

# Youth Arts Fund 2020-21

## YMI CPD & Training Fund

### End of Project Monitoring Form for Individuals (April 2021)



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

Should you require help and advice in completing your application, please email us at [ymitraining@scottishmusiccentre.com](mailto:ymitraining@scottishmusiccentre.com).

### **Guidance for completing this form**

- Some sections have boxes which you are asked to check. If you are unable to check the boxes, then please just delete the box and insert a tick or cross next to the relevant category.
- All questions require an answer unless otherwise indicated. If a question is not relevant to your project/activity, please indicate 'n/a'.
- If any of your figures are an estimate, or you are unsure of some information at this stage, please indicate this in your answer.
- The word counts are a guide for the approximate maximum amount you should write. We understand all projects/activities are different, please consider the scope of the work you were funded to deliver and share the appropriate level of information with us to provide an understanding of how it went.

### **What happens once you've submitted this form**

Completed forms should be submitted to [ymitraining@scottishmusiccentre.com](mailto:ymitraining@scottishmusiccentre.com).

Upon receipt, we'll log the report and it will be sent to the fund administrator for checking, approval and sign off. If there are any incomplete or unclear sections, or if we have any further questions, we will be in contact you before approving the form.

### **Data Protection**

Scottish Music Centre (SMC) and Creative Scotland (CS) require some personal information about you / your organisation to process our funding programmes. If you would like to see a breakdown of the personal information we require, why it is required, what SMC and CS do with that information and how long SMC and CS keep it, please refer to SMC's [Privacy Notice](#) and CS's [Privacy Notice](#).

SMC and CS may share your personal information with third parties to comply with the law and / or for the legitimate interests of SMC / CS / third parties concerned. Where the personal information you have provided to SMC and CS belongs to other individual(s), please refer to the above Privacy Notices. Please ensure you share this Privacy Statement and Privacy Notices with the respective individual(s).

You have some rights in relation to the personal information that SMC and CS holds about you under data protection legislation. Information on how to exercise these rights are contained in the above Privacy Notices or you can contact SMC's Data Protection Officer at [info@scottishmusiccentre.com](mailto:info@scottishmusiccentre.com) or CS's Data Protection Officer [dataprotection@creativescotland.com](mailto:dataprotection@creativescotland.com).

If you have any concerns with how your personal information has been processed, you should contact a Data Protection Officer in the first instance, as we would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the [Information Commissioner's Office](#).