

# Youth Music Catalyser Fund Expression of Interest Form Questions

This document contains all the Catalyser Fund expression of interest form questions. You can use it to draft your answers offline, but your application 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** [Section one: Introduction](#_Section_one:_Introduction)  
**Page 5** [Section two: Your organisation](#_Section_two:_Your)  
**Page 8** [Section three: Programme details](#_Section_three:_Programme)  
**Page 10** [Section four: Your Catalyser proposal](#_Section_four:_Your)  
**Page 12** [Section five: Safeguarding](#_Section_five:_Safeguarding)   
**Page 13** [Section six: Budget](#_Section_six:_Budget)   
**Page 14** [Section seven: Monitoring](#_Section_seven:_Monitoring)  
**Page 16** [Section eight: Declaration and data protection](#_Section_eight:_Declaration)

## Section one: Introduction

This page explains how the online Expression of Interest form works on the Grants Portal.

### 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 online. 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.
* Where available – click on the help button for more information and guidance (on the portal).
* 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](mailto:grants@youthmusic.org.uk) or phoning 020 7902 1060.

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

* [Application deadlines](https://www.youthmusic.org.uk/funding/i-need-funding/funding-deadlines) are available on our website.
* **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.
* 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](mailto: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 Application Access Fund](https://www.youthmusic.org.uk/funding/i-need-funding/access-fund). 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.

### Use of Artificial Intelligence (AI) in applications

* We know that organisations use AI to help with their funding applications.
* However, if you do use AI to help you draft your application, please make sure it’s an honest reflection of your work and plans.
* We often find AI answers don’t tell us enough about your actual practices, and this can have a negative impact on your assessment.

### ****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](mailto:grants@youthmusic.org.uk) or phone us on 020 7902 1060.

## Section two: Your organisation

### Organisation Name ·

### Organisation 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.

Example: Instagram: @youthmusicuk

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
* X/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 funded partner
* 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 (not eligible to apply)
* Education: Children's Centre
* Education: Further Education College
* Education: Nursery
* Education: Pupil Referral Unit (not eligible to apply)
* Education: School (not eligible to apply)
* Education: University
* Local Authority
* Music Education Hub Lead
* Music Service
* Registered Charity
* Voluntary or Community Organisation
* Other (please specify)

Schools and academies can’t apply to this fund. This includes primary, secondary, PRUs, and special schools.  If you are unsure whether or not this applies to you - please contact Youth Music to discuss before continuing your application.

### 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 (not eligible to apply)
* Education: Children's Centre
* Education: Further Education College
* Education: Nursery
* Education: Pupil Referral Unit (not eligible to apply)
* Education: School (not eligible to apply)
* 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. You must be legally constituted for at least a year before you submit your EOI form.

### 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

## Section three: Programme details

### Programme title ·

Please tell us 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 six months of being notified of our decision.

### 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 geographical 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 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 face by the children and young people you intend 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)

## Section four: Your Catalyser proposal

### Your proposal ·

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

* A written document, maximum 1,750 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 provide us with a link or attach a file.

If you are providing a link, it can be public or private.

If you are attaching a file, eligible formats are **\*.doc**, **\*.docx**, **\*.ppt,** **\*.pptx**, **\*.key** and **\*.pdf**. Maximum size is 30MB. Click on the 'attach' button to select and upload your file.

1. Who will take part in this programme?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.
2. How did you or will you co-design this programme with children and young people facing barriers?   
   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.
3. What will you do with a Catalyser Fund grant?

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.

### Please provide up to two pieces of content to demonstrate the skills and experience of your organisation. ·

You can provide these as links or attachments. These could be online reports, social media outputs, videos, press coverage or content produced by children and young people.

Youth Music will be using these 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 providing a link, it can be public or private.

If you are attaching a file, eligible formats are **\*.doc**, **\*.docx**, **\*.ppt,** **\*.pptx**, **\*.key** and **\*.pdf**. Maximum size is 30MB. Click on the 'attach' button to select and upload your file.

## Section five: **Safeguarding**

### Does your organisation meet the minimum safeguarding standards? ·

#### **Do you have a safeguarding policy in the name of your organisation, updated within the last 3 years?**

#### **Do you have a person with overall responsibility for safeguarding (designated safeguarding lead)?**

Enter their name here:   
Enter their job title here:

#### **Is your designated safeguarding lead’s name and contact details in your safeguarding policy?**

#### **Do you have safer recruitment practices, including DBS checks for those working with children and young people (at the highest level permitted, re-checked at least every three years)?** More information on the different levels of DBS checks can be found in the Government’s [DBS Check tool.](https://www.gov.uk/find-out-dbs-check)

#### **Do you have a procedure for reporting concerns, incidents or allegations (including those against staff/volunteers) that says who to inform and how to contact them?**

#### **Do you have regular safeguarding training for staff and volunteers who work with children and young people (this can include in-house training sessions) and induction into safeguarding for new starters?**

### 

### We would usually expect funded partners to meet all our minimum standards. If ‘No’ has been selected for any of the above standard(s), please explain why. (max 100 words) ·

## **Section six: Budget**

### How much money are you requesting from Youth Music? ·

This is the total grant amount you are requesting from Youth Music.   
Youth Music Catalyser Fund offers grants of between £30,001 and £300,000.

### Are you requesting £200,001 or more from Youth Music? ·

#### Yes – please ensure - Your annual request amount is no more than £100,000 per annum.

* No **–** no further information required.

## Section seven: Monitoring

### Access

This information is not used to assess your application.

#### 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)

### 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 the leadership data.](https://youthmusic.org.uk/how-youth-music-uses-data-collection-track-diversity)](https://www.youthmusic.org.uk/resources/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.” [Read the ‘Panic!’ research.](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 the term Global Majority.](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.](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 our monitoring terms.](https://www.youthmusic.org.uk/resources/how-and-why-you-should-update-language-your-organisation)

### **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

## **Section eight: 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](https://youthmusic.org.uk/catalyser-fund) 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://www.youthmusic.org.uk/about/policies-and-procedures) as set out on the Youth Music website.

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 covered by 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 [‘Funded Partner and Applicant Privacy Notice’.](https://www.youthmusic.org.uk/about/policies-and-procedures)

Name·

Position in organisation ·

Date of submission·