

# Youth Music Energiser Fund Application Questions

This document contains all the Energiser 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/)

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 [Energiser Fund guidance](https://youthmusic.org.uk/energiser-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 or phoning 020 7902 1060.

### ****Application deadline****

* Application deadline is **5pm Friday 05 April**
* 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

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
* 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'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 for at least a year before you submit your application 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.

### Start date ·

Set to 01 September 2024

### Programme Length·

Set to 36 months.

### 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 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. Remember the focus of your work must be 2-4-year-olds.

* 2-year-olds
* 3-year-olds
* 4-year-olds

**Will you be working with any other age groups? (100 words max)** Please list them below and explain why**.** This might include older or younger children, and or parents/carers and the workforce.

### Which barriers are faced by the children you intend to work with? ·

This can include barriers faced directly by the children themselves, or barriers faced by their parents/carers or families.

### 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)

### What areas of creativity will you be working with? ·Please select all that apply.

* Combined Arts
* Dance
* Literature
* Music
* Theatre
* Work with collections and cultural property
* Work with libraries
* Work with museums
* Other (please specify any other art forms or areas of creativity you will be working with)

## Section four: Your Energiser proposal

### Your proposal ·

Please respond to the following four 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 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. Tell us about your organisation
Who are you and what do you do? Pick 3 of the Energiser Fund principles and explain how these are embedded in your work or organisation. Which 1 or 2 principle/s would you like to develop further and why?
2. Who will take part in this programme?Who are the children you want to work with? If you have adult participants (e.g., parents or carers, early years practitioners taking part in training etc.) – tell us about them too.
3. Tell us about your approach to co-design
Tell us about your organisation’s approach to co-design. How will you ensure that what you deliver is reflective of the wants and needs of the children and families you want to work with?
4. What will you do with an Energiser Fund grant?

Please give us an overview of your programme. This should outline key activity strands. For example: delivery with children, workforce training activities, activities relating to organisational or sector development. Give us a flavour. We encourage you to focus more on what will happen in year one. You can give a brief overview of how things might develop in years two and three.

### Working with key partners ·

A key partner is a person or organisation that is critical to your programme delivery. An example of a key partner is an early years setting working with an arts organisation to deliver creative activities. A key partner will have a specific and significant role on the programme.

Please provide a letter or email from any 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 3 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 five: Learning and Evaluation**

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 programme.

All Energiser Fund programmes will be exploring the theme of co-design through the delivery of their programme and taking part in the Learning Community. But you should also have things you want to learn from your specific programme that you will reflect on and use to make changes. Collecting and analysing data about who you’re working with and how they engage with your work is a big part of this.

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

### (max 200 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 families you’re working with; you might be learning about a new way of working for your staff; or you might want to explore something specific about your co-design practice.

### How will you reflect over the course of the grant so you can adapt your programme 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 will be 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.

**I commit to being part of the Learning Community and have budgeted for this. ·**

Youth Music expects all Energiser funded partners to engage with the Energiser Fund Learning Community. This includes taking part in mentoring, group reflection, face to face and online events. In addition, it involves working with Youth Music, the Learning Partner, and others as appropriate, on data collection and insights for research and communications.

## Section six: Your practices

### 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.

We would encourage you to think about how you can demonstrate your co-design practice and your alignment with the Energiser Fund principles.

Youth Music will be using these to get a sense of the track record and experience of your organisation and to better understand your values and how they align with ours. 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 provide more than that.

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.

### What are your organisation’s current Inclusion, Diversity, Equity, and Access (IDEA) priorities? (max 200 words) ·

If you haven’t identified any priorities, what are the areas your organisation needs to strengthen?

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.

## Section seven: **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 (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 (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 and considered children and their families/carers 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 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 eight: Budget**

### Your 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:** Additional contributions from your organisation/partners towards your project.

#### Budget rules

* Make sure your budget covers all the activities in your project.
* Make sure you budget for your participation in the Learning Community – factoring in staff time (including backfill for any setting staff), travel and accommodation.
* No more than 20% of the Youth Music grant can be spent on capital costs.
* All staff working on the programme 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 at least 20% match funding, with a minimum of 10% in cash match funding. This is income in addition to your Youth Music grant. This minimum amount can’t come from Arts Council England or National Lottery sources.

#### Remember

* Do not include decimals.

#### Example budget lines

Some example budget lines are below. These are to show you the level of detail we require.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Year 1**  | **Year 2**  | **Year 3** | **Total (adds automatically)** |
| Project Manager  | £5,500 | £7,500 | £7,500 | £20,500 |
| Room hire | £1,500 | £2,000 | £2,000 | £5,500 |

### 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 programme. This can include capital costs of up to 20% of your total Youth Music grant. Examples of eligible and ineligible costs can be found in the Energiser Fund guidance.

Add delivery costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Year 1**  | **Year 2**  | **Total (adds automatically)** |
|  |  |  |  |

#### Core costs

This is funding to run your organisation. Examples of eligible and ineligible costs can be found in the Energiser Fund guidance.

Add core costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Year 1**  | **Year 2**  | **Total (adds automatically)** |
|  |  |  |  |

#### **Match Funding**

In this section only enter your match funding costs, any costs that you are requesting from Youth Music should go in the ‘Your Request to Youth Music section’.

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.

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.

For Energiser Fund, you need 20% total match funding, with a minimum of 10% in 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.

For example:

|  |  |  |
| --- | --- | --- |
| **Amount requested from Youth Music** | **Minimum total match funding required (20%)** | **Minimum cash match funding required (10%)** |
| £120,000 | £24,000 | £12,000 |

Cash match funding
This is where there is money exchange involved. For example, a grant from another funder.

Add cash match funding

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Where does the money come from?** | **What will you spend it on?**  | **Year 1**  | **Year 2** | **Year 3** | **Total (adds automatically** | **Is the money confirmed?** yes/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.

Add in-kind match funding

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is the contribution?** | **Estimated value year 1** | **Estimated value year 2** | **Estimated value year 3** | **Total (adds automatically)** |
|  |  |  |  |  |

## Section nine: 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 screen readers 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 inclusion, diversity, equity and accessibility 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.” [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
* No specified

## **Section ten: 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 [Energiser Fund guidance](https://youthmusic.org.uk/energiser-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://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 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 [‘Grantholder and Applicant Privacy Notice’.](https://network.youthmusic.org.uk/grantholder-applicant-privacy-notice)

Name ·

Position in organisation ·

Date of submission ·