



Youth
Theatre
Arts
Scotland

Membership Development Programme

Welcome Session

Wednesday 27 September 2023



**We are the national development organisation for Scotland's youth theatres.
We provide...**

- a membership network which supports and connects over 100 youth theatre groups and freelance practitioners across Scotland
- national and international youth theatre projects, festivals, and events;
 - workforce training and professional development; and
 - information services

What We Value



Helping others



Community



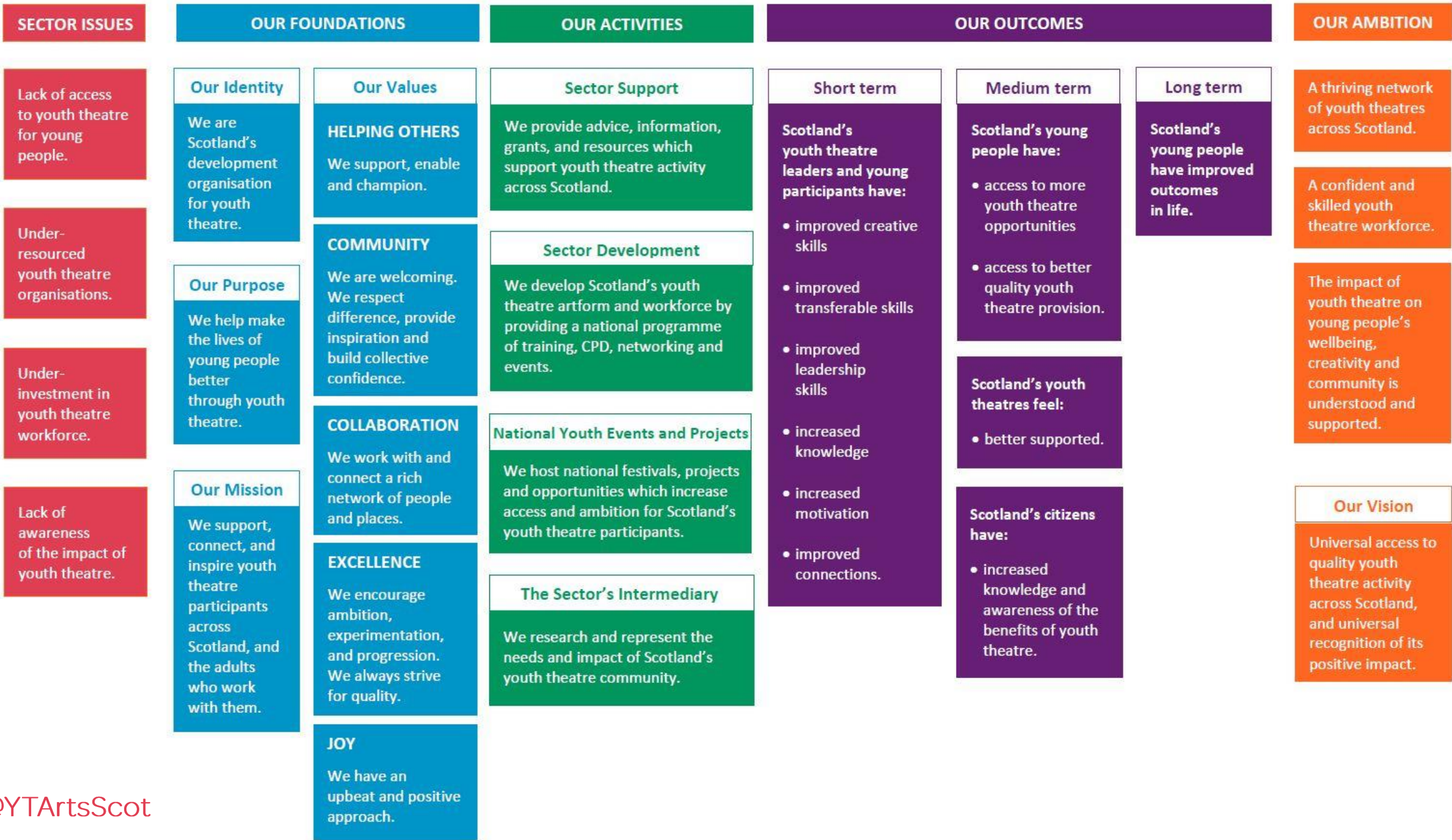
Collaboration



Excellence



Joy



About Me

- Based in Dundee having just completed my MLitt.
- From Blackburn in Lancashire and lived in Manchester for 10 years.
- Previously involved in youth theatre at my sixth form college as well as the Royal Exchange Theatre's Young Creatives in later years.
- Used to theatre direct and ran an unincorporated theatre company with fellow graduates from university.
- Worked at Arts Council England, starting in their Enquiries team. Then I worked in their Area North team, first as an Assistant and then as a Communications Officer.

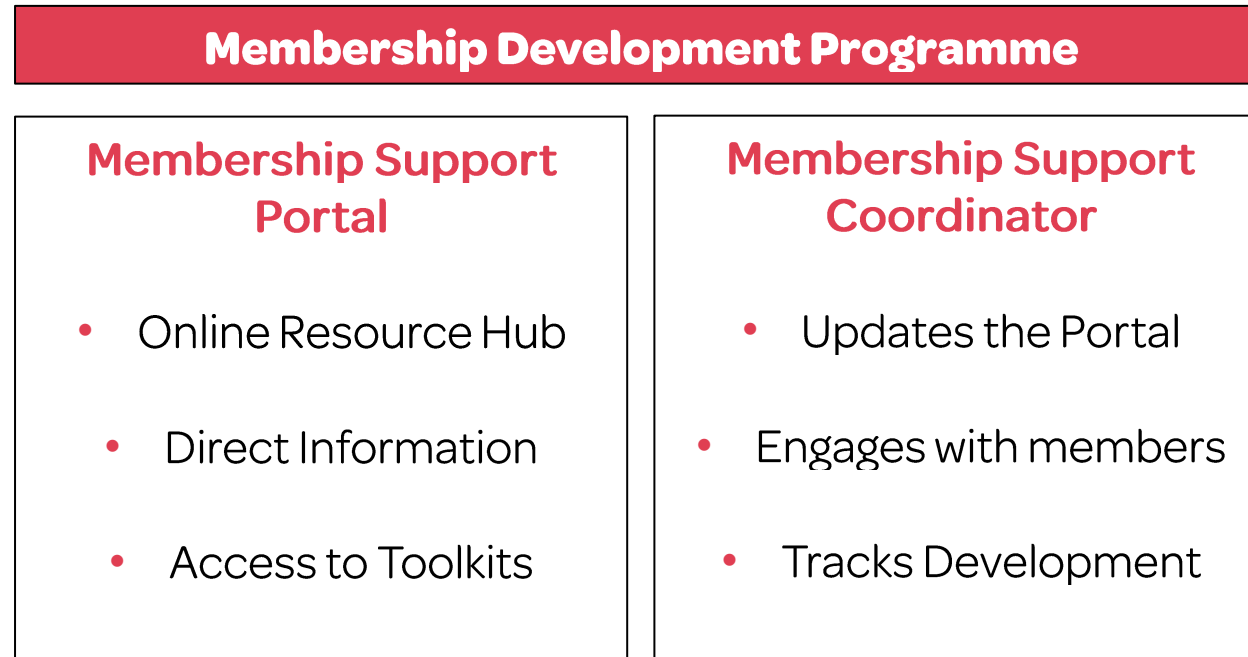


Aims of the Membership Development Programme




- To provide Scotland's youth theatres the time and resources to develop their organisations
- To provide ongoing support via 1-2-1 consultation meetings and general support
 - For YTAS to gain a better and more thorough understanding of our members and their unique needs
- To help the youth theatre sector feel better connected, supported and more confident in delivering great work to children and young people across Scotland

How the Membership Development Programme all fits together...



The Membership Support Portal



Toolkit

Membership Support Portal

Our Membership Support Portal pulls together resources, tools and templates to support YTAS members to run as legal and sustainable businesses. In short, we've done the searching for you!

[Learn more](#)

Support Zone One: Foundations

This section covers everything that a youth theatre should have in order to run legally and be governed well. If you find that you don't have everything in place or you are a new youth theatre, please don't panic.

Support Zone Two: Policy and Access

Keeping up with policy can be challenging for youth theatres when under-resourced and pushed for time. This **Zone** provides guidance on what policies and procedures you should have in place and how to make youth theatre as accessible as possible.

Support Zone Three: Your Team

Youth theatres in Scotland come in all different shapes and sizes but one thing that they all have in common is that they involve people. Whether that is a team of two or twenty-two, in this **Zone** YTAS has collated guidance for best practice when working with others.

Support Zone Four: Business Development and Fundraising

This **Zone** covers: business planning, managing money, marketing, fundraising, evaluation, and sustainability. YTAS knows that some of these areas can be the hardest to keep up with when under pressure, and hopes to alleviate some of this pressure through providing guidance and useful tools to support these areas.

The Support Zones

SUPPORT ZONE 1: FOUNDATIONS

1. Vision, Mission and Aims
2. Choosing a Structure
3. Good Governance
4. Constituion
5. Insurance
6. Legal and Licensing

SUPPORT ZONE 2: POLICY and ACCESS

1. Safeguarding
2. Digital and Communication
3. EDI and Access
4. Environmental Impact
5. Risk, Health & Safety
6. Managing Data

SUPPORT ZONE 3: YOUR TEAM

1. Recruitment
2. Contracts and Agreements
3. Administration
4. Human Resources
5. Professional Development
6. Health and Wellbeing

SUPPORT ZONE 4: BUSINESS DEVELOPMENT and FUNDRAISING

1. Business Planning
2. Managing Money
3. Marketing and Promotion
4. Fundraising
5. Reporting
6. Monitoring and Evaluation

2. Choosing a Structure

It's worth doing your research when choosing or changing the structure of your youth theatre. The structure is about how you will operate. Firstly, you must decide whether your youth theatre will be incorporated or unincorporated.

These are some popular options in Scotland:

- Scottish Charitable Incorporated Organisation (SCIO)
- Company Limited by Guarantee
- Voluntary Association
- Community Interest Company (CiC)
- Unincorporated organisation

Choosing to be a charity is not choosing a structure. From your research, decide what you think will work best for your youth theatre and then choose a structure accordingly. It may change in the future but be mindful that some structures are more straightforward to change than others so choose carefully.

Please visit the following for guidance:

- SCVO's **Choosing the right structure for your organisation**
- Youth Scotland's **Running your group**
- Creative Lives' **Getting Started**

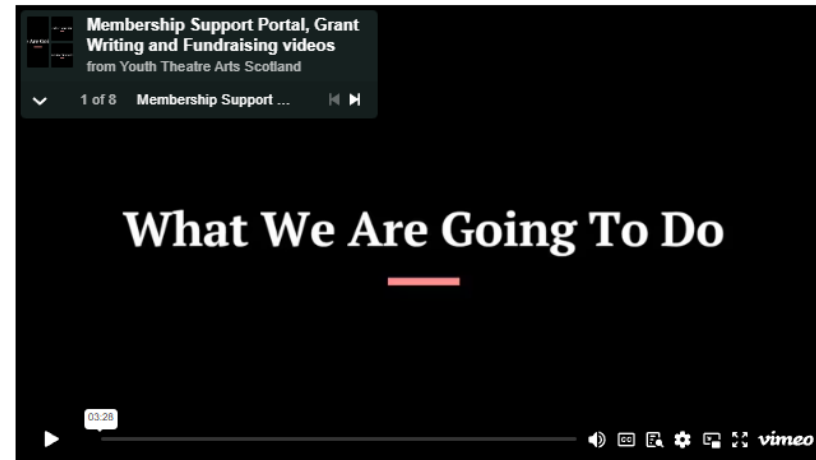
Membership Support Portal Examples

4. Fundraising

Leaders of small charities or CICs often struggle to get to fundraising because of having so much to do and not knowing where to start. As a YTAS member you can access resources from **Truffle Pig's** Grant Writing Toolkit, which is made up of quick, practical training and worksheets to help with the nitty-gritty of raising more money for your group. We've added some resources within this section, and will keep adding more.

First things first though... start with a plan! No two fundraising plans will be the same. Many organisations don't have one, they just fire out applications here, there, and everywhere and see what sticks. It is always best to have a plan. It will streamline your process and likely boost your success rate. You can always deviate from it when unexpected opportunities arise but even then, refer to it and your business plan to see if the fund or investor aligns with your mission, aims and values.

As a YTAS member, you should start with some of the Truffle Pig videos below, and work through them as you go on your fundraising journey. Their **Identify Your Most Fundable Idea** module goes alongside the videos, and will help if you feel pulled between multiple great ideas deserving of funding and just want the confidence to know what application to work on first.



Membership Support Coordinator



Contact
anthony@ytas.org.uk

Membership Support
Checklist

Consultation Meeting

Follow-up

Membership Support Checklist

Support Zone 1: Foundations

		Not applicable	Don't know	Don't have this yet	Basics are covered	On top of this
1. Vision, Mission and Aims	We understand our purpose, ambition, and activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Choosing a Structure	We have an appropriate formal structure i.e., charity, business, CiC, unincorporated etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Good Governance	We know who is responsible for making decisions. We have an established committee with defined roles and responsibilities. The voices of young people are included.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Constitution	We have a written constitution stating the aims and rules of our group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Insurance	We have appropriate insurance for our youth theatre, volunteers, and staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Legal and Licensing	Our office, home working, rehearsal and performance spaces are safe, suitable, and accessible. We adhere both to legal requirements for running a youth theatre, and to licensing for performances.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notes on this Support Zone						

Consultation Meeting

- Gain and understanding and overview of the youth theatre
- Membership Support Checklist – we can go over it in the meeting if not already completed
- Off the back of the checklist, reflect on the youth theatre’s strengths and challenges
 - I will take note of what we have discussed and will follow up with information if necessary.
 - Establish next meeting – whether in 3, 6 or 9 months

Questions?

Contact me at anthony@ytas.org.uk