

# Youth Music Catalyser Fund Sample Application Form

You will only complete this form if you have been invited through to Stage 2 of the Catalyser application process.

This is a sample Catalyser 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.](http://grants.youthmusic.org.uk/)

The online form will be pre-filled with your Expression of Interest (EOI) answers You can make changes and add to your answers (you have additional word count to do this), and there are some additional questions to complete.

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## Introduction

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

* Ensure you have read the [Catalyser Fund guidance](https://youthmusic.org.uk/catalyser-fund) before starting your application.
* Work through all the questions in this 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 (on the grants portal) are mandatory.
* Where available – click on the help button for more information and guidance.
* 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](https://grants.youthmusic.org.uk/Login.aspx?ReturnUrl=%2f).
* 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.ukor phoning 020 7902 1060.

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

* Application deadlines are available on the [Youth Music Network.](https://network.youthmusic.org.uk/i-need-funding)
* **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.
* Youth Music does not assess areas such as spelling or grammar, the layout of your answers, the production quality of any documents/videos you attach or link to or use of standard English.

### ****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 nameOrganisation legal name

### **Address line** **1**

### **Address line 2**

### **Address line 3**

### **Town or City**

### **Postcode**

### **Telephone No.**

### **Website address**

### Social media (max 50 words)

Please share up to two of your organisation’s most relevant social media channels with us, using the following format. We will only look at the first two channels you provide, so please don’t give us more.

Twitter: @youthmusic
Facebook: @youthmusicuk

### 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)

### 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
* Local authority
* Music Education Hub Lead
* Music Service
* Registered Charity
* Voluntary or Community Organisation
* Other (please specify)

### Charity number

If applicable

### Company number

If applicable

### When was the organisation set up?

This should be the date that you were legally constituted.

### Organisation location

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

### Organisation turnover

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

### Annual accounts

Please upload your most recent annual accounts here. These must be less than 18 months old. You can upload **\*.doc**, **\*.docx**, **\*.xls**, **\*.xlsx** and **\*.pdf**. Maximum size is 30MB.

If you're applying on behalf of a local authority, you can attach your department budget instead.

Are you requesting £200,001 or above?
**Yes** – please upload your management accounts for the current financial year. [Take a look at our management accounts guidance and template for further support.](https://youthmusic.org.uk/management-accounts-template)

You can upload **\*.doc**, **\*.docx**, **\*.xls**, **\*.xlsx** and **\*.pdf**. Maximum size is 30MB.

### No – No further information required. Details about your primary contact

This is the information Youth Music will use to correspond with you about your application. If it is incorrect, please go to [‘Manage My Details’](https://grants.youthmusic.org.uk/MyAccount/UserDetails.aspx) and update.

* **First Name**
* **Surname**
* **Email Address**
* **Telephone number**

## Summary of Youth Music feedback

Following our review of your Expression of Interest form Youth Music has the following feedback. Please ensure you have addressed this feedback within the application form, **you have increased word count to do this.**

## Programme details

### Programme title

Please us tell the title of the programme you intend to deliver.

### Please provide a concise description of the work you intend to deliver. (max 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.

### What is your start date?

Tell us when you would like your programme to start. You must start within three months of being notified of our decision. For Catalyser Fund Round 1, your programme should start between **25/11/2022** and **14/01/2023**

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

This must be between 24 and 48 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 programme activities and report to Youth Music.

### 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.

### How many children and young people do you expect to work with?

Please specify the total number of children and young people who will be involved in your programme. This should also include participants who only attend taster sessions or one-off events.

### How many children and young people do you expect to be core participants?

Core participants are participants who you anticipate will attend activities for a sustained period over at least three sessions.

### Age range of intended participants

Please select all that apply.

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

Which barriers to making music are faced by the children and young people you want to work with?
Please select all that apply.

* Asylum seeker
* Attends Pupil Referral Unit
* Economic deprivation
* English as an additional language
* Excluded from school
* Homeless
* Ill health
* LGBTQ+
* Looked after
* Mental ill health
* Not in Education, Employment or Training (NEET)
* Physically disabled
* Refugee
* Rurally isolated
* Sensory impaired
* Special Educational Needs
* Traveller/Romany
* Young carer
* Young offender/At risk of offending
* Other (please specify)

### How many group sessions will you deliver?

Please specify the number of group sessions you plan to deliver over the course of your programme. Group sessions are where more than 1 child or young person is involved. You should not include CPD or workforce development/training sessions here.

### How many 1:1 sessions will you deliver?

Please specify the number of 1:1 sessions you plan to deliver over the course of your programme. 1:1 sessions are where a child or young person receives individual support in a session in which they are the only beneficiary.

### How many CPD sessions (for staff, partners or volunteers) will you deliver?

Please specify the number of CPD sessions you are planning to deliver over the course of your programme.

## Your Catalyser proposal

### How did you or how will you co-design this programme with children and young people? (max 750 words)

Tell us about your co-design process and/or your plans to co-design.
Tell us how children and young people will be able to continue to shape the programme as it is delivered. If you were unable to co-design with children and young people – tell us how you will ensure that this programme is a match for their wants and needs.

### What will you do with a Catalyser Fund grant? (max 1000 words)

Please give us an overview of your programme. This should outline key activity strands for example: delivery with children and young people, workforce training activities, activities relating to organisational or sector development.

### Your programme timeline

Please provide a timeline for your programme outlining key activities and outputs broken down by quarter (i.e. 3 month blocks). You do not need to describe activities in detail we just want to get an overview of how things fit together.

This is an example of the level of detail we are expecting.

**Year 1
Jan - March 2023:**  Planning meetings with programme delivery partners. Recruit new MLs & external evaluator – run inductions inc. Set up evaluation & data collection plan & tools. Safeguarding training for staff team. Set up EDI working group, market activities to YP and design training programme for local MLs.
**April - June 2023:** Delivery of three strands of YP activity (DJing outreach workshops, songwriting group, music production course), deliver 1st CPD session for local MLs.  Recruit and set up YP’s forum.
**July – Sept 2023:** Continue with three strands of activity. Delivery of intensive summer holiday workshops. Deliver weekend CPD sessions for local MLs. 1st meeting of CYP forum, 1st meeting of EDI working group, Evaluation & reflection session with full programme team. Planning meeting with programme partners.
**Oct – Dec 2023:** 2nd meeting of CYP forum, 2nd meeting of EDI working group. Continue delivery of three activity strands. Winter showcase for songwriters and DJs. Submit music production coursework for accreditation. valuation & reflection session with full programme team. Review meeting with programme partners.

## Evaluation

Youth Music wants to support organisations who reflect on and try to improve what they do, both now and in the future. Collecting and analysing data about who you’re working with and how they engage with your work is a big part of this.
We expect to see reflection and evaluation built into your programme, which is why we ask you to set three outcomes and to describe, through indicators and data collection tools how you will monitor and track progress towards these.

We understand that you may want to track more outcomes as well as other kinds of data, which is why there is space to tell us about anything else you want to learn or track. Our flexible reporting formats allow you to tell us about all of your learning, as well as telling us about the progress against your three outcomes.

[Please visit the Youth Music Network for further support with building your evaluation plan.](https://network.youthmusic.org.uk/evaluation-guidance-intro)

We also recommend that you look at our [report forms for grantholders](https://network.youthmusic.org.uk/interim-and-evaluation-reporting-templates), as this can help you to understand our flexible approach to evaluation and reporting.

In this application form, you will be asked to provide us with intended outcomes, outcome indicators and data collection tools.

Outcomes are the changes you bring about through your work. These can be changes in behaviour, skills, knowledge, attitudes etc.
Outcome indicators are the things that help show the change. Please write three outcome indicators for each outcome.
Data collection tools are the ways you capture outcome indicators and other data. Please write one data collection tool for each indicator.

### **Outcome 1**

Select Outcome 1 area: Musical/Personal/Social/Workforce/Organisational

Outcome 1 (max 30 words)

Indicators for Outcome 1 (max 100 words)

**Data collection tools for Outcome 1 (max 100 words)**

### **Outcome 2**

Select Outcome 2 area: Musical/Personal/Social/Workforce/Organisational

Outcome 2 (max 30 words)

Indicators for Outcome 2 (max 100 words)

**Data collection tools for Outcome 2 (max 100 words)**

### **Outcome 3**

Select Outcome 3 area: Musical/Personal/Social/Workforce/Organisational

Outcome 3 (max 30 words)

Indicators for Outcome 3 (max 100 words)

**Data collection tools for Outcome 3 (max 100 words)**

### **Tell us about any other outcomes, data or learning you would like to capture through your programme. (max 200 words)**

We ask you to tell us about three outcomes in detail, but our flexible reporting formats allow you to tell us about any further learning (including additional outcomes) that you capture through your programme.

## Your practices

### Tell us why you are best placed to deliver this programme? (max 750 words)

Tell us about the skills and experience of your organisation and workforce. Tell us about the partner organisations you will be working with.

If you have previously held any Youth Music grants, you do not need to tell us about the content of these grants, as we can review them on our database, but you should highlight how the learning from these grants has informed this programme.

### **Your partners**

Please provide a letter or email from each of the key partners involved in your programme.

 Letters/emails should:

* Be from a named person from the partner organisation.
* Include a contact name, job title and email or phone number for the partner organisation.
* Outline the partner’s commitment to the programme.
* Confirm the partner organisation’s roles and responsibilities.
* Include any financial contribution the partner organisation is making (although we appreciate that at application stage, financial commitments may only be in principle).

You can upload up to 10 emails/letters. If you need to upload more, please combine them into one PDF document and upload the combined file.

You can upload **\*.doc**, **\*.docx**, and **\*.pdf**. Maximum file size is 10MB per attachment.

### **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? (max 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? (max 100 words)**
* **If No** –please explain why?

### **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? (max 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? (max 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.

##  Budget

Your programme budget will consist of two parts:

* **Your request to Youth Music:** The amount of money you are requesting from Youth Music. This can fund a mix of delivery costs and core costs.
* **Match Funding:** Contributions from your organisation/partners towards your programme.

### Budget rules

* Make sure your budget covers all the activities in your programme.
* All staff working on the programme must be paid at the [real living wage](https://www.livingwage.org.uk/what-real-living-wage) rate or above.
* A proportion of the budget must be spent on delivery costs.
* Total programme budget should include match funding, including cash match funding. The minimum amount of match funding required is dependent on how much money you are requesting from Youth Music (see below for details). This minimum amount can’t come from Arts Council England or National Lottery sources.
* No more than 20% of the Youth Music grant can be spent on capital costs.

**Remember**

* To use the help buttons to see some examples and check our [budgets and finance guidance](https://network.youthmusic.org.uk/finance-and-budgets) for more information.
* To round each item to the nearest whole pound.

### Your request to Youth Music

### Delivery costs

This is funding to deliver your programme. This can include capital costs of up to 20% of your total Youth Music grant.

Here are some examples of eligible delivery costs

* Music leader fees.
* Project management.
* Salaries of staff working on the programme (e.g., youth workers, project manager)
* Youth Voice activities (e.g. consultation, recruiting young people to a youth forum etc.)
* Marketing.
* Planning time.
* Monitoring, reflection and evaluation.
* Staff induction and training.
* Equipment such as musical instruments, hardware and software.
* Room and venue hire.
* Food, travel and other access related costs.

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

|  |  |  |
| --- | --- | --- |
| **Expenditure item** | **Year 1 total** | **Year 2 total** |
| 4 x Music Leaders  | £12,000 | £12,000 |
| Venue hire | £4,000 | £4,000 |

### Core costs

This is funding to run your organisation.

Here are some examples of eligible core costs

* Salaries (staff who aren’t working directly on the programme).
* Communications.
* Operations (rent and utilities).
* Governance (audit, legal advice, preparation of annual accounts).
* Income generation.
* Training.

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

|  |  |  |
| --- | --- | --- |
| **Expenditure item** | **Year 1 total** | **Year 2 total** |
| Communications Manager salary | £2,000 | £1000 |
| Contribution to utilities costs | £1,000 | £1,000 |

### **Match funding**

If you are requesting between £30,001 and £100,000 your total programme budget should include at least 20% match funding. At least 10% of your total programme budget should be made up of cash match funding.

If you are requesting between £100,001 and £300,000 your total programme budget should include at least 40% match funding. At least 15% of your total programme budget should be made up of cash match funding.

### Cash match funding

This is where there is money exchange involved.

Here are some examples of cash match funding:

* Financial donations from partners, individuals or corporate sponsors.
* Grants from other funders.
* Earned income (e.g., from ticket sales or training)
* Your unrestricted reserves.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Where does the money come from?** | **What will you spend it on?**  | **Amount** | **Is the money confirmed?**  |
| BBC Children in Need Grant | Youth Worker Salaries | £10,000 | Yes |
| Ticket income | Refreshments  | £1,500 | No |

### In-kind match funding

This is non-cash support that you or your partners make towards the programme.

**Here are some examples of in-kind match funding**:

* Volunteer time.
* Premises.
* Human resources (including Trustee, senior management or consultant time)
* Programme partner time.
* Equipment that has been donated to you.
* Pro-bono support from a corporate partner.

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

|  |  |
| --- | --- |
| **What is the contribution?** | **What is its estimated value?** |
| Donated keyboards from local music shop | £750 |
| Pro-bono support from local music production company | £5,000 |

##  Monitoring

This information is not used to assess your application.

### 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 England funding

Is your organisation currently in receipt of Arts Council England funding?

* **If Yes** – please provide further details of what this funding covers. (max 200 words)

### Did you require any access support to complete this application?

We monitor this information to ensure we are providing an accessible process, and to identify where we can make improvements. Access support can include a variety of things including support from an access worker or other colleagues, using assistive technology such as screenreaders or speech recognition software or working with a BSL interpreter.

* **If Yes** –please provide further details of what this involved and anything you would like Youth Music to be aware of. (max 200 words)

## Diversity monitoring

### Organisational leadership

As part of our equality, diversity, and inclusion ambitions we use this data to track applications and success rates of diverse-led organisations. It can also inform our decision-making. [Read more on why we collect this data.](https://youthmusic.org.uk/how-youth-music-uses-data-collection-track-diversity)

If you do not currently collect this data then tick ‘Not specified’.

If we ever make diversity monitoring data public, it would always be grouped, and never attributed to your organisation.

**Are 51 per cent or more of your senior management team and board made up of people who are/define as female?**

**Are 51 per cent or more of your senior management team and board made up of people who are/define as non-binary?**

**Are 51 per cent or more of your senior management team and board made up of people who are/define as LGBTQ+?**

**Are 51 per cent or more of your senior management team and board made up of people who are aged between 18 and 25?**

**Are 51 per cent or more of your senior management team and board made up of people who are/define as being from a working class background?**There are a number of ways you could define working class. We think that the definition used in the ‘Panic!’ research is the easiest to understand and most relevant for our industry. Although if you define it in a different way, that’s fine.

The ‘Panic!’ research defines “working class social origins” as the group of people that have “grown up in a household where the main income earner worked in a semi-routine or routine manual job or was long term unemployed.” [You can read the ‘Panic!’ research here.](http://createlondon.org/wp-content/uploads/2018/04/Panic-Social-Class-Taste-and-Inequalities-in-the-Creative-Industries1.pdf)

**Are 51 per cent or more of your senior management team and board made up of people who are/define as being from the Global Majority (term updated from Black, Asian, and Minority Ethnic)?**

By Global Majority we mean people who are Black, African, Asian, Brown, dual-heritage, indigenous to the global south, and or, have been racialised as 'ethnic minorities'. Globally these groups currently represent approximately eighty per cent (80%) of the world's population, making them the global majority now. [Read more about the origins of this term here.](https://www.linkedin.com/pulse/global-majority-we-need-talk-labels-bame-campbell-stephens-mbe/)

**Are 51 per cent or more of your senior management team and board made up of people who are/define as d/Deaf or Disabled (term updated from Disabled)?**

We use the term ‘disabled’ in line with the social model of disability, which states that people are disabled by barriers in society, not by their impairment or difference. Barriers can be physical, like a building not having a lift. They can also be caused by people’s attitudes to difference, for example if they assume disabled people can’t do certain things.

The social model helps us recognise barriers that make life harder for disabled people and puts responsibility on people to remove those barriers. [Read more about the social model here.](https://www.scope.org.uk/about-us/social-model-of-disability/)

**Are 51 per cent or more of your senior management team and board made up of people who are/define as neurodivergent?**

**Are 51 per cent or more of your senior management team and board made up of people who identify across any of the above characteristics?**[Read more on how and why we updated these terms.](https://youthmusic.org.uk/youth-music-evolving-language)

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

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

## 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 Catalyser Fund Guidance 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 programme.

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. You are 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