

# Youth Music Trailblazer Fund

# Sample Application Form

This is a sample Trailblazer 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.

### Table of Contents

[**Page 3** Introduction](#_Youth_Music_Trailblazer)
[**Page 5** Your Organisation](#_Your_Organisation)
[**Page 8** Project Details](#_Project_Details)
[**Page 9** Children and young people](#_Children_and_young)
[**Page 11** Your Trailblazer Proposal](#_Your_Trailblazer_Proposal)
[**Page 13** Your Practices](#_Your_Practices)
[**Page 15** Budget](#_Budget)
[**Page 19** Monitoring](#_Monitoring)
[**Page 20** Diversity Monitoring](#_Diversity_Monitoring)
[**Page 22** Declaration and Data Protection](#_Declaration_and_Data)

## Introduction

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

* Ensure you have read the [Trailblazer Fund guidance](https://youthmusic.org.uk/trailblazer-fund) before starting 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 (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.uk or 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 Name

### Organisation Legal Name

### Address Line 1

### Address Line 2

### Address Line 3

### Town or City

### Postcode

### Telephone No.

### Website addressIf you have a website please provide it here.

### Social Media (max 25 words)

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

Twitter: @youthmusic

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

Please tell us where you heard about or saw Youth Music funding advertised. Please select all that apply.

* Youth Music website
* Youth Music newsletter
* Twitter
* Instagram
* Facebook
* LinkedIn
* Other social media channel
* News publication (online, in print, radio or TV)
* Word of mouth – current or previous Youth Music staff member
* Word of mouth – current or previous Youth Music grantholder
* Other (please specify)

###

### 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**

You can upload **\*.doc**, **\*.docx**, **\*.pdf,** \***.jpg**, \***.jpeg,** \***.png, or** \***.tiff.** Maximum size is 30MB.

### 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)

###

### 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 do not have a full set of accounts yet, then attach a signed income and expenditure/profit and loss summary for your last year of operation or upload your latest management accounts. [Take a look at our management accounts guidance and template for further support.](https://youthmusic.org.uk/management-accounts-template)

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

### Charity Number

If applicable

### Company Number

If applicable

### When was the organisation set up?

This should be the date that you were legally constituted. You must be legally constituted before you submit your application. If your set-up date is less than one year before the application deadline, you can apply for a maximum of £15,000.

### Organisation turnover

Please enter your total income for 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 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.

If you want to submit your application under a different contact name or email address, then you should create a new portal account and start your application using this new account.

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

##  Project Details

### Project title

Please tell us the title of the project 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 project to start. You must start within three months of being notified of our decision. For Trailblazer Fund Round 1, your project should start between 02/08/2022 and 22/10/2022.

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

This must be between 6 and 24 months. Please note that your project duration should include any planning and set-up time and the time it will take you to complete all project 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 group sessions will you deliver?

Please specify the number of group sessions you plan to deliver over the course of your project. 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 project. 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 (for staff, partners or volunteers) you are planning to deliver over the course of your project.

## Children and young people.

### 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 project. 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)

## Your Trailblazer Proposal

### Your Proposal

Please respond to the following 4 questions by creating one of the following:

* A written document, maximum 1,800 words, OR
* A presentation or deck, to a maximum of 10 slides, OR
* A video or audio recording, to a maximum 6 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 do children and young people shape your organisation’s work?
2. Who will take part in this project?Who are the children and young people that will be taking part in this project? If you have adult participants (e.g., parents or carers, music leaders taking part in training etc.) – tell us about them too.
3. How did you or will you co-design this project with children and young people facing barriers?
Describe your co-design process. Tell us how children and young people will be able to continue to shape this project as it is delivered. If you are unable to co-design with children and young people – tell us how you are ensuring that this project meets their wants and needs.
4. What will you do with a Trailblazer grant?

Tell us about the activities that you will deliver with a Trailblazer grant.

### 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.

### Your Project Timeline (max 400 words)

Please provide a timeline for your project 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.

​​​​​​​**Sept – Nov 2022:** Project and evaluation planning session, recruit music leaders, deliver 1st staff training session (induction, safeguarding) , recruit participants, 1st meeting of YP’s steering group, evening workshops start.
**Dec – Feb 2023:** Evening workshops continue, 2nd meeting of YP’s steering group, deliver 2nd staff training session (inclusive workshop delivery).
**March – May 2023:** Evening workshops continue, deliver 2 full day weekends at East Village Studios, 3rd meeting of YP’s steering group.
**June – July 2023:** Evening workshop continue, performance/stage craft workshops, 4th meeting of YP’s steering group.
**Aug – Oct 2023:** Final performance, final meeting of young people’s steering group, end of project reflection session with all young people and music leaders, final monitoring data collected and collated, write up and submit report to Youth Music.

Evaluating your projectYouth Music wants to support organisations who reflect on and try to improve what they do, both now and in the future. That’s why we ask you to tell us what you want to learn about from your project.
Collecting and analysing data about who you’re working with and how they engage with your work is a big part of this, and we know that this takes time. That’s why we ask you to tell us about how you will reflect.

[Download our Trailblazer Evaluation guidance for further support.](https://network.youthmusic.org.uk/file/50618/download?token=rq8r79DA)

### **What do you want to learn during your project? (max 200 words)**

Tell us about what you want to learn from doing this project. This could be things you want to learn or find out about the children & young people you’re working with, or you might be learning about a new way of working for your Music Leaders or answering a question you have about the music sector.

### How will you reflect over the course of the grant so you can adapt your project delivery? (max 200 words)

Tell us what information you will reflect on, how often you’ll be doing it and who you’ll be reflecting with. We expect that children and young people are included in this process and that staff are paid for reflection time as well as delivery time. Show how you have built in ways to turn reflections into changes and actions.

## Your Practices

**Please provide one piece of content to demonstrate the skills and experience of your organisation.**
This could be an online report, social media outputs, videos, press coverage or content produced by children and young people.If you are a new organisation and haven’t generated much content yet, then think about what you could share with us to demonstrate the skills and experience of your team members or any project partners.
 **You can provide this as a link or attachment.**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.

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 the link/attachment briefly so consider this when choosing what to send us. We will only look at the first piece 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.

### **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 (max 50 words)

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

## **Budget**

Your project 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 project.

### Budget rules

* Make sure your budget covers all the activities in your project.
* All staff working on the project must be paid at the [real living wage rate or above](https://www.livingwage.org.uk/).
* A proportion of the budget must be spent on delivery costs.
* Total project budgets should include at least 10% match funding, a minimum of 5% cash match funding. 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](https://network.youthmusic.org.uk/finance-and-budgets) guidance 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 project. 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 project (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** |
| 2 x Music Leaders  | £3,000 | £3,000 |
| Room hire | £1,500 | £1,500 |

### 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 project).
* 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 | £1,000 | £500 |
| Contribution to utilities costs | £500 | £500 |

Match Funding

Your total project budget should include match funding. You need 10% total match funding or higher. This means for every pound you request from Youth Music you must raise at last 10p match funding, of which at least 5p must be 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 | £5,000 | Yes |
| Ticket income | Refreshments  | £500 | No |

In-kind match funding
This is non-cash support that you or your partners make towards the project.

Here are some examples of in-kind match funding:

* Volunteer time.
* Premises.
* Human resources (including Trustee, senior management or consultant time)
* Project 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 | £500 |
| Volunteer workshop assistants | £2,500 |

## 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)](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 Trailblazer 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 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. 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