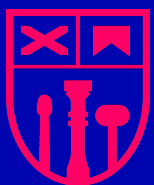




Music Enterprise Award

Guidelines



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OVERVIEW

The Music Enterprise Award is a project designed to give young people the chance to earn their own pipes while practicing real life entrepreneurial skill such as; financial management, teamwork, administration and communication skills.

Who can take part?

- Aged 11 or over and still in school.
- Borrowing a set of SSPDT pipes and do not already own your own set.
- Can play at least four tunes to a good standard.
- Capable of performing for paid engagements.

What do you have to do?

You must raise £500 to earn your SSPDT pipes following the award journey below.

THE AWARD JOURNEY

Step 1 – Learn about the Award

Read the information on the SSPDT website and this guide with Supporting Adult (parent, guardian or tutor). Let your piping tutor know that you are interested in taking part

Step 2 – Attend an Information Session

Register for an online SSPDT information session with your Supporting Adult, if none scheduled (see home page of Music Enterprise Award) contact SSPDT on info@sspdt.org.uk to request a one-to-one session. At the session SSPDT will:

- Explain how the Award works.
- Show you the resources available.
- Answer your questions.
- Explain what evidence you will need to collect.

Step 3 – Complete Registration

Following the information session, you will be sent and asked to complete your **registration form**.

Step 4 – Begin the Award

Once all the required documentation is completed and returned to SSPDT your place is confirmed, you can start fundraising and completing the Award requirements.

Participants are expected to complete the Award within 18 months, although up to 2 years may be allowed where necessary. SSPDT encourages regular updates and will check in periodically.

Award Requirements

To complete the Award, you must achieve all the following activities.

1. Paid Performance Fundraising

You must raise **at least £50** through one or more paid piping performances.

What You Need To Do

1. Research potential organisations or customers.
2. Keep a record of who you contacted.
3. Write professional emails or letters explaining:
 - o Who you are.
 - o Why you are fundraising.
 - o What performance you can offer.
 - o Your fee.
4. Deliver the performance to a good standard.
5. Create an invoice – download our [Invoice Template](#) from our website
6. Send a thank-you letter – download our [Letter Template](#) from our website
7. Record income and expenses – download our simple [Income & Expenses Spreadsheet](#) from our website
8. Keep evidence of the activity.

Evidence Examples

- Contact lists.
- Emails or letters.
- Photographs or videos.
- Invoices.
- Thank-you letters.
- Financial records.

2. Team Fundraising

You must raise **at least £75 as your personal share** through one or more team fundraising activities.

What Counts as a Team?

A team must include at least three school-aged young people.

Possible Activities

- Concerts.
- Sponsored events.
- Jumble sales.
- Community fundraising projects.
- Other creative fundraising ideas.

Evidence Examples

- Posters.
- Flyers.
- Social media promotions (where appropriate).
- Meeting notes.
- Photographs and videos.
- Financial records. [sspdt.org.uk]

3. Busking

You must busk at least once, either alone or with friends.

Busking is an excellent way to:

- Gain performance experience.
- Build confidence.
- Raise funds.
- Promote your fundraising efforts. [sspdt.org.uk]

Remember to collect evidence such as photographs, videos or promotional materials.

4. Keep Financial Records

You must maintain clear records of your:

- Income.
- Expenses.
- Fundraising totals. [

A spreadsheet is preferred, but SSPDT is interested in your understanding and record-keeping rather than the format used.

Don't wait until the end—collect evidence during each activity!

Gifts From Family and Friends

You may receive gifts towards your fundraising target for birthdays, Christmas, Diwali or other celebrations. However:

- Gift contributions can make up no more than **20% of your target amount (or £100)**.
- You must thank each donor and keep copies of your messages or letters.

You may also use platforms such as GoFundMe if appropriate.

Be Clear With Supporters

Anyone donating money must clearly understand what the funds are being raised for. When promoting activities, explain:

- That you are fundraising for the Music Enterprise Award.
- How any funds will be shared if multiple causes are involved.

Optional Fundraising – download our [Fundraising Ideas Guide](#) from our website

Step 6 – Submit Your Award Evidence

When you have completed all requirements:

1. Organise your evidence.
2. Submit your evidence to SSPDT via info@sspdt.org.uk by:
 - o Email.
 - o Shared folder.
 - o WeTransfer.
 - o Memory stick.

SSPDT will review your submission and invite you to discuss your experience before confirming the Award.

Step 7 – Interview and Completion

A team member from SSPDT will invite you to discuss your experience (via video link with your Supporting Adult) before confirming the Award.

Step 8 – Transfer Funds and Certificate

- Ask your Supporting Adult to transfer the funds raised to SSPDT either via <https://wonderful.org/pay?ref=SC037980> or bank transfer (contact SSPDT for details)
- SSPDT will send you an email confirming ownership of the set of bagpipe and certificate confirming completion of the Award

ADDITIONAL INFORMATION

The Role of Your Supporting Adult

Every participant must have a Supporting Adult, usually a parent, guardian or tutor.

The Supporting Adult's role is to:

- Support and supervise.
- Help you stay safe.
- Encourage learning.
- Provide guidance when needed.

Your Supporting Adult should not complete the tasks for you—the work must be your own

Safety First

All activities must be discussed with your Supporting Adult, and SSPDT safeguarding policies must be followed at all times.

Resources (downloadable from website)

- Professional Letter Template
- Simple Income and Expenses Spreadsheet
- Invoice Template
- Fundraising Ideas
- Protection of Children and Young People Policy
- SSPDT Data Protection Policy

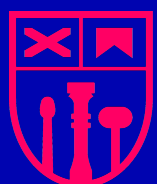
Important Rules

If You Raise More Than Your Target

Any amount raised above your target must be donated to your school or pipe band.

If You Stop Before Completion

Any money raised must be donated to your school or band for piping-related activities.



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