Youth Music logo


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# Youth Music Stability Fund

# Final Report Template

This form template is for information only. All reporting must be completed through the online form available at [**https://grants.youthmusic.org.uk/**](https://grants.youthmusic.org.uk/)

## Guidance

All Youth Music funded partners are asked to submit a report at the end of their programme. Once the report has been submitted and approved, your grant will be closed.

If your report is due but you are still delivering your programme, please contact your Grants and Learning Officer to discuss rescheduling the report due date.

We use the evaluation data you submit as part of our annual impact reporting. It enables us to reflect on our impact and reach and helps us fulfil our own reporting requirements to the People’s Postcode Lottery.

## What does this report cover?

This report has three sections:

1. Monitoring – you tell us what activities were delivered, who you worked with and how you spent the grant.
2. Evaluation and learning – you report on the impact of the grant.
3. Declaration – this form must be signed off by two of your organisation’s authorised signatories.

Thank you for taking the time to submit this evaluation. We look forward to hearing about the impact of the grant.

# Section 1: Monitoring

## Activities

This section asks for information about your project delivery. It’s been designed for monitoring purposes, so we can see what you delivered against your original proposal.

What have you done with the funding?   
In your original proposal you described how you would spend the funding. If you need a reminder of your original plans, you can access your application form in your online account. (max 500 words)

## Budget report

### Youth Music grant spend

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Award** | **Previous spend** | **Current spend** | **Forecast** |
|  |  |  |  |  |
|  |  |  |  |  |

### Leveraged funding

Did this grant allow you to lever additional funding from other funders, donors, corporate sponsors or other sources?

|  |  |
| --- | --- |
| **Income source** | **Amount received** |
|  |  |
|  |  |

### Budget variances

1. Have you spent or committed the full amount of your grant award? (Yes / No)

Youth Music will consider requests to utilise underspend towards additional activity, so long as it’s in line with the original aims of the project. All underspend requests need to be approved by Youth Music and unspent funds should be spent within 3 months of the original end date of the Programme.

If No – if you have any underspend that you’d like to utilise, use this space to tell us more about your proposed activity. (max 200 words)

Tell us:

* + What will you do.
  + Who will benefit from the activity.
  + The time period of the proposed activity.
  + The end date of the underspend activity (underspends must be completed within 3 months of the original project end date).

1. Please use this space to outline any significant variances to your original budget (i.e. as a result of delays, over or underspend relating to specific items). (max 250 words)

## Who did you reach?

### Staff profile

This section asks for the total number of roles that were supported (i.e. paid for or part-paid for) through the funding.

### Total number of roles supported through the funding (payroll).

### Total number of roles supported through the funding (freelance).

### Total number of young people (aged up to 25) undertaking paid work through the programme.

### Children and young people

If you worked with any children and young people through the funding, please provide us with the information here.

### Total number of children and young people you worked with as a result of this funding:

# Section 2: Evaluation and learning

### What difference has this funding made to your organisation? (max 350 words)

### **Will you do anything differently in the future as a result of undertaking this work**? (max 350 words)

### To what extent has this grant helped strengthen your organisation for the long-term? Select a number between one and five, with one being ‘not at all’ and five being ‘to a great extent’.

### You received the following advice and guidance from Youth Music when the grant was made, please tell us how you responded. (max 200 words)

The Stability Fund was developed specifically for organisations that have historically benefited from Youth Music funding but have been turned down due to increased competition.

The fund’s focus is core funding (overheads and running costs) and organisational development (activities that help build your capacity to change and improve). We therefore encourage you to be strategic with this grant and use it as an opportunity to support your organisation’s stability and to develop.

Whilst we recognise that you will wish to re-apply to Youth Music, we strongly encourage you to use the period of this grant to plan ahead, including exploring future income beyond Youth Music.

### Is there anything else you want to tell us? (max 200 words)

# Section 5: Declaration

Two members of your organisation should be named below, both of whom should be authorised as signatories by your organisation to certify the grant expenditure.

### Signatory 1

I am authorised to sign this form on behalf of the grant recipient. I certify that the information supplied within this report is a true and accurate representation.

Name: …………………………………………………………………………………….

Position in organisation: ………………………………………………………………..

Date of approval: ………………………………………………………………………...

### Signatory 2

I am authorised to sign this form on behalf of the grant recipient. I certify that the information supplied within this report is a true and accurate representation.

Name: …………………………………………………………………………………….

Position in organisation: ………………………………………………………………..

Date of approval: ………………………………………………………………………...

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