

# 10 steps towards getting support for your music project with young people

- You have the idea, you have the music leadership skills, you can see exactly how your project will work, why it is needed, and how young people will benefit.
- You might need funding or other resources, and you might need individuals or organisations to help your project happen.
- If you want others to invest time and possibly money in your project you need a clear plan that others can read and understand.

**BEFORE** you fill in any funding applications, **BEFORE** you speak to people on the phone, or attend a meeting to discuss your project - you should **at least have most of the answers to the following simple questions written down.**



It's an essential part of the business of project management and fundraising. It helps you think clearly about your project, and is somewhere to start if you need to provide more details at a later date. It provides a checklist or framework you can use to fill in funding applications.

**TOP TIP:** Do your research. Find out whether there are other similar projects running in your area. Clearly identify why your project is different, specialist or extends opportunities. Or find out if there is potential for partnership work with similar projects.

Get together with anyone you are planning to work with, grab a cup of tea, and make a note of the answers to these questions.....

## 1. Who are you?

What's your set up? Freelance individual? Bunch of mates? Limited company? Not for profit organisation?

## 2. What?

Basically, what is it that you plan to do? Describe your idea as **briefly** and **clearly** as possible.

## 3. Who's it for?

Who benefits from this project? How many will take part? Consider age range, geographic location, whether you are targeting a specific group of young people, and the organisations you might need to work with to make it happen. What access and inclusion issues need to be considered?

## 4. Why?

Why is this project needed? Who needs it (and how do you know)? Or have you identified a market for this work? What does it aim to achieve? What will the outcomes be for the young people involved?

## 5. Recruitment:

How will young people find out how to get involved – or how will you recruit them? Are you expecting other organisations to make referrals or promote your project? Can anyone get involved?

## 6. When?

When will it take place? What's the timetable, with start and end dates? How many sessions? Is it a one off or part of a more sustainable programme?

## 7. How will you know it worked?

What monitoring and evaluation methods will you use to demonstrate how effective your project was in meeting aims and outcomes

## 8. Safeguarding

What child protection measures need to be put in place? How about risk assessments?

## 9. Resources

What is needed to make it happen.....people, skills, equipment, materials, venues, transport, training, insurance, and.....?!!

## 10. How much will this cost?

Work out the total cost of the resources needed – your budget. Indicate what you already have covered, and what you might still need to raise. It's good to mention who else is supporting your project – or who has expressed interest. Are young people paying to take part? Have you got an appropriate bank account and means of managing finance?

If you need help, Wiltshire Music Connect has an ongoing programme of training and development opportunities, and runs FREE monthly surgery sessions in Bradford on Avon and Salisbury for advice and guidance.

For more information or to book training or surgery sessions please visit [wiltshiremusicconnect.com](http://wiltshiremusicconnect.com)

