

Creative Scotland  
 Investment Programme 10  
**Youth Music Initiative: Formula Fund  
 (Year 11)**

**Application Form – Part A**

Please read the Guidelines and [Applying for Investment section](#) before completing this application form.

**A: APPLICANT DETAILS**

	<b>Applicant and Contact Details</b>
1.1 Name of Applicant / Applicant Organisation	West Lothian Council, Community Arts
1.2 Contact Name (if different from 1.1) and Position	Nancy Douglas, Arts Officer (Learning)
1.3 Contact Address	Howden Park Centre, Howden, Livingston, West Lothian
1.4 Postcode	EH54 6AE
1.5 Contact telephone numbers	Work: 01506 773875 Mobile:
1.6 Email address	Work: nancy.douglas@westlothian.gov.uk
1.7 Web address	www.howdenparkcentre.co.uk
1.8 If applicable, please give details of any special communication or physical access needs you may have.	N/A

## B: PROGRAMME SYNOPSIS / DATE

### Synopsis

**Please give a brief synopsis of your YMI Formula Fund programme of activity (maximum of 30 words – see *Application Form Examples document for guidance*)**

(We will use this verbatim on our website and in any communications about your programme including any publicity material)

**Deliver the Government's target “all school children in Scotland should have access to 12 hours free music tuition by the time they reach Primary 6” through the provision of a music education programme for schools. The programme will provide opportunities for school pupils to participate in a variety of singing and instrumental projects which will be supported by a CPD programme for teachers which ensure the sustainability of the programme.**

### Dates

### Schedule/Delivery

2.1 When is the expected start date of your programme?

August 2013

2.2 When is the expected date of completion for your programme?

June 2014

## C: YOUR YMI PROGRAMME OVERVIEW

The following questions should be answered in the context of your YMI programme as a whole. Individual project details and your budget should be submitted in "Application Form – Part B".

### **1. Please summarise how your YMI programme will sustain the P6 target.**

This target will be sustained by commissioning specialist individuals and organisations to deliver a range of music education projects to pupils. The programme will run from August 2013 to June 2014 and will include 14 projects for early years, primary, secondary and Special Educational Needs (SEN) schools. Projects will include a mixture of performance opportunities as well as instrumental and vocal workshops allowing young people to engage with professional musicians. This will be underpinned by a CPD programme for teachers involving skills development and the provision of the resources required to support the continuation and sustainability of the programme going forward.

### **2. Please describe how your YMI programme will provide an appropriate P6 target offer to young people with additional support needs, disabilities and those in non mainstream schools (e.g. secure units, behavioural units etc).**

The programme includes a number of bespoke projects which are designed to be adapted to work successfully with both mainstream and SEN schools. Pupils with additional support needs, learning and physical disabilities and social, emotional and behavioural difficulties will be given equal opportunity to participate in the programme. The specialist practitioners who will deliver these sessions are skilled and experienced in working with these client groups using, where appropriate, musical instruments designed for special needs music, music therapy and inclusive education and those unable to play traditional instruments. The schools that will be offered this work will include Cedarbank, Pinewood, Beatlie, Donaldson's School for the Deaf, Ogilvie School Campus and Burnhouse school.

### **3. Please describe any non YMI funded, free music provision, that your local authority will offer to young people that contributes to delivering the P6 target.<sup>1</sup>**

<sup>1</sup> Please only describe music provision your local authority offers that you would provide to evidence, if requested by the Scottish Government, how your local authority is sustaining the P6 Target. We don't need to know about any other provision the local authority offers.

None

**4. Please describe the rationale for any non P6 target projects in your programme and how they meet *Purpose 2* (see guidelines) of this investment route.**

Participation in and engagement with the arts can improve formal and informal learning, increase a sense of well-being, self-confidence and self-esteem for individuals and enhance the quality of life for communities. The non P6 target projects will include opportunities to engage with and participate in music making activities which are aimed at those individuals and communities which are at risk and hard to reach. The engagement programme will be designed to identify and remove the economic, geographic, social and attitudinal barriers to participation. Using the Scottish Index of Multiple Deprivation we have indentified the 20% most disadvantage datazones in West Lothian and we are keen to find ways of engaging with these hard to reach communities through the arts. This will be achieved by:

- delivering a high quality programme which is supported by outreach and education work to increase engagement and participation
- identifying and tackling barriers to participation
- working with partners to target socially excluded communities/ individuals and find new ways to engage them.

**5. Please describe what the intended outcomes are for young people participating in your YMI programme.**

The intended outcome is that every school child in West Lothian gets the opportunity to participate in music making activity by P6, hitting the P6 Target. We also aim to increase access to and participation in music making enabling young people to experience the social, educational and creative benefits of this art form. Taking part in this programme will have a positive impact on children's personal and social development and the intended outcomes for young people include:

- improved listening, creative and critical thinking skills
- increased confidence and self esteem
- improved social and team working skills
- higher academic performance

For children with special educational needs, behaviour issues particular benefits include:

- reduction in negative and health harming behaviours
- improved ability to concentrate and focus on a task
- a sense of responsibility
- positive behaviour change
- greater engagement in learning

**6. Please describe how opportunities offered through your YMI programme will be communicated to young people and parents / carers.**

We will communicate directly with schools, IMS staff and parents and pupils using a variety of communication channels including print, web-based media and social media. We will use the West Lothian "share the learning blog" to advertise and promote opportunities and also to share the good news on existing projects.

**7. Please describe how your YMI programme addresses the priorities of this investment route.**

***Delivery of Training & CPD for YMI instructors and other stakeholders (e.g. class teachers / class assistants) that will help sustain music making***

CPD and skills development for teachers and other school staff is an integral part of the YMI programme and underpins all the project work. The CPD programme is designed to enhance teaching practice in the classroom and develop skills in using music as a tool for interdisciplinary learning across the curriculum. CPD will be provided by the specialist tutors who are engaged to deliver the individual projects with the aim that every school participating in the programme will be left with the human and physical resources required to support the continuation and sustainability of the programme going forward.

***Consultation with young people so their choices can be taken into account and, if appropriate, with local authority staff and external stakeholders in the planning of the YMI programme***

Consultation with young people, head teachers, music teachers, primary teachers, instrumental music staff and education quality assurance colleagues was undertaken to seek their opinions, needs and preferences. Teachers forums were used as a means to gather feedback which was used to design this year's programme of work.

***Development of partnerships with providers and stakeholders outwith the local authority***

We will continue to work with a range of local and national providers with whom we have developed a valuable and productive partnership. These partners are specialists in their field and will deliver an excellent programme of the highest quality while ensuring equality of access. New partners have also been identified for this year's programme including the Royal Scottish National Orchestra, Children's Classic Concerts and Skoogs Music.

**8. Please describe how you will monitor and evaluate your YMI programme.**

We will commission an independent consultant to conduct an in-depth evaluation of the programme. The evaluation will establish "baseline" data which describe the context in which the programme will be implemented and provide key information for measuring the impact the programme has had on participants. Combined with participant evaluations the baseline study will provide a firm basis for future project design and implementation.

In addition, the lead arts officer will monitor the programme and conduct both quantitative and qualitative evaluation on each project. The lead officer will regularly visit projects and liaise closely with specialist providers to ensure projects are meeting expectations and outcomes.

We will also comply with any monitoring and evaluation stipulations requested by Creative Scotland's YMI.

**9. Please describe how your YMI programme will be managed.**

Community Arts staff, who have many years experience of arts project management, will manage the programme in partnership with other council colleagues and the specialist providers. The day to day management of the programme will be the responsibility of the Arts Officer – Learning and overall responsibility will lie with the Community Arts Co-ordinator.

**10. Please use the space below to provide any further information that you feel will enhance your application.**

The YMI programme is now being managed by Community Arts who have extensive experience in delivering this type of work in schools and in the community.

**D: ESSENTIAL SUPPORTING MATERIAL**

**Checklist**

Please detail all of the supporting material you have submitted and where Creative Scotland can access this material (e.g. Dropbox or SoundCloud links)

<b>Essential and Supporting Material Submitted</b>	<b>Please advise if the material has been attached to the application or where we can access it.</b>
Application Form – Part B	
Remits/job descriptions for any new staff employed through YMI funding	
CVs of artists and others if relevant	
Other – (please specify)	

## **E: 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.	X
I confirm that my local authority will sustain the P6 target in the 2013/14 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 e-documents provided to support it, is true and correct.	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 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.	X

### **Statement of Acceptance**

**PLEASE STATE THE NAME OF THE PERSON WHO HAS DELEGATED AUTHORITY TO APPLY FOR THIS INVESTMENT. THIS PERSON MUST BE AN AUTHORISED SIGNATORY OF THE COMPANY OR ORGANISATION APPLYING OR, IN THE CASE OF AN INDIVIDUAL APPLICANT, 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.

If any of the information I provide is classed as Personal Data under the Data Protection Act 1998 Act (the "Data"), I hereby consent that Creative Scotland may disclose said Data, within and outside of the European Economic Area, for the purposes of producing and submitting the aforesaid statistical information and reports or as otherwise required by law or by any regulations and other rules to which we are subject.

I confirm that all cash and in-kind contributions from the company or my own personal resources stated in the investment plan section of this application form 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 Investment in writing (via email) that Creative Scotland have the right to publicise their Offer of Investment on the Creative Scotland website and through other Creative Scotland information channels. I understand that Creative Scotland's Offer of Investment 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 Investment 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, this Application Form and the Conditions of Investment of Creative Scotland.

I hereby confirm acceptance of the above Statement of Acceptance and all related documents.



.....  
Name of Authorised Person

.....  
Position of Authorised Person

.....  
Date

**Please submit your completed application form, in MS Word.doc format to:  
[ymiformulafund@creativescotland.com](mailto:ymiformulafund@creativescotland.com)**