# New reporting templates – Frequently Asked Questions

**My project is funded by multiple funders. Can I submit a report to Youth Music that I have written for the other funder?**

Yes, for the outcomes section of your reporting requirements. In such instances, please indicate what proportion of the overall budget was made up of Youth Music investment. And if the Youth Music funding was used on a specific part of your project, then say which part.

**Are there any new data collection fields? What if I haven’t been collecting the right data?**

In the main, we have stripped back the reporting requirements, but there are a couple of new statistical reporting fields. We think that this is data you’re likely to be collecting anyway – but if you don’t have exact figures it’s okay to make an informed estimation.

**I’ve been collecting data for three outcomes for my Fund A project and now you’re only asking for two! Can I report against three as originally planned?**

Yes.

**How long should my outcomes reporting be? Is there a minimum or maximum word limit?**

There isn’t a minimum or maximum word limit. We have a template ‘[Reporting on your outcomes’](https://network.youthmusic.org.uk/interim-and-evaluation-reporting-templates), which grantholders are welcome to use (it’s not a requirement) which has some suggested word counts.

**If I am submitting a written report for my outcomes, do I have to use the template provided?**

No, you do not have to use the template provided.

**Now you have reduced the number of outcomes we have to report against, am I free to choose which ones to report against? Or will Youth Music choose for me?**

You can decide which outcomes to report against.

**Our project has had many more outcomes than we wrote about in our application form, can I report against more than 3 (for Fund A) or more than 5 (for Fund B)?**

Yes. Though we recommend that when planning your evaluation, you consider how much dedicated time and resource you have for your evaluation activities. It can be tempting to capture huge amount of data, but evaluations are often strongest when you have time to capture and analyse a few key areas in depth.

**I want to use the old template to report on after 1st April – am I allowed?**

We would like all reports submitted on or after 1st April 2021 to use the new reporting template.

**I have started my report using the old template, but I have had to move my report deadline until after 1st April – do I have to rewrite my report using the new template?**We would like all reports submitted on or after 1st April 2021 to use the new reporting template. If you have already started your report on an old template, then it should be possible to submit using this- but please contact your Grants & Learning Officer to discuss.

**My report was due before 1st April 2021 – can I use the new template to report on?**

This may be possible – but please contact your Grants & Learning Officer to discuss.

**I have some videos and photographs to show as part of the evaluation of my programme. Can I share them as evidence?**

Yes, we’re keen to see creative approaches to evaluation. Remember to include analysis of these data collection tools too.

**There is no reference to an interim report in my funding agreement; however, there is a template for it now. Does this mean I also have to complete and send an interim report back to you using the template you sent across?**

No, the previous agreement still stands, and you’ll only have to complete the requirements listed in your funding agreement.