

# Youth Music Recharge Fund

# Sample Application Form

This is a sample Recharge Fund Application Form. You can use this document to draft your answers offline, but your Application Form must be submitted using the online form via our [Online [Grants Portal.](https://grants.youthmusic.org.uk/)](https://grants.youthmusic.org.uk/)

If you need any support with submitting an application online through our Grants Portal please read the information about Access Support on page four.

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## Introduction

### ****What you need to do****

* Ensure you have read the applicant guidance notes before making your application.
* Work through all the questions in the application form and complete the questions. You will not be able to submit the form until it is fully completed.

### ****Online Grants Portal 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 – drop us a line by emailing grants@youthmusic.org.uk or phoning 020 7902 1060.

### ****Application deadlines****

* The application deadline is on 14 January 2022.
* 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](https://network.youthmusic.org.uk/access-fund-support-disabled-applicants-apply). 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 questions or would like to discuss an application before submitting it, please contact our Grants & Learning team by email at grants@youthmusic.org.uk or phone us on 020 7902 1060.

## Your Organisation

### ****Organisation Name****

### ****Organisation Legal Name****

### ****Address Line****

### ****Postcode****

### ****Telephone number****

### ****Are your organisation details above correct?****

### ****Website address****

### ****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. Youth Music uses a number of different social media channels for different audiences and purposes.

* 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

### ****Where did you find out about Youth Music funding?****

Please tell us where you heard about or saw Youth Music funding advertised: Arts Council, Youth Music website, Social Media etc. (50 words)

### ****Primary Organisation Type****

What type of organisation are you? Please select from the list.

* 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)

### If you are a Voluntary or Community Organisation, please upload your Constitution

### ****Do you have a Secondary Organisation Type?****

If yes, please choose your Secondary Organisation Type.

* 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
* Education: University
* Music Education Hub Lead
* Music Service
* Registered Charity
* Voluntary or Community Organisation
* Other (please specify)

### **Please upload your most recent annual accounts here.**

These must be less than 18 months old. You can upload \*.xls, \*.xlsx and \*.pdf. Maximum size is 30MB.

### ****Please upload your latest management accounts.****

If you don’t have management accounts, [take a look at our guidance and template](https://youthmusic.org.uk/management-accounts-template). You can upload \*.xls, \*.xlsx and \*.pdf. Maximum size is 30MB.

### Charity Number

If applicable

### **Company Number**

If applicable

### When was the organisation set up?

This should be the date that you were legally constituted. To be eligible you must have been legally constituted on or before 1 January 2020.

### Organisation turnover

Please enter your total income for the last financial year. Do not use the '£' sign, enter the amount in this format: 5000.

### Free reserves

Enter the total amount of your level of free or unrestricted reserves at the end of the last financial year. Do not use the '£' sign, enter the amount in this format: 5000.

### Annual expenditure

How much did it cost to carry out your work in the last financial year? Do not use the '£' sign, enter the amount in this format: 5000.

### Organisation Location

Local Authority Area in which your organisation is based. You can select from a drop-down list.

Details about your primary contactPlease 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.

#### **First Name**

#### **Surname**

#### **Email Address**

#### **Telephone number**

### ****How many full time staff do you employ?****

### ****How many part time staff do you employ?****

### ****On average, how many freelancers do you work with on an annual basis?****

### ****On average, how many volunteers do you work with on an annual basis?****

### ****How many Trustees, management committee members or Directors does your organisation have?****

On an annual basis, approximately how many children and young people do you work with on a regular basis (by regular, we mean 5 or more interactions)?

### ****How many children and young people do you regularly work with on an annual basis? (by regular, we mean 5 or more interactions).****

### How old are the children and young people you work with?

Please select all that apply.

* 0-5
* 6-11
* 12-15
* 16-18
* 19-25

##  Your Proposal

### **Project title (default)**

This will automatically default to ‘Recharge Fund’. There is no need for you to think of a project title.

What is your start date?
Tell us when you would start spending against the grant. You must start within six months of being notified of our decision. Your project should start between 02 May 2022 and 30 September 2022.

### How long would you like the grant to last for?

This must be between 12 and 36 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.

### Please select the geographical areas in which you’ll be working while the grant is active.

Please select the local authority areas and/or regions and the approximate percentage of your total work that takes place there. The total percentage must total 100% exactly.It is fine to enter an estimate.

### Please provide a concise description of the work you intend to deliver (50 words)

This information is not assessed. It’s for our database, so we know what your proposal is about when we access your organisation’s record.

### Your Recharge Proposal

Please respond to the following four prompts in one of these formats:

* A written document, maximum 2,200 words
* A presentation or deck, to a maximum of 12 slides
* A video, to a maximum 7 minutes in length.

You can send us a link or attach a file. If you attach a file, eligible formats are **\*.doc**, **\*.docx**, **\*.ppt,** **\*.pptx**, **\*.key** and **\*.pdf**. Maximum size is 30MB.

1. **Tell us about your organisation.** What do you do on a day-to-day basis?How are you managed and governed? Tell us about your staff and volunteers.
2. **Who do you work with?** Who are the children and young people you work with and how do you impact their lives? How do they influence what you do?
3. **What will you do with the Recharge funding?**

Describe the key activities that would be funded to address the Recharge outcomes. We’d like some sense of how you’ll approach the work, and how the activities will develop over time. But we’re not looking for a detailed project plan. An idea of how things will be spread out over each six month period is fine.

1. **What difference will this make for your organisation and how will you measure it?**

We know that it will lead to the Recharge outcomes, but be specific about what this means for your organisation in the short and long term. What type of data will you collect and analyse to help you demonstrate the impact of the funding? This might include information from children and young people, your workforce or organisational key performance indicators.

### If you are uploading an attachment, click on the 'attach' button to select and upload your file.

### Alternatively, you can provide us with a link. This can be a public or private link.

## **Budget**

### ****Your Request to Youth Music****

You must enter your programme start date and duration in the ‘Your Proposal’ section before you can input budget information.

If you plan to cover some costs with Youth Music funding AND Match funding, please only enter the relevant costs for your request to Youth Music here.

Some example budget lines are provided below. These are to show you the level of detail we require.

| **Expenditure item** | **Year 1 total** | **Year 2 total** | **Year 3 total** |
| --- | --- | --- | --- |
| **Digital consultant** | **£5,000** | **£0** | **£0** |
| **Contribution to Director salary** | **£10,000** | **£10,000** | **£10,000** |
| **Rent and overheads** | **£6,000** | **£6,000** | **£6,000** |
|  |  |  |  |

Leveraged funding. Do you think that this grant will allow you to lever additional funding from other funders, donors, corporate sponsors or other sources?Yes / No

### If yes - Please list the source/s (100 words)

### If yes - Tell us what you’ll use the money for (100 words)

#### **If yes – Tell us how much you are hoping to raise (100 words)**

## **Your Practices**

### ****Please provide a maximum of two pieces of content to demonstrate the skills and experience of your organisation.****

This could be specific sections of your website, online reports, social media outputs, videos, press coverage or content produced by participants.

You can provide these as links or attachments.

Youth Music will be using this to get a sense of the track record and experience of your organisation. We will only have time to review each link/attachment briefly so consider this when choosing what to send us. We will only look at the first two pieces of content you provide, so please don’t give us more.

### If you are uploading a file, click on the 'add document' button to select and upload your file.

### Alternatively, you can provide us with a link. This can be a public or private link.

### **Do you have an equality, diversity and inclusion policy or action plan in place?** Yes / No

**If yes** -What are your current equality, diversity and inclusion priorities? If you haven’t identified any priorities, what are the areas your organisation needs to strengthen? (200 words)

You may find it useful to refer to [Youth Music's Equality, Diversity and Inclusion tool](https://network.youthmusic.org.uk/how-do-i-know-how-i%E2%80%99m-doing-equality-diversity-and-inclusion-tool).  This easy-to-use self-assessment tool can help you to audit your existing work to help develop an Equality, Diversity and Inclusion action plan, to refine an existing plan, or feed into business planning.

#### **If no** – please explain why. (50 words)

We would expect you to develop one over the course of the grant. In the future, you may find it useful to refer to [Youth Music's Equality, Diversity and Inclusion tool](https://network.youthmusic.org.uk/how-do-i-know-how-i%E2%80%99m-doing-equality-diversity-and-inclusion-tool).  This easy-to-use self-assessment tool can help you to audit your existing work to help develop an Equality, Diversity and Inclusion action plan, to refine an existing plan, or feed into business planning.

### **I confirm that my organisation has a safeguarding policy. Yes / No**

#### **If Yes - When was your safeguarding policy last updated? (month and year)**

#### **If Yes - Who is your safeguarding lead? Please provide their name and job title.**

#### **If Yes - What does your safeguarding policy cover? (100 words)**

**If Yes - What are your current priorities? If you haven’t identified any priorities, what are the areas your organisation needs to strengthen? (100 words)**

#### **If No** – you need to have a safeguarding policy to be eligible for this fund.

## Monitoring

### Music Education Hubs

Will this activity take place as part of a [music education hub](https://www.artscouncil.org.uk/music-education/music-education-hubs#section-1)? This could mean that you are a hub lead organisation, or that your activity is associated with a music education hub. Yes/No

### Arts Council Funding

Is your organisation currently in receipt of Arts Council England, Arts Council of Wales or Creative Scotland funding?

#### **If yes** - please provide further details of what this funding covers. (200 words)

## **Diversity Monitoring**

#### Diversity of leadershipIn line with our ambition to promote equality, diversity, and inclusion we will use this data to produce annual benchmark reports. When we produce reports, any data you provide would always be joined up with data from other grantholders and not attributed to your organisation. If you do not currently collect this data then tick ‘not specified’. [[Read more on why we collect this data](https://youthmusic.org.uk/how-youth-music-uses-data-collection-track-diversity).](https://youthmusic.org.uk/how-youth-music-uses-data-collection-track-diversity)

|  |  |
| --- | --- |
| **Question** | **Your Answer** |
| **Are 51 per cent or more of your senior management team and board made up of people who are/define as Female?** | Yes / No / Not specified  |
| **Are 51 per cent or more of your senior management team and board made up of people who are/define as Non binary?** | Yes / No / Not specified |
| **Are 51 per cent or more of your senior management team and board made up of people who are/define as LGBTQ?** | Yes / No / Not specified |
| **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?** | Yes / No / Not specified |
| **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?** | Yes / No / Not specified |
| **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?** | Yes / No / Not specified |
| **Are 51 per cent or more of your senior management team and board made up of people who are/define as Disabled?** | Yes / No / Not specified |
| **Are 51 per cent or more of your senior management team and board made up of people who are/define as Neurodivergent?** | Yes / No / Not specified |
| **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?** | Yes / No / Not specified |

### Does your organisation self-define as having a diverse leadership team?

* Yes, based on the characteristics above
* Yes, for other reasons – please outline why (50 words)
* No
* Not specified

## **9. Declaration and 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.

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 Recharge Guidance Notes and can confirm that your organisation is eligible to apply to this Fund.

4. Your organisation has the legal power to set up and deliver the work described in the application form.

5. You understand and accept Youth Music's obligations under the [Data Protection and Freedom of Information Acts](https://network.youthmusic.org.uk/policy-and-procedures.) as set out on the youth music network.

6. 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.,

7. There is a designated person with responsibility for the safeguarding of children and young people.

8. You hereby confirm that the activities detailed in your budget are not already covered by other revenue funding.

9. 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’.](https://network.youthmusic.org.uk/grantholder-applicant-privacy-notice)

### Name

### Position in Organisation

### Date of Submission