

**Youth Music**

**Fund B Second Milestone Report**

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

**Guidance**

Youth Music asks all Fund B grantholders to submit progress reports 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 progress 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 are delivering your programme in line with your original proposal.

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| **Please summarise the activities undertaken with the Youth Music funding since your last report.** In your application you described what activities you would deliver. Please summarise the activities delivered in this reporting period, identifying any changes that have occurred or slippage to scheduled outputs.  *(500 words max)* |
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| **Have there been any organisational or external factors that have posed challenges to your work or are likely to have an effect on the next phase of your programme?** Reflect on the risk analysis form you uploaded with your application and comment on mitigation plans that have been be followed through, and any new potential risks and mitigation measures for the next phase of activity.  *(200 words max)* |
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| **Comment on your partnerships and describe how you are engaging with other organisations.**  *(200 words max)* |
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**Fund B activities**

The following activities should be delivered by all Fund B programmes:

* Use of *Do, Review, Improve* – Youth Music’s quality framework
* Practice-sharing
* Offer of training or professional development activities
* Provision of Arts Award or other suitable accreditation as appropriate

We would like to know more about how you are delivering these activities in your programme.

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| **Quality Framework**  Provide a summary of how you have used the quality framework and comment on your experiences of using it. Has it had any impact on your programme, workforce, or organisation?  *(150-200 words recommended)* |
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| **Practice-Sharing**  How have you shared practice, both online on the Youth Music Network and offline (e.g. at meetings, conferences or observation sessions)? Please include web links to any blog posts, toolkits, and any other resources you have shared (such as evaluations or publications).  *(200 words max)* |
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| **Offer of training or professional development activities**  Please provide a short summary detailing what training or professional development needs you have identified in your staff and/or volunteers and how these needs are being addressed.  *(150 words max)* |
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| **Accreditation**  With reference to your original plans, please comment on any successes or challenges to date in delivering and/or achieving your accreditation plans.  *(150 words max)* |
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**Section 2: Evaluation**

This section is designed to help you reflect on your emerging evaluation findings.

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| With reference to the evaluation plan you submitted with your Stage 2 application form, please describe what data collection and analysis have taken place in your programme to date.  *(300 words max)* |
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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 progress are you making towards this intended outcome?**  Based on the data collection and analysis you have undertaken so far, summarise what progress you are (or are not) making towards this outcome.  *(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 progress are you making towards this intended outcome?**  Based on the data collection and analysis you have undertaken so far, summarise what progress you are (or are not) making towards this outcome.  *(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 progress are you making towards this intended outcome?**  Based on the data collection and analysis you have undertaken so far, summarise what progress you are (or are not) making towards this outcome.  *(300 words max)* |
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| **Outcome 4** |
| *Insert outcome 4* |
| **Indicators and sources of evidence for outcome 4** |
| *Insert outcome 4 indicators from application* |
| *Insert outcome 4 sources of evidence from application* |
| **What progress are you making towards this intended outcome?**  Based on the data collection and analysis you have undertaken so far, summarise what progress you are (or are not) making towards this outcome.  *(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 progress are you making towards this intended outcome?**  Based on the data collection and analysis you have undertaken so far, summarise what progress you are (or are not) making towards this outcome.  *(300 words max)* |
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| **Please reflect on your emerging evaluation findings in relation to your activities.**  What do you need to prioritise in the next phase of your work in order to ensure you achieve your outcomes? Do you need to make any changes to your original plans? If you are proposing any changes, these should be reflected in your reforecast budget and need to be approved by your Grants and Learning Officer following submission of this report.  *(400 words max)* |
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**Section 3: Looking Ahead**

The aim of Fund B is to provide grants for high-quality, sustained projects that will help achieve a musically inclusive England. It is therefore important that programmes of work are designed with sustainability in mind.

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| **In what ways are you planning for sustainability once the Youth Music funding has ended?**  *(200 words max)* |
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| **Is there anything else you want to tell us?**  *(200 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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**Section 5: Statistical Reporting**

This section asks for information about your programme outputs. Youth Music uses this information to capture statistics related to the impact of our funding. It provides us with data so that we can determine the overall extent of our work at any one time.

**Participants**

This section asks for information about the children and young people who have taken part in your project activities. It is important that the totals reported in the boxes below reflect the number of individual participants who have taken part in the project, so each young person should be counted only once. The figures you enter should reflect the total number of participants who have taken part in your project from the start to the date of this report.

The total number of children and young people you worked with should reflect the total number of individuals who have engaged in your programme of work at any point. Core participants are participants who have attended your activities for a sustained period of time over at least 3 sessions.

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|  | **Since the beginning of your programme** |
| **Number of children & young people you worked with** |  |
| **Number of core participants taking part in activities** |  |
| **Number of core participants in challenging circumstances** |  |

**Sessions**

This section asks for information about the sessions that you delivered over the course of your programme.

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|  | **Since the beginning of your programme** |
| **Taster Sessions** |  |
| **Core Sessions** |  |
| **Core 121 Sessions** |  |

**Accreditation**

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|  | **Since the beginning of your programme** |
| **Arts Award Discover** |  |
| **Arts Award Explore** |  |
| **Arts Award Bronze** |  |
| **Arts Award Silver** |  |
| **Arts Award Gold** |  |
| **ABRSM Grades** |  |
| **ASDAN** |  |
| **Certificate for Music Educators** |  |
| **NOCN** |  |
| **Rock School Accreditation** |  |
| **Trinity College Accreditation** |  |
| **Other** (please specify) |  |