

#YMIScotland



FORMULA FUND

Application Form
2025/26

Application Form

Youth Music Initiative Formula Fund 2025/26

Advice and Information

Please read the [Formula Fund Guidance](#) before making an application. This route can accept applications any time up until the deadline of **5pm on Tuesday 25 March 2025**.

If you have any general enquiries about the application process, guidelines or application form please contact Kelsey Jubin, Creative Learning Officer:

Email: kelsey.jubin@creativescotland.com

Telephone: 07970 962319

Alternative Formats, Languages and Access support

Creative Scotland is committed to offering clear and accessible application processes that are open to everyone. We have several ways of supporting you in making an application.

Alternative formats and languages

Our published materials, including funding guidance and application forms, can be made available in other formats as required. We can accept applications and supporting materials which are written in English, Gaelic or Scots.

Access support

Access support contributes to costs for services to help applicants overcome barriers to applying for our funds.

We offer access support to individuals or the lead applicant of a group who self-identify as d/Deaf, hard of hearing, disabled or living with chronic illness, mental illness or neurodivergence, such as dyslexia, autism or ADHD.

For more information on the types of support available, how to request assistance, and how to include access costs in your funding application, please [visit our website](#).

If you need further assistance, please contact us at:

accesssupportrequests@creativescotland.com

If you are a d/Deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Visit www.contactscotland-bsl.org for more information.

Contacting our Enquiries Service

If you require technical support, further information or have any other queries, contact our Enquiries Service by emailing: enquiries@creativescotland.com

Application Questions

Have you read the YMI Formula Fund Guidelines before completing this application form? (Delete as appropriate)	Yes
	No

Contact Information

Name of Local Authority	Moray Council
Lead contact name	Alexander Davidson
Lead contact position	PT Music Instruction & Performance
Lead contact email address	alexander.davidson@moray.gov.uk
Telephone number	Work: 01343 563374 Mobile: 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)	Kim Slater, Sport & Culture Service Manager, 07800 670 675, Kim.Slater@moray.gov.uk Morag Cantlay, Education Business Support, 01343 563374, Morag.Cantlay@moray.gov.uk
Address	Morag Council HQ, High Street, Elgin
Postcode	IV30 1BX
Please list any websites and social media handles associated with your YMI programme.	Facebook, Instagram & YouTube @MorayMusicCentre X @ADHeadofIIS

Your Programme

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

Dates	
When do you expect your programme to start?	20/08/2025
When do you expect your programme to end?	02/07/2026

<p>Purpose</p> <p>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.</p>
<p>How will your programme meet the Scottish Government commitment in 2025/26, that every school pupil in Scotland should be offered a year of free music tuition by the time they leave primary school?</p>

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 Practitioners 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’. One YMI Practitioner will deliver 2 x 12 week blocks of 1 hour per week.

How do you meet the Scottish Government commitment for young people with additional support needs, disabilities and those in non-mainstream settings (e.g. special schools and secure units)?

How do you track the Scottish Government commitment has been met for these young people year on year?

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 P5’s 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 additional support needs and disabilities to ensure they have an equitable opportunity to take part and benefit from the proposed activities, and to 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 P5’s guaranteeing all are able to participate regardless of ability, needs or circumstances. Moreover, it should be noted that pupils with additional support needs because 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.

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.

You should tell us about the overall themes of your programme, and how you hope to achieve these aims through your projects. If applicable, you should also include

information on how your programme relates to wider Scottish Government priorities such as Child Poverty or the UNCRC.

The main aim of the programme in Moray is to ensure every school pupil is offered a year of free music tuition by the time they leave primary school. To ensure the programme aligns with the wider Music Instruction & Performance team values, we aim to promote Creativity, Achievement and Enjoyment for all at all levels of engagement.

As per previous years, our main pressure relates to grant budget: stagnant funding makes delivering the Scottish Government's aim challenging to achieve. We will continue to offer all children inclusive and equitable opportunities to benefit from group music making, regardless of financial background.

As noted above, addressing child poverty is a Scottish Government priority – it is also a Moray Council corporate plan priority as we have a focus on reducing child poverty and inequalities in income, health and education. With regards to the YMI programme, due to the challenging nature of delivering the programme within available budget this year we will prioritise schools situated, or indeed within catchments, of the lower SIMD deciles of Moray. We already have this data available relating to our school/catchment areas and SIMD data therefore this will be a straightforward exercise.

In relation to the UNCRC we will not be undertaking any new developments in relation to this convention however the articles that are most pertinent and which we strive for in Moray are as follows;

- Article 2 (non-discrimination) – In Moray we take pride in the fact that every child will have the opportunity to access the YMI programme during their time in primary school.
- Article 12 (respect for the views of the child) – Choice is of particular importance and therefore we will respect the feelings and wishes of a child and will not force any child to attend sessions that they do not enjoy.
- Article 29 (goals of education) – The YMI programme encourages new talents and abilities to try out and/or develop skills and knowledge through experience. The YMI programme aims to develop numeracy, literacy and health and wellbeing through music; as well as promoting/developing the 4 capacities of the Curriculum for Excellence in all participants.
- Article 31 (leisure, play and culture) – Providing the opportunity to participate in a range of cultural and artistic activities as part of lifelong learning.

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 and resource 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.

The yet to be agreed pay award, estimated to be between 3 to 6%, will increase our staffing budget further – we expect to mitigate this by reducing the budget allocated to

resources and contingency. Less resource budget will impact on the quality of resources used by pupils and significantly reduce any flexibility to repair or replace.

Reducing resources and contingency budget will also impact our ability to provide equitable performance opportunities for pupils where travel is necessary.

As per last year, we will continue to consider a whole programme redesign, as well as the implications on staffing. In the meantime, work on this has been paused until the outcome and recommendations of the YMI Review are published.

Reaching Children and Young People

Part of the Purpose of the YMI Formula Fund is to address inequity and contribute to Scottish Government's agenda in tackling child poverty by engaging children and young people most in need.

In this section, we want to understand more about the reach of your programme, including details on how your project(s) will target children and young people who would benefit most from delivery. The guidance (page 7) provides a list of some of the children and young people who may benefit most, such as young people residing in areas of social and economic deprivation, and children in the early years (0 – 5) of life.

How will you reach children and young people most in need through your programme delivery?

- How will you identify groups of children and young people most in need?
- What challenges face these children and young people?
- Which project(s) will reach these children and young people?
- How have you tailored these projects to reduce barriers to participation?
- Will you be working in partnership with other services or organisations? If so, what support will these organisations offer?

Project 1 reaches all P5 children in the schools in which it is delivered, ensuring all P5 children, regardless of need, are offered an equitable opportunity to participate; thus meeting the funding aim.

Project 2 is delivered to pupils at Elgin High School, a secondary school with a high number of pupils from areas of the highest multiple deprivation, based on SIMD data. This project has been ongoing for many years and the young people identified for this project are identified through working alongside the school staff. Although the project is open to all within set year groups, the school staff and YMI Practitioner do target/engage pupils that may experience challenges due to inequity, poverty, isolation, attainment etc; and work with these pupils to reduce any barriers that they may identify regarding being involved in the project. The sessions are delivered during the school day, within the school therefore not creating a barrier to access, and school staff are available to support pupils to attend sessions.

Programme Management and Fair Work

In this section we want you to demonstrate your approach to programme management and Fair Work in alignment with the criteria of the fund.

Please describe how your YMI programme will be managed, detailing the roles and responsibilities of staff who support the management and coordination of activities.

Please describe your approach to Fair Work and how you ensure fair pay, contracting and conditions for tutors and staff.

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 Practitioner 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. Practitioners 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, facilitating pupil influenced learning opportunities and delivering CLPL sessions for primary school staff.

Primary School staff will support with logistics within the school and pupil support. On occasion a colleague from social work, child psychology, ASN may connect with the YMI team to discuss a pupil's individual need to ensure equity of provision and inclusion.

The Sport & Culture Service Manager will have oversight of the YMI programme and will support the Principal Teacher as required.

Please provide a list of names of staff, freelancers and youth arts organisations who support the delivery of activities within your programme.

We encourage you to explore the use of freelancers and arts organisations, rather than creating new, permanent positions. Appropriate contracts in line with Creative Scotland's [Fair Work guidance](#) should be in place with all freelancers and arts organisations.

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

Climate Emergency

In this section, we are looking to understand how you engage with your Local Authority's Climate Plans and any steps you are taking within your programme that align with their aspiration/targets.

Describe how you consider the climate emergency in the management and delivery of your programme, and how your programme links with your Local Authority Climate Plan.

This could include approaches reducing travel emissions, partnership working to raise awareness of climate issues or the inclusion of relevant themes that will be explored through the delivery of projects.

Moray Council has a Climate Change Strategy that they are working towards by 2030. The vision of this strategy is that we have a resource efficient, carbon neutral council that works with partners to mitigate the worst effects of climate change to create a resilient, biodiverse, fair and more sustainable future for everyone in Moray. Within the strategy it is expected that staff will be educated, trained and informed to integrate and mainstream climate change considerations into day-to-day council business.

Regarding the YMI programme, reducing our emissions/carbon footprint is incorporated as a feature for annual review by the team. We continue to 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 will be included in our 2025-26 YMI Programme Information for Schools document.

Ahead of setting future academic year timetables staff are 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, uses public transport to travel between schools, utilising this lower impact travel option.

Alongside the wider Music Instruction & Performance team, the YMI staff 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 sustainable and transformational change.

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:	
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<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"> • Instruments, genres and resources • Who will deliver sessions • Delivery structure (number of sessions, length and regularity) • Project participants (schools, non-mainstream settings or services) • Performances and/or sharing events 	
<p>Please detail the aims of the project and/or rationale for inclusion in your programme.</p>	

Impact

In this section, we want to know about the changes that you aim to bring about through your project that align with the purpose and criteria of the fund. We will ask you to describe the intended impact of your project. This could include the following:

- Ensuring all primary pupils experience high quality, engaging music making opportunities.
- Providing inclusive, positive first experiences of music making to children and young people.
- Increasing opportunities for children and young people who are most in need.
- Increasing access to expertise within the culture sector, including music practitioners and art organisations.
- Develop children and young people's skills for life, learning and work.
- Encourage a deeper connection with participant's culture.
- Creating progression opportunities for children and young people.
- Develop their skills and confidence in those working on the project.

You will be asked to provide details as to the methods you will use to evaluate and the stakeholders you intend to consult with. Methods for evaluation may include surveys, focus groups, participation numbers, diaries, recordings, evidence of referrals of participants to projects from external services.

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 describe the intended impact of your programme.</p>	<p>Our YMI programme intends to ensure all primary pupils have access to and can experience high-quality, engaging music making opportunities with a focus on creativity, achievement and enjoyment before leaving primary school.</p> <p>We intend to ensure we provide inclusive, positive first experiences of music-making for children and young people; and in doing so, establish a desire for further learning whilst supporting the development of positive social, emotional and behavioural skills/characteristics for success across the curriculum and life out with the school environment.</p>
<p>How do you plan to evaluate your projects? What methods will you use, and which stakeholders will you consult with?</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. All pupils will be asked to complete an End of Project survey created to specifically collect and present quantitative data.</p> <p>Qualitative verbal and written YMI Practitioner feedback will be used to evidence work towards embedding the Music Instruction & Performance team values: Creativity, Achievement and Enjoyment; as well as telling individual stories in relation to inclusive and equitable positive first experiences of music making for children and young people.</p> <p>School staff will be encouraged to share their thoughts in terms of impact and involvement in writing, with a focus on perceived changes in attainment, attendance and behaviour.</p> <p>Parents/Carers will be encouraged to share their feedback in terms of the social,</p>

	emotional and enjoyment impact.
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Supporting Documents

Please detail all 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, [visit our website](#).

Supporting materials	
Whole Programme Planner and Budget (Essential)	<input checked="" type="checkbox"/>
Remits/job descriptions for any new staff who will support the management or delivery of your programme (Essential)	N/A
CV or detailed biography of any new freelancers involved in project delivery (Essential)	N/A
Letter or emails of support from new partners outlining their support and/or involvement in delivering projects. (If required)	N/A

Note: 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).

Your local authority statement and acceptance

Please mark with an X in the relevant boxes to agree to the following statements	X
I confirm that I have read and understood the guidelines which accompany this form.	X
I confirm that I have read and understood Creative Scotland's Privacy Notice .	X
I confirm that my local authority will sustain the Scottish Government YMI commitment in the 2025/26 academic year.	X

I confirm all activities funded by the Youth Music Initiative continue to be offered free of charge with no indirect costs.	X
I confirm that all the information in this application, and any documents provided to support it, is true and correct.	X
I confirm that I will inform Creative Scotland if the bank details for my local authority/school change.	X
I confirm that I will inform you immediately if anything changes which could affect this application in any way.	X
I note that any award will be subject to standard and specific conditions, and I confirm that I have the power to accept the award under any conditions you set and to repay the funds if we do not fulfil the conditions.	X
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.	X
Please check this box to receive regular email updates from the Youth Music Initiative and Creative Scotland.	X

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 the contact information section.

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

26 March 2025

Date

Please submit your completed application form to:
ymiformulafund@creativescotland.com