

# YOUTH MUSIC

**Youth Music Recharge Fund**

**Applicant Guidance Notes**

## About Youth Music

We believe that every young person should have a chance to change their life through music. Yet research shows that many can't because of who they are, where they're from or what they're going through.

Through our insights, influence, and investment in grassroots organisations, we make sure more young people aged 0-25 can make, learn, or earn in music nationwide.

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. Find out more about our work on the [Youth Music Website](#) and read more about our funding programmes on the [Youth Music Network](#).

## Our Values

### **Be Inclusive**

We take a proactive and leading approach to inclusivity, diversity, and equity.

### **Be Responsive**

Just like the young people we support, we're agile and always growing to reflect our changing environment.

### **Be Enterprising**

Thinking creatively and acting dynamically.

### **Be Trusting**

The biggest impact will come from collaborating with, listening to, and trusting in others.

### **Be Bold**

Leading change means taking informed risks, however uncomfortable.

# Contents

Youth Music Recharge Fund .....	1
Applicant Guidance Notes.....	1
About Youth Music .....	2
Our Values.....	2
Section 1: Guidance notes .....	4
About Youth Music Recharge .....	4
How much can I apply for? .....	4
How long does the funding last?.....	4
Who can apply?.....	4
What kind of activities can the funding support?.....	5
What can I spend the money on?.....	6
What are my chances of success?.....	7
Timescales.....	8
What help is available?.....	8
Section 2: Making an application .....	10
Application process .....	10
Application form .....	10
Assessment and decision-making.....	10
Section 3: What happens if I get a grant?.....	12
Making changes .....	13
Monitoring and reporting .....	13

## Section 1: Guidance notes

### About Youth Music Recharge

This core funding programme is for established not-for-profits who support children and young people to make, learn or earn in music. It will help people and organisations to recharge from the effects of the pandemic. We will invest a total of £1,750,000 across England, Scotland, and Wales.

Recharge draws on our own [research about the impact of COVID-19](#). It responds to the most pressing needs that projects told us about:

- **Mental health and wellbeing** – 2020 and 2021 have impacted the mental health and wellbeing of staff, volunteers and young people.
- **Income security** – public funding is set to decrease in coming years as the economy transitions after COVID-19 and Brexit.

By 'Recharge,' we mean to move forwards after the effects of the pandemic, in both a wellbeing and a financial sense. Around forty grants will be made to organisations to improve capacity, capability, and wellbeing.

### How much can I apply for?

You can apply for up to £90,000 in total, to a maximum of £30,000 per year.

This is a one-off funding round made possible thanks to players of the People's Postcode Lottery.

If you are successful, we reserve the right to offer you a lower or higher amount than you have requested.

### How long does the funding last?

The funding period should last between one and three years.

### Who can apply?

Youth Music Recharge is aimed at not-for-profit organisations. 'Not-for-profit' includes registered charities, charitable incorporated organisations, community interest companies, constituted voluntary groups, and co-operatives. It is open to new, existing, and previous Youth Music grantholders.

If you can answer yes to all ten statements below, then you can apply.

1. We have a track record helping young people aged 0 to 25 who face barriers to make, learn and earn in music.
2. We're a not-for-profit organisation that was legally constituted on or before 1 January 2020.
3. We're based in England, Scotland, or Wales.
4. We can provide a set of annual accounts and some recent 'management accounts'. By management accounts, we mean something that tells us about your current financial position. This should cover the period since your last accounts.
5. Our turnover in the last financial year was less than £1million.
6. Our free reserves are not more than our annual running costs.
7. We have a safeguarding policy that we review regularly.
8. We are committed to improving equality, diversity and inclusion within our organisation.
9. We comply with all relevant UK laws in our employment and other practices.
10. We have relevant insurances in place for the work we carry out.

## What kind of activities can the funding support?

This is a flexible grant to help you navigate the risks and opportunities that will arise in the coming years.

The funding will be invested in organisations to bring about two outcomes:

- **Improved wellbeing of staff, freelancers, volunteers, and young people.** Embedding good wellbeing in day-to-day working to ensure a healthy and motivated team.
- **Improved capacity and capability of organisations.** Helping organisations grow, adapt and be more sustainable.

All proposals should respond to both outcomes. The balance of funding towards each outcome is your decision.

## What can I spend the money on?

The funding can be spent on the activities you need to bring about the Youth Music Recharge outcomes. Whether that's to plug a gap in your budget for ongoing costs, or test a new project or product.

It can be used to fund core costs, project costs and capital costs and equipment. By core costs we mean costs to run an organisation's core functions. All these costs are eligible:

- Salaries, freelance fees, or consultancy.
- Strategy and business planning.
- Communications and marketing.
- Operational costs (including rent, legal and governance).
- Digital development and strategy (including IT upgrades).
- Activities to generate income.
- Training.
- Organisational development activity.
- Other core and development costs.
- Capital costs.

We want the funding to help strengthen your organisation for the long-term.

You are not required to raise any match funding.

Activities to improve your **capacity and capability** are those which increase your ability to do something. Whether that's doing more, or doing it better. This might include:

- Paying salary costs of core staff, including senior management.
- Buying in external expertise to help you develop an area of your practice. For example, digital capability, financial planning, diversity and inclusion, safeguarding, fundraising, youth participation, environmental sustainability.
- Working with a coach or business mentor to help with business planning.
- Trying a new fundraising campaign to generate income and build your supporter base.
- Investing in an asset that will help generate future income or make you more efficient.
- A staff development programme to address skills gaps.

- Using the funding to lever in additional income.
- Deepening your partnerships. For example, developing shared services, instigating mergers, or running a collaborative project.

Activities to improve **wellbeing** might include:

- Consulting with your teams about how to improve wellbeing and responding to their suggestions.
- Regular forums and safe spaces for staff reflection and to work through challenges.
- Buying in external supervision, counselling, or other therapies.
- Non-work focused wellbeing activities such as yoga, jamming sessions, book club, paid wellbeing days.
- Buying in external expertise to help you to improve wellbeing practices in your work with children and young people.
- Developing your evaluation practices to better capture your wellbeing impact on the children and young people you work with.

The focus of this fund is organisational and workforce development. We don't expect children and young people to be the main beneficiaries of this funding, although they may be involved in the work. We are not looking for music projects to improve young people's wellbeing with this funding. That is because you can apply to [our Funds A and B](#) for that type of work.

The examples given in this section are to help show the variety of work that we might fund. There may be many other ways of bringing about the outcomes too. We are not prescribing how you should spend the money, because you know best what your organisation needs.

## **What are my chances of success?**

Youth Music Recharge will be oversubscribed. The success rate is likely to be between 20% and 30%. In total we will make around 40 grants.

The [consultation we did with you this year](#) helped us to set the funding levels.

Not all grants will be at the maximum level. This is because we want many organisations to benefit. The table below show how many grants we expect to make by different values.

Value of grant	Number of grant awards
£0 to £10,000	5
£10,001 to £20,000	5
£20,001 to £30,000	5
£30,001 to £40,000	5
£40,001 to £50,000	8
£50,001 to £60,000	4
£60,001 to £70,000	3
£70,001 to £80,000	3
£80,001 to £90,000	2

## Timescales

The deadline for all proposals is **5pm on Friday 14 January 2022**.

You will be told the outcome by the end of March 2022.

The earliest time of your first payment would be in early May.

## What help is available?

### 1. Access fund for Disabled applicants

If you are D/deaf or Disabled and need support to make an application, you can apply to our Access Fund. You can apply for up to £900.00.

[Click here to find out how to apply for access funding.](#)

### 2. Online 'Question and Answer' session with the Youth Music team

Join us for a group Zoom session at 11am on Friday 10 December 2021, to ask any questions about Youth Music Recharge.

[Click here to register for the session](#)

We'll record the session and post it online for those who can't attend.

### 3. Phone and email support from our team

Email [grants@youthmusic.org.uk](mailto:grants@youthmusic.org.uk) with any questions or to schedule a call.

The email will come through to a member of our Grants and Learning Team. We're a friendly group of people and we're here to help, so don't be afraid to get in touch.

#### **4. Resources**

[This blog has examples of ways to build and measure capacity and capability.](#)

[This article has examples of how to embed and measure wellbeing practices.](#)

[This article contains resources that you might find useful when planning your application.](#)

[We have developed a simple management accounts template for organisations that don't already have one.](#)

## Section 2: Making an application

### Application process

The steps in the application process are as follows:

1. Register on our online [grants portal](#) and start working on your application. You don't have to complete it in one go. You can save it and come back to it later.
2. Submit your application online by 5pm on the deadline date.
3. Youth Music will assess your application and decide the outcome.
4. You will receive a notification email.
  - a. If you are unsuccessful, we will provide information about how we have arrived at our funding decisions.
  - b. If you are successful, this will outline next steps about how to accept your grant and receive your first payment.

### Application form

You can download the application form questions and requirements from [the Recharge Fund webpage](#).

### Assessment and decision-making

We're working with a small team of external advisors who have experience applying for Youth Music funding and running projects. This team will help inform our decision-making. They will also ensure we are equitable in the way we invest.

We aim to invest in a diverse mix of organisations across different areas. We will prioritise those whose work focusses on young people facing barriers, who operate in an inclusive way, and who can show their impact. We'll also look at innovation and risk as we want the final group to include some of each.

We know that we won't be able to meet the demand for funding. This means we will have to turn down good proposals that we would like to support.

#### Assessment

We will assess **your organisation** and **the potential impact of this funding**.

#### Your organisation

- First, we'll check that you are eligible to apply to Youth Music Recharge (see 'who can apply' on pages 4 and 5 above).
- We will look at your track record and impact in helping young people facing barriers to make, learn and earn in music.
- We will try to assess the ethos, culture, and values of your organisation and whether they are a good match with Youth Music's.
- We'll look at your strategy and practices about things like equality, diversity, and inclusion, safeguarding, governance and finances.
- We don't expect you to excel in all areas of your organisational practices. We do expect and value your honesty about where you need to develop.

### **The impact of the funding**

- We'll look at how you have proposed to spend the funding and how it will help improve capacity, capability, and wellbeing practices.

## Section 3: What happens if I get a grant?

### 1. We will match you with a Grants and Learning Officer who will support you with managing your grant

### 2. Special Conditions (if applicable)

We may request that you meet certain conditions before we can make a final decision about your grant. For example, you may need to provide further information or change your application form.

You will have two weeks to respond to special conditions.

### 3. Funding agreement

You will receive an email telling you about the decision. Your funding agreement will be attached to this email. This has details of your payments and grant conditions.

### 4. Initial Grant Requirements form

This online form asks you to upload your:

- signed funding agreement (signed by two people in your organisation)
- evidence of bank details
- authorised signatories
- responses to any grant recommendations.

We will make your first payment after we have received all these items.

### 5. Payments

We will pay your grant in multiple payments. The number will vary subject to the length of your grant. We tend to make one payment per year. Each payment is triggered when you submit a grant requirement.

We always keep 10% of the total grant as a final payment. We will pay this once you have given us your final evaluation report.

We aim to make the payments within 30 days of receiving the related requirement.

## 6. Communications

We ask you to:

- Celebrate the grant on social media and use our logo on grant-related material.
- [Sign up to the Youth Music Network](#) so you can post jobs, events, and blogs about your programme.
- [Subscribe to the Youth Music Network Newsletter](#) to for all the latest news.
- Post opportunities for 18–25-year-olds on the [Youth Music opportunities board](#).

### Making changes

You may need to make changes to your original plans. These should be approved by your Grants and Learning Officer. We'll always try to approve the changes you request, so long as they meet the Recharge Fund outcomes.

### Monitoring and reporting

You will complete a report for each year of funding you receive.

This will include detail about the impact of the grant against the programme outcomes.

We'll also require a budget report about how you have spent the money.

We will provide further guidance if you are successful in your application.



The National Foundation for Youth Music  
9 Tanner Street, London, SE1 3LE  
Registered charity number: 1075032  
Limited company number: 3750674