



# YMI Formula Fund

Application Form  
2023/24

#YMIScotland #YMusicMatters



## Application Form

### Youth Music Initiative - Formula Fund 2023/24

#### Advice and Information

Please read the [Formula Fund Guidelines](#) before making an application. If you have any general enquiries about the application process, guidelines or application form please contact us as follows:

Email: [Kelsey.Jubin@creativescotland.com](mailto:Kelsey.Jubin@creativescotland.com)

Telephone: 07970 962319

Have you read the YMI <a href="#">Formula Fund Guidelines</a> before completing this application form? (Delete as appropriate)	Yes
	No

Have you read Creative Scotland's <a href="#">Privacy Notice</a> before completing this application form? (Delete as appropriate)	Yes
	No

#### Alternative Formats, Languages and Access Support

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations. We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements. Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

If you have any general enquiries about alternative formats, languages and access support, please contact our Enquiries Service:

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

We aim to respond to all enquiries very promptly. If you want us to call you back, give us your number and we'll arrange to come back you as soon as possible.

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to [contactscotland-bsl.org/deafcallers/](https://contactscotland-bsl.org/deafcallers/) for more information.

## A: Key information

Contacts	
Name of Local Authority	Moray Council
Lead contact name	Alexander Davidson   Kim Slater
Lead contact position	PT Music Instruction & Performance   Sport & Culture Service Manager
Lead contact email address	<a href="mailto:Alexander.Davidson@moray.gov.uk">Alexander.Davidson@moray.gov.uk</a>   <a href="mailto:Kim.Slater@moray.gov.uk">Kim.Slater@moray.gov.uk</a>
Telephone number Work: Mobile:	01343 563374 07817 955 665
Contact name, telephone number and email of any other staff member who helps to support the coordination or delivery of the YMI programme (not including delivery staff)	Morag Cantlay Business Support Assistant <a href="mailto:Morag.Cantlay@moray.gov.uk">Morag.Cantlay@moray.gov.uk</a> 01343 563374
Address	High Street, Elgin
Postcode	IV30 1BX
If applicable, please give details of any special communication or physical access needs you may have	N/A

Dates	
When is the expected start date of your programme?	Monday 14 August 2023
When do you expect the programme to end?	Friday 28 June 2024

## B: Your programme

The following questions should be answered in the context of your YMI programme as a whole.

### Purpose

The purpose of the YMI fund is to meet the Scottish Government commitment that: every school pupil in Scotland should be offered a year of free music tuition by the time they leave primary school.

How will your programme meet the Scottish Government commitment in 2023/24, that every school pupil in Scotland should be offered a year of free music tuition by the time they leave primary school?

How do you track the Scottish Government commitment has been met year on year? For example, through delivery to all P5 pupils each year, or through a rolling programme that reaches all young people over 3 years.

By focusing YMI provision on the 36 primary schools in Moray with no specialist class music teacher, YMI instructors will offer all of the P5 children in these schools weekly ukulele/recorder lessons over the course of the year – ensuring that ‘every school pupil in Scotland is offered a year of free music tuition by the time they leave primary school’.

How do you meet the Scottish Government commitment for young people with additional support needs, disabilities and those in non-mainstream settings?

All P5 pupils in the primary schools targeted, regardless of additional support needs or disabilities will be offered the opportunity to take part in our YMI programme. There are no non-mainstream schools or secure or behavioural units in Moray, thus by offering our YMI programme alongside the provision already in place we ensure all P5s are given the opportunity to benefit from a year of free music making before leaving primary school.

By offering ukulele/recorder, singing, classroom percussion (tuned and untuned) and an introduction to music theory we ensure pupils with physical disabilities are provided with an appropriate offer and are included in music making at all levels. For many this may be their first experience of music making – by providing a range of access opportunities we aim to ensure pupils are given as broad an opportunity to benefit as possible.

Appropriate support, where available in schools, will be offered to pupils engaged with the SEBN service with additional support needs and disabilities to ensure they have the opportunity to take

part and benefit from the proposed activities and be included in the main provision alongside their peers. Where necessary special equipment will be provided, i.e. right or left hand only ukuleles/recorders, large print music etc. All steps will be taken to ensure an inclusive opportunity is offered to all P5s guaranteeing all are able to participate regardless of ability, needs or circumstances. Moreover, it should be noted that pupils with additional support needs as a result of special talent will be encouraged to continue their learning and to develop their skills and understanding and will be given performance opportunities alongside their peers as outlined in the submission and End of Project Monitoring Report.

All pupils will be offered opportunities to perform/showcase their learning and achievements over the course of the year. All pupils will be encouraged to take leadership in their learning – choosing the pieces they want to learn and given the choice whether or not they wish to take part in performances thus giving them a responsibility in the design and delivery of the project. By encouraging some pupils to take on YMI Young Ambassador responsibilities we aim to give our children and young people the confidence and voice to shape delivery and provide valued feedback.

Participation in all music making activities will be actively promoted throughout our programme. Participants will have opportunities to showcase their learning, boost their confidence and resilience and share progress with their peers and the wider community via performances, primarily informally at school and ASG level. At the end of terms 2 and 3 all YMI pupils will be given the opportunity to take part in a formal Moray Music Centre concert and/or informal performance opportunities, including End of Project YMI Showcases for family, peers and the wider community at the end of term 4.

Furthermore, all children will be involved in the organisation and advocacy of their learning within their individual schools. These opportunities advocate the social, educational and cultural benefits of participating in music activities and opens up new avenues for young people with additional support needs to participate alongside their peers in formal and informal settings.

### **Programme development**

Please provide details of your aims and ambitions for your YMI programme for the upcoming year, including any new developments or outcomes you hope to achieve.

Please include consideration of one or more of the following Scottish Government priorities: Tackling Child Poverty; Fair Work; Sustainability.

As we consider the socio-economic, cultural and environmental challenges ahead, our plans are to ensure a more sustainable and financially self-sufficient programme; whilst ensuring our programme continues to offer all children an inclusive and equitable opportunity to benefit from group music making, regardless of financial background.

We continue to consider the environmental impact of our programme, holding the Scottish Government's overarching goals in mind at planning stages and decision making. Our small instruction team recognise the part they have to play in achieving our national emissions reduction targets and will spend time this coming year discussing and considering options to further reduce our impact on the environment. Time will be set aside to do this during in-service days and team days.

We will work in collaboration and partnership with schools to facilitate better access to ICT and digital resources; enhancing learning, teaching and delivery whilst minimising mileage, reducing the need for paper resources, duplication and non-recyclable/reuseable consumables. Emphasis on more supportive working has been included in our 2023-24 YMI Programme Information for Schools document.

Ahead of Year 21, staff were asked to consider timetabling and travel during the school day with an emphasis on reducing their mileage. One member of the instruction team, based in Moray's largest town, will use public transport to travel between schools, utilising this lower impact travel option.

Alongside the wider IMS team, the YMI instructors will participate in digital training and upskilling with Moray Council's Digital Learning team in order to instil greater confidence in using digital technology/resources and to fundamentally change how they work – bringing about greater transformational change.

Please provide an overview of any current or upcoming changes or challenges. This could be in relation to your YMI programme, your wider music service and Council.

Staffing costs continue to increase whilst our grant award remains static. As our whole YMI programme is delivered by salaried staff in permanent posts this poses significant staffing and budget concerns.

In the year ahead we will look to redesign our YMI programme in response to changing economic circumstances, allowing greater financial control, flexibility and sustainability whilst reducing the risk of significant budget pressure for Moray Council.

Redesigning our YMI programme is likely to require redundancies and the removal of core projects/staffing to allow short term, project based delivery; engaging freelance musicians and external providers.

In order to deliver our YMI programme 2023-24 all staff have had a reduction in contractual working hours in order to mitigate the increase in salaries; negating the salary increase and further devaluing Moray's YMI programme. Despite this we will still manage to deliver against the criteria that every P5 child will be able to access this programme over the academic year – however this would be the final year we can achieve this commitment with rising costs.

## Participants

Does your programme include projects which reach any of the groups listed below? If please indicate below whether you reach each group selected through:

- **Targeted work**, i.e. projects that have been designed specifically with the particular priority group in mind and that are delivered only to young people within that group.
- **Non-targeted work**, i.e. projects that have been designed to be delivered in mainstream school settings and that include young people from a priority group as participants as well as young people do not belong to the priority group.

	Yes, through <b>targeted work</b> Please mark all that apply	Yes, through <b>non-targeted work</b> Please mark all that apply
Young people resident in areas of social and economic deprivation ranking high in the <a href="#">Scottish Index of Multiple Deprivation (SIMD)</a>	<input checked="" type="checkbox"/>	
Young people experiencing or at risk of experiencing harm and neglect		<input checked="" type="checkbox"/>
Looked after children and young people (as defined by the <a href="#">Children (Scotland) Act 1995</a> ) and care leavers (as defined by the <a href="#">Children and Young People (Scotland) Act 2014</a> )		<input checked="" type="checkbox"/>
Children in the early years (0 to 5 years) of their life		
Young people from minority ethnic backgrounds		<input checked="" type="checkbox"/>

Young people who are disabled and/or have additional support needs		<input checked="" type="checkbox"/>
Young people who are at risk of offending or who have previously offended		<input checked="" type="checkbox"/>
Young carers as defined by the <a href="#">Young Carers (Scotland) Act 2016</a> or young parents		<input type="checkbox"/>
Young people experiencing homelessness or who have been homeless		<input checked="" type="checkbox"/>
Young people experiencing mental ill health		<input checked="" type="checkbox"/>

## Management

Please briefly outline the management structure for your YMI programme.

Moray Council's YMI programme will be managed by the Principal Teacher of Music Instruction & Performance as part of his wider responsibilities.

The Principal Teacher of Music Instruction & Performance will be responsible for line managing staff and ensuring Moray's YMI programme delivers on the Formula Fund priorities; as well as managing the YMI programme on a daily basis, including timetabling, budget management/monitoring, completion of the Formula Funding Application and End of Project Reports, parental enquiries, liaising with Creative Scotland/YMI network/national bodies and school staff, promotion and advocacy of YMI funded activities and opportunities, delivering and arranging training and CLPL opportunities to ensure sustained professional learning, in addition to planning and developing YMI funded musical opportunities and experiences for Moray's children and young people.

The YMI instructor team will be responsible for delivering YMI projects to Moray's children and young people, i.e teaching ukulele/recorder/guitar, classroom percussion, singing and an introduction to music theory. Instructors will also be responsible for liaising with class teachers, monitoring pupil progress, arranging rehearsals and school/community based performances, evidence gathering and preparation for monitoring, evaluating and evidencing programme impact purposes (i.e. taking photos and videos of activities for promotional purposes, issuing and collecting pupil surveys and YMI Young Ambassador Diaries), facilitating pupil influenced learning opportunities and delivering CLPL sessions for primary school staff.

## Tutors



Please provide a list of the names of tutors and partner organisations delivering your programme activities. Please state which project they deliver and whether they are engaged on freelance, temporary or permanent contracts.

If you are undergoing procurement process and are unable to provide this information at this time, please state this below.

Alison Gillies – Project 1 (Permanent)  
Ed Friday – Project 1 (Permanent)  
Joan Allan – Project 1 (Permanent)  
Chris Henderson – Project 1, 2 & 3 (Permanent)

## Partners

Please list any programme partners not already mentioned that support planning and delivery such as social work, child psychology teams, integrated services or external organisations.

Partners may include those who support referrals to projects, share or use YMI resources, or request YMI activity in their settings.

Moray Council SEBN Service – supporting participation of pupils referred to SEBN by their schools.

## Communications

Please list any websites and social media handles associated with your YMI programme.

Facebook @MorayMusicCentre (Alexander Davidson, <a href="mailto:alexander.davidson@moray.gov.uk">alexander.davidson@moray.gov.uk</a> ) Instagram @MorayMusicCentre (Alexander Davidson, <a href="mailto:alexander.davidson@moray.gov.uk">alexander.davidson@moray.gov.uk</a> ) Twitter @ADHeadofIIS (Alexander Davidson, <a href="mailto:alexander.davidson@moray.gov.uk">alexander.davidson@moray.gov.uk</a> ) Twitter @MorayCouncil @EducationMoray (PR Team, <a href="mailto:pr@moray.gov.uk">pr@moray.gov.uk</a> )
Please provide the name(s) and contact details of the staff member(s) who deals with you marketing and communications (social media, press release etc.).
See above.

## C: Project details

Please **only** complete this section if you have projects which:

- are new to your programme this year, or
- are continuing projects which have been significantly revised or developed

**You do not need to provide details here of projects which have been delivered in previous years and which remain largely unchanged.**

Please ensure projects listed below are also present on your Whole Programme Planner. Please duplicate the template as required.

Project number/name:	Projects 1, 2 & 3 (as per our Whole Programme Planner) are continuing projects delivered in previous years and remain largely unchanged.

<p>If this is a continuing project which has been significantly developed, please provide a brief description of changes.</p>	
<p>Please briefly describe the project, including information about:</p> <ul style="list-style-type: none"> <li>• Instruments, genres and resources</li> <li>• Delivery structure (number of sessions, length and regularity)</li> <li>• Project participants (schools, non-mainstream settings or services)</li> <li>• Performances and/or sharing events</li> </ul>	
<p>Please detail the aims of the project and/or rationale for inclusion in your programme.</p>	

## D: Outcomes

In this section, we would like you to tell us about how you will monitor and evaluate progress towards the outcomes you aim to achieve in 2023/24.

Please note: as part of your monitoring and evaluation, we will ask you to provide one high-quality case study. Please see the guidance for further information.

<p>Please select three short-term outcomes from the YMI Logic Model you wish to measure project activity against.</p>	<p>Young people have more opportunities to take part in enjoyable and quality music making opportunities</p> <p>Young people who would not normally have the chance to participate take part in music making opportunities</p> <p>Young people develop their music and music making skills</p>
<p>How do you plan to evaluate your projects?</p> <p>Please detail the methods you will use to evaluate your projects (such as surveys, focus groups) and the stakeholders you will consult to gather feedback (for example, parents, pupils etc.).</p>	<p>Two or three pupils from each YMI group will be nominated as YMI Young Ambassadors. Young Ambassadors will be encouraged to share their thoughts, feelings and progress each week in a journal format. Some pupils may also wish to create video diaries.</p> <p>YMI instructor feedback will also be used. Class and Head Teachers will be encouraged to share their thoughts in terms of impact and involvement. Parents/Carers will be encouraged to share their feedback in terms of the social, emotional and enjoyment impact.</p> <p>Moreover, young peoples' family feedback will be key to our case study.</p> <p>Should there be sufficient budget at the end of the project a videographer may be engaged to create a case study film.</p>

<p>How will you make the evaluation meaningful to your aims and service?</p> <p>Are there any other or wider outcomes you wish to investigate through carrying out project evaluation?</p>	<p>Plans to review and update our IMS service aims and values are already underway. In the broadest sense, the core values behind the above short-term outcome have been central to discussions thus far and will be incorporated into our updated service vision. The YMI Formula Fund will be key to ensuring our IMS meets these aims.</p>
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## E: Supporting documents

Please detail all of the supporting material you have submitted and note where Creative Scotland can access this material. For more information on how you can submit your supporting material, and our preferred formats, see [www.creativescotland.com/preferred-formats](http://www.creativescotland.com/preferred-formats)

Supporting materials	Please advise if the material has been attached to the application or where we can access it.
Whole Programme Planner and Budget (Essential)	Attached to email alongside application
Remits/job descriptions for any <b>new</b> tutors engaged through YMI funding (Essential)	N/A
CVs of any <b>new</b> freelance tutors and creative practitioners involved in project delivery (Essential)	N/A
Other supporting material – (Optional)	N/A

**NB:** Please ensure that you comply with data protection law if providing CS with personal information contained in Remits/Job Descriptions and CVs and that you share CS's [Privacy Notice](#) with the respective individual(s).

## F: Your local authority statement and acceptance

Your statement (Please mark with an X in the relevant boxes)	X
I confirm that I have read and understood the guidelines which accompany this form.	<input checked="" type="checkbox"/>
I confirm that I have read and understood Creative Scotland's <a href="#">Privacy Notice</a>	<input checked="" type="checkbox"/>
I confirm that my local authority will sustain the Scottish Government YMI commitment in the 2022/23 academic year.	<input checked="" type="checkbox"/>
I confirm all activities funded by the Youth Music Initiative continue to be offered free of charge with no indirect costs.	<input checked="" type="checkbox"/>
I confirm that all the information in this application, and any documents provided to support it, is true and correct.	<input checked="" type="checkbox"/>
I confirm that I will inform Creative Scotland if the bank details for my local authority/school change.	<input checked="" type="checkbox"/>
I confirm that I will inform you immediately if anything changes which could affect this application in any way.	<input checked="" type="checkbox"/>
I note that any grant awarded will be subject to standard and specific conditions and I confirm that I have the power to accept the grant under any conditions you set and to repay the grant if we do not meet them.	<input checked="" type="checkbox"/>
I confirm that all Project Staff / Trainees (if applicable) engaged in any of the projects outlined will be members of the Protection of Vulnerable Groups Scheme administered by Disclosure Scotland before the project begins.	<input checked="" type="checkbox"/>
I confirm that freelance practitioners engaged in project delivery will be contracted in a fair and appropriate manner.	<input checked="" type="checkbox"/>
Please check this box to receive regular email updates from the Youth Music Initiative and Creative Scotland.	<input checked="" type="checkbox"/>

## Statement of Acceptance

**Please state the name of the person who has delegated authority to apply for this funding. This person must be an authorised signatory of the company or organisation applying or be the person named in Section A.**

I hereby confirm that the information in this application submission including the supporting documents is true and correct and I acknowledge that it is my responsibility to inform you immediately of any changes which could affect the interpretation or context of the application, and I confirm I will undertake to do this.

I acknowledge that the [terms and conditions](#) of this application and any other information supplied and discussed regarding this application, the assessment and decision making process, or in connection with this transaction as a whole (“the Confidential Information”) is and shall remain strictly confidential. I confirm that I shall not disclose to any third party or make public the Confidential Information without Creative Scotland’s prior written approval.

I acknowledge that Creative Scotland will endeavour to keep all information provided securely, but as a Public Authority in terms of the Freedom of Information (Scotland) Act 2002, may be required to disclose certain information under the Act. Where I stipulate at the time of providing information to Creative Scotland that I believe the information should be considered exempt from disclosure under that Act, and a request to Creative Scotland is subsequently made for disclosure of same or all of that information, Creative Scotland will endeavour to discuss such disclosure with me prior to making its decision. I do, however, accept and acknowledge that the ultimate decision on disclosure rests solely with Creative Scotland regardless of any prior statements or requests I have issued.

I confirm that all cash and in-kind contributions from the company or my own personal resources as stated in the Whole Project Budget Overview are correct and that I have the authorisation to allocate the sums stated and I am responsible for ensuring that adequate resources will remain available to meet these requirements. In the event of any changes to the sums indicated I will provide a signed letter of confirmation.

I acknowledge that Creative Scotland is obliged to comply with Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 and I will, if requested, provide ID verification from any investor or myself, where appropriate, to meet compliance requirements.

I acknowledge that once Creative Scotland have confirmed the Offer of Funding in writing (via email) that Creative Scotland have the right to publicise their Offer of Funding on the Creative Scotland website and through other Creative Scotland information channels. I understand that Creative Scotland’s Offer of Funding does not place Creative Scotland under any obligation to release funds



until such time as all contractual negotiations are complete and Creative Scotland's Conditions Precedent have been met and their Funding Agreements signed off.

I confirm that I will not make any public statements (or allow others to do so on my behalf) regarding Creative Scotland's Offer of Funding until such time as Creative Scotland has authorised and approved the form and content of any public statement.

I confirm that I have the power to accept the award under the conditions set out in the Creative Scotland Guidelines and in this Application Form.

I declare that I have read and understood the Creative Scotland Guidelines, Privacy Notice, this Application Form and the Conditions of Funding of Creative Scotland.

**I hereby confirm acceptance of the above Statement of Acceptance and all related documents.** ☒  
(please tick or mark with a x)

Alexander Davidson

Name of Authorised Person

Principal Teacher of Music Instruction & Performance

Position of Authorised Person

27 June 2023

Date

**Please submit your completed application form to: [ymiformulafund@creativescotland.com](mailto:ymiformulafund@creativescotland.com)**