# Logo  Description automatically generated

**Incubator Fund**

**Application form template**

This template form is provided for information purposes only. All applications need to be made through our [online grants portal](https://grants.youthmusic.org.uk/).

# Application form template

## Section 1: Organisation and contact details

**Details of main contact**

|  |  |
| --- | --- |
| **Question field** | **Notes** |
| Forename(s) |  |
| Surname |  |
| Position  |  |
| Email address |  |
| Telephone number |  |
| Second authorised signatory name  | This is the person who would countersign the funding agreement and must have been assigned the relevant authority to do so by your organisation or be involved in the programme in some capacity.  |
| Second authorised signatory position |  |
| Second authorised signatory email address |  |

**Your organisation**

|  |  |
| --- | --- |
| **Question field** | **Notes** |
| Organisation name (commonly known as) |  |
| Organisation legal name |  |
| Are you applying on behalf of a consortium? | If you are applying on behalf of a consortium, you are required to list the other organisations in the consortium. |
| Are you a sponsor organisation applying on behalf of an informal collective?   | If you are applying on behalf of an informal collective, you’ll need to complete the following additional questions and declaration:Name of collective \_\_\_\_\_\_\_\_\_Collective website (if applicable) \_\_\_\_\_\_Collective social media handles \_\_\_\_\_Describe what the collective does (maximum 50 words) \_\_\_\_\_\_\_Declaration – I understand that if I am successful in this grant application, my organisation is legally responsible for fulfilling the grant requirements and holding the funds. (tick box) |
| Company address |  |
| Telephone number |  |
| Website address  |  |
| Social media handles (all channels that you use) |  |
| Organisation type |  |
| Charity number if applicable |  |
| Company number if applicable |  |
| When was your organisation set up?  | This should be:* Sole traders – the date you registered with HMRC.
* Charities – the date of registration with the Charity Commission or The Scottish Charity Regulator.
* Limited Companies – the date you incorporated with Companies House.
* Constituted voluntary group / unincorporated association – then the date you signed your constitution.
* Community benefit societies – the date of your registration with the FCA.
 |
| Organisation location (local authority area in which you are based) |  |
| Where will your project take place? | You will be required to list the local authority areas and/or regions your project will take place in (totalling 100%) |
| How many staff do you have on payroll (full time equivalent)?  |  |
| Please describe what your organisation does and who you work with (maximum 50 words) |  |
| What was your total income in the last financial year? |  |
| Are you regularly funded by Arts Council England, Arts Council Wales or Creative Scotland? | Arts Council England Y/NArts Council Wales Y/NCreative Scotland Y/N |
| Are you currently in receipt of a Youth Music grant? Y / N |  |
| Where did you find out about Youth Music funding? (maximum 50 words)  | Please tell us where you heard about or saw Youth Music funding advertised (e.g. Arts Council, Youth Music website, Social Media etc) |

**Attachments**

You are required to upload the following attachments with your application:

* Accounts for the last financial year. This should show both the profit and loss (statement of financial activities) and the balance sheet. 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 (as per below). If you're applying on behalf of a local authority, you can include your department budget instead. You can upload \*.xls, \*.xlsx and \*.pdf. Maximum size is 30MB.
* Your most up to date management accounts (everyone should upload this, even if you have uploaded your financial statement / audited accounts above). This should show your forthcoming year. 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.
* A recent business account bank statement, in the name of your company.
You can upload **\*.xls,** **\*.xlsx**and **\*.pdf**. Maximum size is 30MB.
* Unincorporated associations only (voluntary groups). A copy of your signed and dated constitution.
* If your organisation or collective has a logo, please upload a high-res version here. If your application is successful Youth Music will use this to publicise your project on our website and social media channels. If you do not have a logo, please leave this section blank (this will not impact on whether your application is successful or not).
You can upload **\*.jpg**, **\*.jpeg**, **\*.png**, **\*.tiff**, **\*.doc**, **\*.docx** and **\*.pdf**. Maximum size is 20MB.
* If you wish, you can add comments on your annual accounts and / or management accounts (max 200 words)

## Section 2: The Opportunity

|  |  |
| --- | --- |
| **Project overview** | **Notes** |
| Please tell us the title of the project you intend to deliver |  |
| Please provide a description of the opportunities for 18-25s you want us to fund (maximum 50 words) |  |
| Start date | This should be one-three months after you are notified about the outcome of your application.  |
| What is the duration of your programme in months? | Projects should be a minimum of 3 and a maximum of 24 months in duration. |
| How many 18-25s will you be working with? |  |
| Working with people from underrepresented backgrounds A key aim of the Incubator Fund is to support people from underrepresented backgrounds into the music industries. Please tell us about how you intend to do this, your answer should cover:* Who you are looking for and why
* Your recruitment plans and any referral partners you are working with
* How you’ll make decisions about who is successful.

(Maximum 300 words) | Even if you have an idea of who you want to work with, we’ll expect you to run an open recruitment process and advertise on our [Opportunities Board](https://youthmusic.org.uk/nextgen/opportunities-board) to create fair access. |
| Tell us how many 18-25s you anticipate will be involved in each of the following activities:* Receiving a grant
* Employed
* Commissioned as a freelancer
 |  |
| Please tick the box if you intend to offer:* Access to a coach or mentor
* Access to education or training
* Access to workspace
* Access to professional networks
* Access to peer networks
* Conferences, workshops, seminars
* Business development support
* Artist development support
* Support in developing a freelance or 'portfolio' career
* Support accessing funding
* Other
 |  |
| Overview (upload)Provide an overview about the opportunity in one of the following formats:* A written document (maximum 2 sides)
* A presentation deck (maximum 8 slides)
* A video (maximum 4 minutes in length via private YouTube link) - see the next question

You can upload **\*.doc**, **\*.docx**, **\*.ppt,** **\*.pptx**, **\*.key** and **\*.pdf**. Maximum size is 30MB. | This will be assessed by our panel of 18-25s and should cover following key information:* Background about your organisation
* Information about the opportunity (including remuneration) and information about what the young people will be doing
* Partners or people involved
* How to apply
* How you will offer support and development
* Anything else you think is relevant.
 |
| Timeline Please give outline of what will happen over the course of the programme, broken down by quarter (or by month if your project is six months or under), please be specific where possible so we can fully understand the scope of your programme. (Maximum 400 words) | For example: **Q3 2022/23**Project Manager appointed – September 2022Mentor recruitment – September 2022All staff diversity training – September 2022Advert live – September 2022**Q4 2022/23**Selection of 18-25s – October 2022Induction – October 2022Mentoring begins – November 2022Monthly networking events begin - November 2022**Q1 2023/24**Monthly networking events Monthly mentoring sessionsCreative commission |
| What people and/or organisations (“partners”) are you working with to add value to the opportunity? Outline what they will be doing (maximum 150 words) | This should not include other organisations in your consortium, if applicable, who should be detailed in the first section of the application.  |
| How many partners will you be working with in total? |  |
| How will the opportunities you create equip those you work with for careers in the music industries? (maximum 150 words) |  |

## Section 3: Track record and values

NB: If you are applying as the sponsor organisation on behalf of an informal collective then answer these questions about the collective.

|  |  |
| --- | --- |
| Tell us why you’re seeking a grant for this work and why you are unable to fund it yourself. (maximum 100 words) |  |
| Please tell us why you think you are best placed to deliver this work. (This could reference previous similar work your company has delivered and/or the skills and experience of the staff who will be involved.) |  |
| How will your opportunity contribute to long-term change towards diversity in your own organisation and the wider music industries? (maximum 150 words) |  |

## Section 4: Budget – what do you want to spend the grant on?

You’ll be required to [download and complete a budget spreadsheet](https://youthmusic.org.uk/incubator-fund) when submitting the application.

**Please upload the complete budget spreadsheet**

**On the grants portal please enter the following**

Please enter the **TOTAL** costs against each of the budget headings. You **only** need to add **one** budget line to do this.
When asked for description please enter the budget heading, e.g. "Budget for 18-25s".

Our grants portal requires a breakdown for each year – it’s fine to provide a rough estimate in each year column.
**Please round each item to the nearest whole pound.**

Please remember the maximum requested amounts that you can apply for **per participant** are:

* £5,000 towards Payroll **OR** towards Commission fees (individuals can’t receive payment in both wages and fees)
* £1,000 towards Micro grants
* There is no maximum amount that can be allocated to access costs.

**Budget for 18-25s**Please add the TOTAL budget for 18-25s on **one** line. This must be a minimum of 50% of the total you’re requesting from Youth Music.
(Please note that Youth Music expects **staff costs to be paid at or above the real**[**Living Wage**](https://www.livingwage.org.uk/what-real-living-wage).)

**Operational and delivery costs**Please add the TOTAL budget for organisational and delivery costs on **one** line. This should be a maximum of 50% of the total you’re requesting from Youth Music.

**Total programme costs (automatically calculated)**
Should be a maximum of £30,000 or £15,000 for Sole Traders

**Your contribution**

|  |  |  |
| --- | --- | --- |
| **Question field** | **Notes** | **Notes** |
| Are you making a cash contribution? Y / N(If No, please tell us why this is not possible)  | What costs does this cover? | Amount £ |
| Are you or your partners giving you anything in-kind to support this work?(If No, please tell us why this is not possible) | Nature of in-kind support  | Estimated value £ |
| If you are projecting to raise additional income as a result of this work, how will you re-invest some or all of it to support 18-25s? (maximum 150 words). |  |

## Section 5: Diversity monitoring

|  |  |
| --- | --- |
| Question field | Notes |
| Are 51 per cent or more of your senior management team and board are made up of people who are/define as: * Female; Yes, No, Not specified
* Non-binary; Yes, No, Not specified
* LGBTQ+; Yes, No, Not specified
* Aged between 18-25: Yes, No, Not specified
* From a working class background; Yes, No, Not specified
* Being from the Global Majority (term updated from Black, Asian, and Minority Ethnic); Yes, No, Not specified
* d/Deaf or Disabled (term updated from Disabled); Yes, No, Not specified
* Neurodivergent; Yes, No, Not specified
* Across any of the above characteristics; Yes, No, Not specified
 | [Read more on why we collect this data](https://youthmusic.org.uk/how-youth-music-uses-data-collection-track-diversity)  |
| Does your organisation self-define as having a diverse leadership team?Yes, based on the characteristics aboveYes, for other reasonNoNot specified If yes, for other reasons, please outline why? (50 words) |  |

## Section 6: Declaration and data protection

Check the box to confirm the following:

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 eligibility criteria and can confirm that your organisation is eligible to apply to this Youth Music 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 as set out on the <http://network.youthmusic.org.uk/Funding/policy-and-procedures>.

6. You will take all necessary and reasonable steps to provide a safe and secure place for anyone who takes part in your programme.

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

8. 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’ which can be found here: <https://network.youthmusic.org.uk/grantholderapplicant-privacy-notice>