# Access support for applicants and funded partners

## Purpose of guidance

We want to ensure our activities are open and accessible to all. We are committed to meeting people’s access needs so that they can engage with our funding and activities. This guidance outlines what personal access support we can offer. This includes funding for access costs.

We have access support in place to help you if you face additional barriers because you are:

* d/Deaf or disabled
* Neurodivergent
* Have learning difficulties
* Have a mental health condition
* Have a long term health condition

We can also support the access needs of the people working on your project.

## Financial support to meet your access needs

### Support to make an application

Our application access fund provides small grants to cover any additional costs that might be required for you to make a funding application to Youth Music.

* For example, you might want to pay a support worker to help you write your application or help submit it via our online grants portal.

[Visit the access fund page on our website for more information and how to apply](https://network.youthmusic.org.uk/access-fund-support-ddeaf-disabled-and-neurodivergent-applicants-apply).

### Support to deliver your project

When you make an application to Youth Music, you can build in personal access costs to your budget. These costs can cover anyone working on your project.

Costs could include:

* Transport costs, for examples taxis or someone to help you get to your place of work safely.
* Specialist software or equipment you need to enable you to deliver the project.
* A support worker to help with your grant reporting or workshop delivery.
* Other costs that remove disabling barriers and enable you to work on the project.

You can apply for personal access costs in addition to the main grant. You can apply for an extra 10% on top of the amount you are requesting.

* So, if you’re applying for £30,000, then you would be able to apply for up to £3,000 extra in access costs (total = £33,000).
	+ In exceptional circumstances, we might fund more than 10%.

If you are applying for personal access costs, then we also expect you to make (or have made) an application to the Government’s [Access to Work](https://www.gov.uk/access-to-work) scheme. This is because we don’t want to fund costs that you are entitled to and should receive from the Government. Please see section 6 for more information.

## What we won’t fund

* Access support that costs more than £300 per day, unless there are exceptional circumstances.
* Costs already covered by the Government’s [Access to Work](http://www.gov.uk/access-to-work) scheme.

## Other access support we can provide

If there are barriers to engaging with our materials (e.g. documents, forms, websites, online grants portal) then please let us know. We can supply them in a different format or find an alternative way for you to engage.

We can often be flexible about application and reporting deadlines if you have access needs and contact us at least two weeks before a deadline.

If you are attending any of our events, we will ask about your access needs as part of our booking process. If we’ve asked you to perform or present at an event that we have organised, we encourage you to send us your [access rider](https://musiciansunion.org.uk/legal-money/workplace-rights-and-legislation/equality-rights/disabled-musicians-rights-and-support-at-work/access-riders-for-musicians).

## Participant access needs

Our funding supports young people facing barriers, who have a range of access needs. All access costs should be budgeted within your main grant. Whilst some groups have higher access needs, there is no additional funding available for this. However, we understand that projects with high participant access needs might look different from others. For example, they might work with fewer participants.

## Access to work

Access to work is designed to help you get or stay in work if you have a physical or mental health condition or disability. Through access to work, you can apply to the Government for:

* A grant to help pay for practical support with your work.
* Support with managing your mental health at work.

It can pay for things like:

* Changes to the equipment you use.
* Special equipment.
* Fares to work if you can’t use public transport.
* A support worker or job coach to help you in the workplace.
* A support service if you have a mental health condition and you are. absent from work or finding it difficult to work.
* Disability awareness training for your colleagues.

We urge people with access needs to apply to this scheme, because it offers specialist, central Government funding. This frees up Youth Music funding to be spent on reaching more children and young people.

However, we recognise that Access to Work grants may not cover all your needs, in which case you can request them to be ‘topped up’ by Youth Music.

If you are in the process of applying to Access to Work, you can still make an application to Youth Music. You should make an application for an interim period until you know the outcome of your Access to Work grant.

Access to Work grant funding is paid retrospectively. This means you need to pay for costs upfront and claim the money back. This can impact on cashflow. As Youth Music grants are paid upfront, we are happy for you to use your Youth Music payments to cover costs that will be repaid through Access to Work.

If you would like to know more about access to work:

* [Watch or listen to Youth Music’s Access to Work exchanging notes recording](https://www.youtube.com/watch?v=7FzKkXfrscg). This online seminar provided an overview of the scheme. It was run by a Youth Music funded partner and their access support worker, informed by their own personal experiences.
* [Disability Arts Online has some great resources on Access to Work](https://disabilityarts.online/resources/guides-and-toolkits/access-to-work/atw/). It has different sections for the self-employed, employees and company directors, and employers.

## Access support workers

Youth Music is unable to supply access support workers. If you are choosing an access support worker, we recommend that you:

* Choose someone that you are happy to work with.
* Check that they have the right skills and experience before you commit to working with them.

You should not be required to pay someone upfront. You should wait until they have completed the service to a satisfactory standard before you pay them.

## Contact us

If you have any questions about access support, please get in touch with us. You can contact us in the following ways:

**Telephone:** 020 7902 1060 (select option 1 to speak to a member of the Grants and Learning Team).

**Email:** grants@youthmusic.org.uk