

# Youth Music Catalyser Fund Application Form Questions

This document contains all the Catalyser Fund application 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/)

You will only need to complete these questions if you have been invited through to Stage 2 of the Catalyser Fund application process.

The online form will be pre-filled with some of 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.

If you need any support with submitting an application online through our Grants Portal, please read the information about Access Support on page four.

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## Section one: Introduction

This page explains how the online application 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.
* Until you have entered your project start date and project length on the online form, you will be unable to complete the budget section.
* 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.
* 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.

## 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.

X/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 (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)

### 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.

### 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.

Please upload your management accounts for the current financial year here. [Take a look at our management accounts guidance and template for further support.](https://network.youthmusic.org.uk/finance-and-budget)

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

### 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

## Section three: Youth Music feedback

Following our review of your Expression of Interest Youth Music has the following feedback.

### Please explain how you have addressed this feedback in the second stage of your application. (max 150 words) ·

## Section four: 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 three months of being notified of our decision. Notification for Catalyser Fund Round 4 is 08 November 2024 – your programme must start by 08 February 2025.

### 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)

### 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.

## Section five: Your Catalyser proposal

### Your proposal ·

Please re-upload your proposal. You’re welcome to replace it with an updated version. Please ensure that all changes have been clearly outlined in section 3.

#### I confirm I have reviewed my proposal and uploaded/linked to the amended version. ·

#### Here is a reminder of what your proposal should contain:

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 programme? 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 meets 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.

### 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. (max 400 words)

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

**Year 1**

**Jan - March 2025:**  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 2025:** 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 2025:** 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 2025:** 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.

## Section six: Evaluating your programme

Youth 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.

For further support with planning your evaluation download our Trailblazer and Catalyser Evaluation guidance.

### **What do you want to learn during your programme?**

### **(max 300 words)** ·

Tell us about what you want to learn from doing this programme. This could be things you want to learn or find out about the children and 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 programme delivery? (max 300 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.

## Section seven: Your practices

### **Please provide an overview of your organisation’s current strategy and priorities. (max 200 words).**

Tell us about some of your organisation’s priorities for the year ahead and how these fit into your wider strategic plan. This can relate to delivery activities, HR, finance, governance or other areas of operations.

### **Do you have an Inclusion, Diversity, Equity and Access (IDEA) policy or action plan (or equivalent) in place?** ·

* If Yes **– what are your current priorities? If you haven’t identified any priorities, what are the areas your organisation needs to strengthen? (max 200 words)**
* If No– please explain why? (max 50 words) We would expect you to develop one over the course of the grant.

You may find it useful to refer to Youth Music’s [IDEA self-assessment survey](https://network.youthmusic.org.uk/idea).  It contains a series of questions designed to help you think through what IDEA practices you’re doing well, and what could be improved across your whole organisation.

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.

## **Section eight: 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) ·

### Please attach a copy of your safeguarding policy. ·Please note, we will expect to see that your policy and related procedures cover all our minimum standards. If the information is in a related procedure, please attach that too. Up to 3 attachments permitted.

### Date your safeguarding policy was last updated (month/year) ·

### **Provide a few practical examples that show us how safeguarding is part of your culture and ways of working. (max 150 words)** ·

We want to know that you treat safeguarding as more than a set of reactive measures, and that you are proactively promoting wellbeing and safety across the organisation.

We’re looking for a few recent examples of things you have done that bring to life your safeguarding approach. You don’t have to cover everything you have done around safeguarding. Try and be specific in your response.

Your response might cover some of the following:

* Specific induction, training, reflection and/or supervision opportunities for staff, Trustees and/or volunteers.
* How you’ve promoted safeguarding across the organisation.
* How you’ve involved young people in the development of policies and practices related to their safety and wellbeing.
* Work you’ve done with your board, partners, parents or other agencies.
* If safeguarding is a developing area of practice for your organisation, then tell us what progress you’ve made so far.

### What are your organisation’s current safeguarding priorities? (max 100 words) ·

We expect organisations working with children and young people to continuously develop their safeguarding practices.

Priorities may include (but aren’t limited to) areas of practice or policy you are looking to improve over the coming months, or emerging themes that you are focusing on.

## Section nine: 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 project.
* A proportion of the budget must be spent on delivery costs.
* No more than 20% of the Youth Music grant can be spent on capital costs.
* All staff working on the project must be paid at the [real Living Wage](https://www.livingwage.org.uk/what-real-living-wage) rate or above.
* You must commit to raising match funding including cash match funding. This is income in addition to your Youth Music grant. The minimum amount of match funding required is dependent on how much money you are requesting from Youth Music. The minimum cash match can’t come from Arts Council England or National Lottery sources.

#### Remember

* Do not include decimals.
* Until you have entered your project start date and project length on the online form, you will be unable to complete the budget section.

### Your request to Youth Music

In this section only enter costs you are requesting Youth Music to fund, anything that is covered by match funding should go in the match funding section.

### Delivery costs

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

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.

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**

We ask all funded partners to commit to bringing in match funding. You do not need to have this funding secured at the point of application. This is additional money, on top of your Youth Music grant, to support your project.

Your match funding does not need to be confirmed by the time of the application.

There are two types of match funding:

* **Cash match funding.** This is where there is money exchange involved. For example, a grant from another funder.
* **In-kind match funding.** This is non-cash support that you or your partners make towards the project. For example, free venue hire, or volunteer support.

**Requesting between £30,001 and £100,000 from Youth Music?**

* You need 15% total match funding or higher (at least 7.5% must be cash match funding).
* This means for every pound you request from Youth Music you must raise at least 15p match funding, of which at least 7.5p must be cash match funding.

**Requesting between £100,001 and £300,000 from Youth Music?**

* You need 20% total match funding or higher (at least 10% must be cash match funding).
* This means for every pound you request from Youth Music you must raise at least 20p match funding, of which at least 10p must be cash match funding.

|  |  |  |
| --- | --- | --- |
| **Amount requested from Youth Music** | **Minimum match funding required** | **Minimum cash match funding required** |
| £100,000 | £15,000 | £7,500 |
| £200,000 | £40,000 | £20,000 |

#### Cash match funding

This is where there is money exchange involved. For example, a grant from another funder.
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 project. For example, free venue hire, or volunteer support.

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 |

## Section ten: 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 IDEA 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://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.” [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://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

## Section eleven: 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 ·**