

**Youth Music**

**Fund B Evaluation Report**

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| **URN** |  |
| **Organisation name** |  |
| **Project title** |  |
| **Project start date** |  |
| **Project end date** |  |
| **Report author (name, job title)** |  |
| **Email address** |  |
| **Date submitted** |  |

**Guidance**

Youth Music asks all Fund B grantholders to submit a final evaluation report as part of their grant requirements. There are several reasons why this is a grant requirement:

* for monitoring purposes, to ensure that the work has been delivered in line with the funding agreement;
* to encourage grantholders to reflect on their project, capture progress towards their intended outcomes, and synthesise the impact of their programme;
* to generate learning about what does and doesn’t work;
* to enable Youth Music to demonstrate the impact of its work across the funded portfolio.

Word limits on this form represent a maximum, rather than an expected, amount.

**Completing Your Form:**

Whilst completing this form, you will need to refer back to your:

1. Application forms
2. Budget (submitted with your Stage 2 application)
3. Risk analysis form (submitted with your Stage 2 application)

Upon submission of this form, we will review the information and, if necessary, release your next payment within 30 working days. At this point we will also inform you if any changes have been approved. Should the process be delayed for any reason, we will be in touch to let you know why.

Thank you for taking the time to complete this evaluation report.

**Section 1: Monitoring**

**Activities**

This section asks for information about your programme delivery. It has been designed for monitoring purposes, so we can check that you have delivered your programme in line with your original proposal.

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| **Please summarise the activities and outputs you have delivered over the course of this grant, highlighting any changes that have occurred or activities listed in your application form that have not been delivered.**  This should be a synopsis of your entire project, including not just music-making activities, but also strategic work such as workforce development and practice-sharing.In responding to this question, you may find it helpful to refer to the activity plan outlined in your Stage 1 application, the programme timeline outlined in your Stage 2 application, and any previous reports submitted to Youth Music.  *(600 words max)* |
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| **What challenges did you encounter in this project? What steps did you take to address them?** You may wish to refer back to the risk analysis form submitted with your Stage 2 application and update this form for your own organisational use (you are not required to submit a copy to us). It is recommended that you separate out the different types of challenges you may have encountered under thematic subheadings.  *(300 words max)* |
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| **Have there been any changes in the external environment that have impacted your organisation (whether positively or negatively) over the period of this grant?**  *(300 words max)* |
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| **Is there anything else you want to tell us?**  *(300 words max)* |
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**Training and Professional Development**

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| **What impact has training and professional development had on practice?**  Consider music leaders, support workers, volunteers, apprentices, trainees, project managers, and anyone else involved in the delivery of this project.  *(300 words max)* |
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**Practice Sharing**

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| **Provide an update on any additional practice sharing undertaken.**  (including web links to any blog posts, toolkits and any other resource you have shared (such as evaluations or publications), and describe whether any changes have come about in yourself, other people, or organisations as a result of your own practice sharing.  *(300 words max)* |
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| **Please describe whether your own practice changes as a result of other people sharing practice**  *(150 words max)* |
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**Section 2: Evaluation**

In your application to Youth Music, you provided us with outcomes, indictors, and sources of evidence to detail what changes you planned to bring about through your programme of work (outcomes), how you would know if these changes were happening (indicators), and how you would evidence these changes (sources of evidence). This section asks you to reflect on your outcomes and indicators and analyse the extent to which you have met your intended outcomes. Youth Music recognises that projects do not always run to plan, and we would encourage to be honest about your experiences – there is as much to be learnt from what did not go well as what went well!

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| **Outcome 1** |
| *Insert outcome 1* |
| **Indicators and sources of evidence for outcome 1** |
| *Insert outcome 1 indicators from application* |
| *Insert outcome 1 sources of evidence from application* |
| **What do your indicators and sources of evidence tell you about your progress toward this outcome?**  You may wish to include details of how you collected the evidence, when you collected it, how many people you surveyed, and how many people responded. In your response make sure you give a sense of the ‘distance travelled’, for example by comparing baseline assessments and final assessments. For each indicator, specify which sources of evidence you used. |
| Indicator and source of evidence 1 *(150 words max)* |
| Indicator and source of evidence 2 *(150 words max)* |
| Indicator and source of evidence 3 *(150 words max)* |
| **Reflecting on the above, summarise what the indicators collectively demonstrate about your progress toward this outcome.** In your discussion, you may wish to consider the strengths and limitations of the data you collected and any anomalies in your findings. Do all your indicators suggest movement in the same direction? If not, can you suggest why?  *(300 words max)* |
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| **To what extent would you say that** **you have achieved this outcome across the majority of participants?**  Choose an item. |
| **Reflecting on your progress against this outcome, were any of your activities or approaches particularly successful or unsuccessful in enabling achievement of your outcomes?**  *(300 words max)* |
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| **Outcome 2** |
| *Insert outcome 2* |
| **Indicators and sources of evidence for outcome 2** |
| *Insert outcome 2 indicators from application* |
| *Insert outcome 2 sources of evidence from application* |
| **What do your indicators and sources of evidence tell you about your progress toward this outcome?**  You may wish to include details of how you collected the evidence, when you collected it, how many people you surveyed, and how many people responded. In your response make sure you give a sense of the ‘distance travelled’, for example by comparing baseline assessments and final assessments. For each indicator, specify which sources of evidence you used. |
| Indicator and source of evidence 1 *(150 words max)* |
| Indicator and source of evidence 2 *(150 words max)* |
| Indicator and source of evidence 3 *(150 words max)* |
| **Reflecting on the above, summarise what the indicators collectively demonstrate about your progress toward this outcome.** In your discussion, you may wish to consider the strengths and limitations of the data you collected and any anomalies in your findings. Do all your indicators suggest movement in the same direction? If not, can you suggest why?  *(300 words max)* |
|  |
| **To what extent would you say that** **you have achieved this outcome across the majority of participants?**  Choose an item. |
| **Reflecting on your progress against this outcome, were any of your activities or approaches particularly successful or unsuccessful in enabling achievement of your outcomes?**  *(300 words max)* |
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| **Outcome 3** |
| *Insert outcome 3* |
| **Indicators and sources of evidence for outcome 3** |
| *Insert outcome 3 indicators from application* |
| *Insert outcome 3 sources of evidence from application* |
| **What do your indicators and sources of evidence tell you about your progress toward this outcome?**  You may wish to include details of how you collected the evidence, when you collected it, how many people you surveyed, and how many people responded. In your response make sure you give a sense of the ‘distance travelled’, for example by comparing baseline assessments and final assessments. For each indicator, specify which sources of evidence you used. |
| Indicator and source of evidence 1 *(150 words max)* |
| Indicator and source of evidence 2 *(150 words max)* |
| Indicator and source of evidence 3 *(150 words max)* |
| **Reflecting on the above, summarise what the indicators collectively demonstrate about your progress toward this outcome.** In your discussion, you may wish to consider the strengths and limitations of the data you collected and any anomalies in your findings. Do all your indicators suggest movement in the same direction? If not, can you suggest why?  *(300 words max)* |
|  |
| **To what extent would you say that** **you have achieved this outcome across the majority of participants?**  Choose an item. |
| **Reflecting on your progress against this outcome, were any of your activities or approaches particularly successful or unsuccessful in enabling achievement of your outcomes?**  *(300 words max)* |
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| **Outcome 4** |
| *Insert outcome 4* |
| **Outcome 4** |
| *Insert outcome 4 indicators from application* |
| *Insert outcome 4 sources of evidence from application* |
| **What do your indicators and sources of evidence tell you about your progress toward this outcome?**  You may wish to include details of how you collected the evidence, when you collected it, how many people you surveyed, and how many people responded. In your response make sure you give a sense of the ‘distance travelled’, for example by comparing baseline assessments and final assessments. For each indicator, specify which sources of evidence you used. |
| Indicator and source of evidence 1 *(150 words max)* |
| Indicator and source of evidence 2 *(150 words max)* |
| Indicator and source of evidence 3 *(150 words max)* |
| **Reflecting on the above, summarise what the indicators collectively demonstrate about your progress toward this outcome.** In your discussion, you may wish to consider the strengths and limitations of the data you collected and any anomalies in your findings. Do all your indicators suggest movement in the same direction? If not, can you suggest why?  *(300 words max)* |
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| **To what extent would you say that** **you have achieved this outcome across the majority of participants?**  Choose an item. |
| **Reflecting on your progress against this outcome, were any of your activities or approaches particularly successful or unsuccessful in enabling achievement of your outcomes?**  *(300 words max)* |
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| **Outcome 5** |
| *Insert outcome 5* |
| **Indicators and sources of evidence for outcome 5** |
| *Insert outcome 5 indicators from application* |
| *Insert outcome 5 sources of evidence from application* |
| **What do your indicators and sources of evidence tell you about your progress toward this outcome?**  You may wish to include details of how you collected the evidence, when you collected it, how many people you surveyed, and how many people responded. In your response make sure you give a sense of the ‘distance travelled’, for example by comparing baseline assessments and final assessments. For each indicator, specify which sources of evidence you used. |
| Indicator and source of evidence 1 *(150 words max)* |
| Indicator and source of evidence 2 *(150 words max)* |
| Indicator and source of evidence 3 *(150 words max)* |
| **Reflecting on the above, summarise what the indicators collectively demonstrate about your progress toward this outcome.** In your discussion, you may wish to consider the strengths and limitations of the data you collected and any anomalies in your findings. Do all your indicators suggest movement in the same direction? If not, can you suggest why?  *(300 words max)* |
|  |
| **To what extent would you say that** **you have achieved this outcome across the majority of participants?**  Choose an item. |
| **Reflecting on your progress against this outcome, were any of your activities or approaches particularly successful or unsuccessful in enabling achievement of your outcomes?**  *(300 words max)* |
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**Additional Outcomes**

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| **Were there any unexpected outcomes arising from your project?** If so, please tell us what they were – along with any evidence you have to substantiate your findings.  *(300 words max)* |
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**If you have any evaluative material you would like to include to support your findings (e.g. commissioned evaluations, data collection tools) or any resources produced as part of your project you will be able to upload them to the online form.**

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| **Reflecting on the evaluation data you have collected over the course of your programme, please provide a bullet point summary of the key learning from your project?**  *(300 words max)* |
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**Section 3: Looking Ahead**

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| **In your interim progress report we asked you how you were planning for sustainability. What has been the impact of your sustainability planning?**  *(300 words max)* |
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| **What are the priorities for your organisation in continuing to the meet the needs of this target group?**  *(300 words max)* |
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| **To what extend has the grant and programmed led to developments in local infrastructure or affected changes in local policy?**  *( 300 words max)* |
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| **Is there anything else you want to tell us?**  *( 300 words max)* |
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**Section 4: Communications and PR**

This section is not a mandatory part of your report; however, the information you provide is very helpful to us. It is used by our Development Team to help fundraise for Youth Music projects and to demonstrate the impact of our work.

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| **Music, videos, and film footage**  Please include links to any music or videos that you wish to share with Youth Music, along with a brief description of each. We prefer to receive recordings in the form of links to your YouTube or Soundcloud page, although we can also accept MP3 recordings if you do not have a website. By providing these links and attachments, you grant Youth Music permission to use them in our fundraising and communications materials.  *(300 words max)* |
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| **Photographs**  Please include links to or attachments of any photographs that you wish to share with Youth Music, following these specifications:   * Send in .jpg, .tif or .png format. * Include any credit you would like us to use, e.g. photographer’s name or organisation’s name. * Include a caption if possible, e.g. ‘This photo shows young people composing their own rap lyrics at a workshop MusicBase held with professional rapper MC X’. * Do not provide photographs unless you have appropriate permission to share and for the photos to be used publicly (you must be able, upon request, to produce evidence of consent for filming or taking photos of children under the age of 18).#   *(300 words max)* |
| I declare that my organisation has the appropriate permissions for these documents to be used externally. |

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| **Case study**  Please include a case study of a participant in your project, including the following information:   * Include a brief description of the project and the music-making activities. * Explain the characteristics of the participant (e.g. age, gender, any challenging circumstances faced). * Describe the positive changes (outcomes) for the participant that have come about as a result of music-making. * Include first-person quotes where possible, e.g. from the participant and/or their music leaders, parents/carers, etc. * Ideally include the young person’s real first name and a high-quality photo (unless it has to be anonymous for child protection reasons, etc.). * Include examples of the young person’s music (e.g. SoundCloud or YouTube link) if possible.   We ask that you have appropriate permissions for case studies (if they are not anonymous). Youth Music can provide you with a consent form template upon request.  *(500 words max)* |
| Please check this box if you would be happy for Youth Music to contact you to develop this case study further for external purposes. |
| **Quotes**  Please share any quotes from participants, carers, or staff about the need for support and the impact of Youth Music funding. Be sure to include the name of the person and his or her relationship to the project. You may wish to consider sharing quotes from a range of different stakeholders to demonstrate the different experiences from different perspectives. By providing these quotes, you grant Youth Music permission to use them in our fundraising and communications materials. You may have already provided quotes as indicators. If so, it is fine to copy and paste them into this section.  *(500 words max)* |
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