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# YOUTH ARTS FUND SMALL GRANTS SCHEME

GUIDANCE FOR FREELANCE ARTISTS  
AND CREATIVE PRACTITIONERS

DECEMBER 2020



ALBA | CHRUTHACHAIL



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Scottish Government  
Riaghaltas na h-Alba  
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# **SambaYaBamba - Youth Arts Small Grants Scheme**

## **Guidance for Freelance Artists and Creative Practitioners**

### **SambaYaBamba - Supporting Street Band Artists to Create & Deliver New Projects with Young People**

The purpose of this guidance is to support you, as a freelance artist, to apply for funding to run your own youth project. The guidance accompanies the Small Grants Application Form.

#### **Background**

The Youth Arts Small Grants Scheme is part of a Scottish Government Covid-19 Funding Package to support the arts, administered by Creative Scotland.

18 organisations across Scotland have been awarded 'funding pots' through the Small Grants Scheme to distribute **small grants** to freelance artists, to work with children and young people across Scotland.

The grants aim to create work opportunities for freelance artists and creative practitioners and provide arts activities for children and young people, especially those most affected by Covid-19.

**The funds SambaYaBamba will distribute will be to those connected to the street band sector, primarily in Glasgow but also including Edinburgh and Renfrewshire. The majority of funds will be distributed to youth street band music projects, with a smaller amount for associated art forms eg. dance or costume**

#### **Who can apply and how much can you apply for?**

This fund is open to **freelance artists and creative practitioners connected to the street band network**, living and working in Scotland looking to work directly with children and young people (age 0-25).

The fund is not open to applications from organisations, local authorities, groups or clubs.

The overall budget for this fund is **£21,000**.

Applicants can apply for between **£500 - £3,000 to deliver projects**. All activities must be provided free to children and young people.

An additional pot of £3150 is available to support successful applicants to attend networking & training.

All your project activity must be completed **by the end of March 2022**, including evaluation and reporting on your project.

SambaYaBamba aims to support around 10-20 artists through this fund, depending on demand and levels of request.

## Application Process

Key dates	Date
Applications Stage 1 Open	Friday 22 January
<b>Applications Close</b>	<b>Sunday 7 February</b>
Review Stage 1 by panel, follow up phone calls if needed	Monday 8-Friday 12 February
Applicant discussions with panel (around 30 mins)	Monday 15 - Friday 26 February
Panel make final selections	W/C March 1
Applicants advised of outcomes with feedback	W/C March 8
Contracts issued to successful applicants	W/C March 15

The panel will be made up of
<ul style="list-style-type: none"><li>● Jane Churchill - Third Sector specialist, ex SYB Member/Gig Organiser</li><li>● Gaynor Milne - SYB Youth Street Band Project Manager &amp; Encontro Producer</li><li>● Paula Morgan -SYB Committee Member &amp; Former Programme Manager at Toonspeak experienced in supporting artists</li><li>● Chanelle Roddan - SYB Youth member since 2016, current Board Member &amp; Risk Assessor for the organisation</li><li>● *Possibly a representative from Creative Scotland to observe/advise</li></ul>

### Alternative formats, languages and access support

SambaYaBamba is committed to supporting applications in other formats. If you need to apply for funds in an alternative format, or you need support to make your application please contact:

**[sybsmallgrants@gmail.com](mailto:sybsmallgrants@gmail.com)**

# Filling out Your Application using the online form

<https://forms.gle/GrqbHsU3TWTigSxm7>

## Section 1: Key Information

Please complete your contact details and let us know when you are aiming to deliver your project. Remember to include planning & end evaluation time.

It might be useful for you to think about when & where your project will take place, which young people you will work with, how long the project will last and whether you intend to team up with another artist(s) and if you have any potential partner organisations in mind.

Please also give us an indication of the amount of funding you are requesting, how you arrived at this figure, a rough outline is fine.

The income section should state the grant requested from the Small Grants Scheme.

You can apply for 100% of your project costs through this application, however including other income (cash or in-kind) can strengthen a project. A partner organisation may, for example, be contributing staff time to the project. This can be listed as an in-kind contribution.

Please make sure that you let us know the daily/half daily or hourly rate you and other artists are paid. Please note, artists must be paid at industry rates. You can find further information on the [Creative Scotland website](#).

Expenditure can include artists fees, equipment and resources to complete the project. Equipment should not account for more than 15% of your project grant. It is good practice to include a project contingency of approximately 5%.

## Section 2: Project Details

We are aware some applicants may not have run their own projects before and may need support with certain aspects.

Where possible, SambaYaBamba will provide additional support to artists to deliver their projects if needed, and it would be useful for us to know what sort of support you might need.

This section asks you to tell us about your project idea - along with a title (if you have one) and who you plan to work with if you have already identified a partner e.g. school, youth group. As noted above we can help with this if needed.

Number of days worked should include all your preparation and follow up time. We understand it is likely your work may be delivered in sessions rather than full days so please round this up (assume a day is 7 hours).

### Section 3: Skills and Experience

The small grants scheme sets out to fund youth arts practitioners who have both strong and appropriate skills in the street band sector and in working with children and young people.

If you are just starting out in your career in this sector, that's fine, just let us know about your skills & experience to date.

You may want to use a bullet point list to summarise these – we will also have your CV for information.

#### Small Grants Scheme Priority Groups

The Youth Arts Small Grants Scheme aims to support children and young people in a range of priority groups. These groups are listed below and in the application form. In the application form question select those groups you have experience of working with, and those you would like to work with.

If you are successful and go to the Stage 2 Discussion, we can chat about how you can reach priority groups.

Applications that show they can reach one or more of these groups will be prioritised for funding.

The Small Grants Scheme priority groups are young people:

- € living in poverty or areas of social and economic deprivation. *For more information on the Scottish Index of Multiple Deprivation (SIMD) please visit the [Scottish Government website](#).*
- € experiencing or at risk of experiencing harm and neglect
- € who are looked after (*as defined by the Children (Scotland) Act 1995*) and care leavers (*as defined by the Children and Young People (Scotland) Act 2014*). *For more information please visit the [Scottish Government website](#).*
- € in the early years (0-5) of their life
- € from Black and/or Minority Ethnic backgrounds
- € who have a disability and/or additional support needs
- € at risk of offending or have previously offended
- € who are young carers (*as defined by the Carers (Scotland) Act 2016*) and/or young parents
- € experiencing or at risk of homelessness, or who have been homeless
- € experiencing mental ill health

### Section 4: Supporting Information

**Please email a copy of your current CV/Biog to**

**[sybsmallgrants@gmail.com](mailto:sybsmallgrants@gmail.com)**

## FAQ's

- I've never run my own project before, can I still apply?  
*Yes of course, this new way of funding artists & practitioners includes those who have never run their own projects before.*
- Can I team up with another artist to apply together?  
*Absolutely, that is fine. Artists are welcome to apply as an individual or team up with others. Teams could include those established in your sector, as well as those emerging who may take on a trainee or shadowing role which can be paid or unpaid.*
- How do I prepare a risk assessment?  
*We can provide support with that from our Risk Assessment Manager who can work with you to identify and mitigate risks in your project*
- I'm not a PVG Scheme Member, can I still apply?  
*Yes, SambaYaBamba is registered to process PVG applications so we can help with that*
- I have an idea for a project, but I'm not connected to any youth groups or schools, can you help with that?  
*While we encourage applicants to make their own connections with partners, we do understand that some may not be able to do so, so we can provide support for that where needed*
- When would I receive the funding?  
*Contracts for successful applicants will be issued week commencing 15 March, and grants will be paid to individuals by the end of March if they are ready to begin their project. 90% of the grant will be paid up front, with 10% on completion and final report received*
- If I'm unsuccessful, can I apply again?  
*At the moment, we are committed to issuing all the funds by the end of March, and it is unlikely there would be any surplus for people to re-apply. If further rounds of grants become available, we will contact previous applicants*
- Covid-19 restrictions might disrupt my plans, can I still apply?  
*We're aware that the ongoing and changing restrictions may disrupt planned activity and will support successful applicants to work flexibly and adapt project delivery accordingly*

## Selection Criteria

**We want to support quality projects that not only bring street band activity to young people least likely to access it but that supports the freelance professionals in the sector, emerging and long-term.**

**We aim to support projects across a broad range of the priority groups and support work in a variety of geographical areas.**

**As well as this we will assess applications based on the following:**

- How beneficial to the applicant, the participants and the youth street band sector the project will be
- How well thought out and deliverable the project is
- The impact Covid-19 has had on current & likely future work situation

**Contact:**

If you have any questions about applying to SambaYaBamba's Small Grants Scheme, please do get in touch with the Project Leads at:

[sybsmallgrants@gmail.com](mailto:sybsmallgrants@gmail.com)

Gaynor Milne - 07737782033  
Jane Churchill - 07581216246

**SYB Small Grants Scheme Application questions -  
deadline Sunday 7th Feb**

(for info only, [go here](#) to complete the online form)

**Email address, Name, Address , Postcode, Phone number, Website /  
Social Media links**

**When would you like to deliver the project? (April 21-March 22).  
Please include start & end dates**

**Are you flexible with dates?**

**Amount of funding requested (£500 - £3000) and how you arrived at  
this figure**

**Do you need support from us to do any of the following (this information  
is required at the next stage). You will be asked to indicate one of the  
following:**

I am confident about doing this myself OR I would like some help with this

- Identify a project partner
- Prepare a budget including any in-kind (e.g. free room hire from your project partner) funding
- Prepare a general/COVID19 risk assessment
- Getting access to instruments
- Creating a project timeline outlining key dates and milestones (targets)

- How you will reflect on the work and know if it is successful (evaluation)
- Update your CV/Biog
- Identify any barriers to young person involvement in the project
- Become a PVG scheme member
- Have appropriate insurance in place

**Tell us about your project idea and the title, if you have one 'Who, when, where, why?'**(suggested 100 words/6-8 lines)

**Main artform you will work in - Music OR Wider arts (other than music)**

**Do you already have a project partner in mind? (e.g. school, youth group). If so tell us about them and if you have already discussed your project idea with them**

**Estimated number of days work this project will support you to undertake**

**Please tell us about your work in the street band sector or related artforms. What kind of work do you do with children and young people? What are your key skills and experience that mean you can do the work well? (suggested 200 words/12-15 lines)**

**This funding is prioritising children and young people in the following priority groups? The form requires you to indicate all groups that you have experience working with and/or would like to work with for this project or neither.**

- Those living in poverty or areas of social and economic deprivation. For more information on the Scottish Index of Multiple Deprivation (SIMD) please visit the Scottish Government website
- Are experiencing or at risk of experiencing harm and neglect
- Are looked after (as defined by the Children (Scotland) Act 1995) and care leavers (as defined by the Children and Young People (Scotland) Act 2014). For more information, please visit the Scottish Government website
- Are in the early years (0-5) of their life
- Are from Black and/or Minority Ethnic backgrounds
- Have a disability and/or additional support needs
- Are at risk of offending or have previously offended
- Are young carers (as defined by the Carers (Scotland) Act 2016) and/or young parents
- Are experiencing or at risk of homelessness, or who have been homeless
- Are experiencing mental ill health

On receipt we will ask you to send on your CV and/or artist biog so do make sure this is up-to-date and ready to send (unless you have indicated above that you need some help with this) to **sybsmallgrants@gmail.com**

## **WHAT NEXT?**

After the closing date (Sunday 7th February) we will be in touch to talk through your ideas and those shortlisted will go to a panel discussion arranged between **Monday 15th Feb and Friday 26th February.**

## **Use of Your Information**

Applicant data will be used by SambaYaBamba to coordinate the Small Grants Scheme process, and may be shared with Creative Scotland to inform future schemes. Successful applicants may be announced on social media/press platforms.

We may also use your contact information to inform you of future opportunities that may be of interest.

"I confirm that the information in this application submission including the supporting documents I will supply 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."

SambaYaBamba is registered as a Scottish Charitable Incorporated Organisation (SCIO)  
No SC050632