013.

Budget form guidance

When completing this section, please familiarise yourself with the 'Activities we do not fund' section.

Match funding and in-kind support can be used to cover costs that go over the restrictions or the maximum amount of funding available for this module. You have the opportunity to state this on the budget. Please do not include your match funding in the Youth Music request amount column.

Youth Music is a full cost recovery funder. This means that we will fund you to cover all the indirect costs associated with your programme, so long as they are apportioned fairly. Full cost recovery

is calculated in a variety of ways - for more information see www.fullcostrecovery.org.uk. The proportion of funding attributed to indirect costs will vary across different organisations. In our experience, however, the proportion of indirect costs does not usually exceed 20% of the total grant amount.

Budget definitions

Direct costs are the costs that are associated with delivering your module – if you were not doing this activity, these costs would be nil.

Capital costs cover the purchase of physical items such as instruments or computers, and are generally things that will have a useful life that extends beyond that of the project or that could be sold on once the project has been completed. Only equipment costing over £250 falls under our definition of capital items (this includes orders of equipment totalling over that amount, for example 100 ukuleles at £35 each – total £3,500 – would be classed as capital). Generally we do not fund work where 10% or more is spent on capital costs.

Indirect costs are management and overhead costs which you cannot allocate to one specific activity. For example, you may have an administrator who supports the whole organisation by paying staff wages; or an IT staff member who provides a helpdesk function to all staff. Indirect costs include things such as accounting costs, most of your administration costs, office costs etc.

Guidance for completing your budget

We expect you to itemise the expenditure under each broad heading. For example, you might wish to itemise the following costs under direct costs:

- Salaries, national insurance and pensions
- Freelance fees
- Project management
- Recruitment
- Training
- Travel and expenses
- Venue hire
- Marketing and communications

Please note that this is not an exhaustive list – you will know best what items of expenditure to use when you plan your budget.

Match funding

Cash match funding refers to money raised from an alternative source, such as another funder or through earned income from your project. In-kind match funding relates to goods or services that have been donated to help run your project (e.g.

free room hire or use of staff time, where no physical donation of cash takes place).

Annual accounts guidance

Please provide us with your most recent set of annual accounts, which should be less than 18 months old. If your accounts are more than 18 months old, you should also supply us with a draft set covering the following year. The level of detail required from your accounts will vary according to your organisation type and annual income.

If you are a Registered Charity, please attach a copy of your latest annual report and accounts (including Trustees report where appropriate) that has been filed with the Charity Commission. For Registered Charities with an income of more than £25,000, we would expect to see an independent examination of your accounts that complies with Charity Commission regulations.

If you are a Community Interest Company, please attach a copy of your annual accounts in the format that you have submitted to Companies House, and a copy of the CIC report that was submitted at the same time. If you submit abbreviated accounts to Companies House, then please attach full accounts (incorporating your profit and loss account) to your Youth Music application. We require your accounts to be signed, unless they have been submitted electronically. In keeping with good practice guidelines, we would expect to see some form of independent verification of your accounts.

For other companies (e.g. Companies Limited by Guarantee or Companies Limited by Shares) this will be a copy of your annual accounts in the format that you have submitted to Companies House. If you submit abbreviated accounts to Companies House, then please attach full accounts (incorporating your profit and loss account) to your Youth Music application. We require your accounts to be signed, unless they have been submitted electronically. In keeping with good practice guidelines, we would expect to see some form of independent verification of your accounts.

If the turnover or balance sheet total of your organisation requires you to have an audit, then we would expect you to provide a full set of audited accounts with your application.

Statutory organisations (e.g. Local Authority Schools and Departments of the Local Authority) are not required to submit accounts (NB please note that academies do not fall under this definition and are required to submit their accounts). As it is mandatory to upload the ‘annual accounts’ attachment when submitting your online application form, statutory organisations can instead upload a document on letter-headed paper that states that accounts are not required.

Upon reviewing your financial statements, Youth Music may ask for more detailed information about your organisation’s financial systems and controls, budget forecasts, management accounts or other information that is deemed important in making an assessment of your organisation’s financial health and capacity to manage a grant of the size requested. If your financial statements might raise a cause for concern as part of our assessment process, please email an additional explanation document to grants@youthmusic.org.uk in time for the application deadline.

Help and support available from Youth Music

If you require any further information on applying, you can contact us on:

T: 020 7902 1060 (option 1)

E: grants@youthmusic.org.uk

Please keep an eye on the Exchanging Notes evaluation group on the Youth Music Network, which we will update with questions and queries that arise throughout the application process. You can also raise any questions you may have for the team to answer.

Section 5: data protection and freedom of information acts

Data Protection

We will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We may give copies of this information to individuals and organisations we consult when assessing applications; when monitoring grants and evaluating the way our funding programmes work; and when disseminating information to partners about our funded projects. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments and other organisations and individuals with a legitimate interest in Youth Music applications and grants, or for the prevention and detection of fraud. We may use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We are fully registered under the Data Protection Act and no personal data (including images) will be shared with any other organisation without prior consent. In the case of our research, any personal details will also be made anonymous before sharing or publishing our findings.

Freedom of Information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to

exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Section 6: Youth Music's official complaints procedure

Youth Music is committed to being open and accessible and welcomes all comments on its work and the services it provides. Suggestions as to how our services might be improved should be sent to the Director of Operations.

There may be occasions when you are unhappy about the service we provide. If you wish to make a complaint please follow the procedures below, bearing in mind that Youth Music is not able to consider complaints against a funding decision itself.

If you are dissatisfied with the service we provide or the way that you have been dealt with please make an official complaint in writing to the Director of Operations. Within five working days of receipt it will be investigated by the appropriate member of Youth Music's Senior Leadership Team. You will receive a written response to the complaint within four weeks.

If you are still not satisfied with the response to your official complaint, you may write to the Executive Director. You may only write based on procedural grounds and not on the funding decision itself.

This letter must be sent within one month of the response provided under the initial complaint and you will receive an immediate written acknowledgement from the Executive Director.

Within six weeks of receiving such a request, the relevant material will be considered by the Executive Director together with the appropriate Director of Department, the Chair of Youth Music, a Trustee and an adviser who was not involved in the original application in any way.

Their conclusions and recommendations will then be submitted at the earliest opportunity to a Trustees meeting, whose decision will be final and will be communicated to the complainant within seven days of the Trustees meeting.

