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**Youth Music**

**Catalyser Fund Interim Report**

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

**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

## Background

Most Catalyser Fund Funder Partners are asked to submit an interim report for each year of their programme activity. Once the report has been submitted and approved, your next grant instalment will be made. If you have submitted any change requests, your Grants and Learning Officer will contact you to follow up when they process your report.

If your report is due but you are not yet ready to submit it, please contact your Grants and Learning Officer to discuss rescheduling the report due date.

## Releasing your next grant payment

Please note that it takes up to 30 working days for the payment to reach your account once your report has been submitted and approved. If you need payment sooner, then get in touch with us.

## Reporting requirements

Your grant reporting requirements are outlined in your funding agreement. Note that all grantholders are required to submit a final evaluation report. Please check the reporting requirements for this to ensure that you are collecting the right data. Templates can be downloaded from <https://network.youthmusic.org.uk/youth-music-reporting-templates>

If you have any questions about reporting, then please contact your Grants and Learning Officer.

## What does this report cover?

This report has five main sections:

1. Programme monitoring and budget update – you tell us what activities have been delivered, who you are reaching, what you have spent, and how much match funding you have received.
2. Reflections on the programme so far – reflect on how things are going, and request changes to your programme based on what you’ve learned so far.
3. Organisational updates – a chance to tell us what you’re prioritising in relation to safeguarding and equality, diversity and inclusion.
4. Communications – a non-mandatory section of the report where you have the opportunity to submit photos, music and videos for use in Youth Music external communications.
5. The final section, completed online, requests two signatories from your organisation certify that the information supplied within the report is a true and accurate representation.

Thank you for taking the time to submit this report. We look forward to hearing about the outcomes of your work!

# Section 1: Programme monitoring

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

## Activities

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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.** **(600 words max)**  This should be a synopsis of your entire project, including not just music-making activities, but also strategic work such as:   * Recruitment of staff, * Recruitment of young people, * Data collection, review and reflection, * Session delivery, * Workforce development.   In responding to this question, you may find it helpful to refer to the activity or programme plan outlined in your application. |
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| **Comment on your partnerships and describe how you are engaging with other organisations. (200 words max)** |
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## Budget report

Information from your application and any previous budget reports will be pre-populated in this section.

### Youth Music grant spend

|  |  |  |
| --- | --- | --- |
| **Description** | **Current spent** | **Forecast** |
|  |  |  |
|  |  |  |

### In kind match funding

|  |  |  |
| --- | --- | --- |
| **Item** | **Received** | **Outstanding** |
|  |  |  |
|  |  |  |

### Cash match funding

|  |  |  |
| --- | --- | --- |
| **Item** | **Received** | **Outstanding** |
|  |  |  |
|  |  |  |

### Underspend

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes** | **No** |
| Have you spent at least 75% of payments received to date? |  |  |
| **If you ticked no:** you must spend at least 75% of all payments to date in order for your next payment to be made. Please enter the date by which you are likely to have spent this amount: |  | |

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| **Variances.** 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) |
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| **Budget changes.** If you would like to make changes to your budget going forwards, please outline your proposed changes below. Your Grants and Learning Officer will follow up with you after you have submitted your report. (200 words max) |
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| **Payment and reporting changes.** If you would like to make changes to your payment or reporting schedule, please outline your proposal below. Your Grants and Learning Officer will follow up with you after you have submitted your report. (200 words max) |
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## Who have you reached?

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| --- | --- |
|  | **Total** |
| **Total number of children and young people you worked with**  The total number of children and young people you have worked with since the start of your programme. | 0 |

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| Describe what barriers to participation are faced by the children and young people you’re working with. (200 words max) |
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# Section 2: Reflections on the programme so far

If you think this information in this section would be interesting to others, then please consider posting a blog on the Youth Music Network.

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| **What’s going well?** (350 words max)  You may wish to draw on the following data sources in your response as well as other relevant information:   * Participant data - who you’re reaching. * Attendance data - who is engaged in your work and whether they are coming back regularly. * Feedback data about your service or organisation – from young people, parents, staff, partners etc. * Reflection / observation data – for example using the [Youth Music Quality Framework](https://network.youthmusic.org.uk/youth-music-quality-framework) or another relevant tool. * Outcome indicators – if you have done any data collection in relation to your outcomes. |
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| **What could be better?** (350 words max)  You may wish to draw on the following data sources in your response as well as other relevant information:   * Participant data - who you’re reaching. * Attendance data - who is engaged in your work and whether they are coming back regularly. * Feedback data about your service or organisation – from young people, parents, staff, partners etc. * Reflection / observation data – for example using the [Youth Music Quality Framework](https://network.youthmusic.org.uk/youth-music-quality-framework) or another relevant tool. * Outcome indicators – if you have done any data collection in relation to your outcomes. |
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## Making changes

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| **Programme changes.** If you would like to make any changes to your programme, please outline them here. Note that there is also a question on the next page of the form to request budget changes. All requests need to be approved by your Grants and Learning Officer, who will make contact with you when they process this report. (350 words max) |
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| **Support from Youth Music.** Do you have any questions for Youth Music or is there anything our staff team can help you with? This might include signposting to resources or other organisations, or support with your evaluation. (200 words max) |
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# Section 3: Organisational updates

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| **Safeguarding.** What are your current priorities around safeguarding? You may find our [safeguarding resource hub](https://network.youthmusic.org.uk/safeguarding-resource-hub) useful in considering your response. (250 words max) |
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| **Equality, diversity and inclusion** What are your current priorities around equality, diversity and inclusion? You may find [Youth Music’s self-assessment tool](https://network.youthmusic.org.uk/how-do-i-know-how-i%E2%80%99m-doing-equality-diversity-and-inclusion-tool) useful in considering your response. (250 words max) |
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# Section 4: Communications

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| **Communications funding agreement requirements.** Please indicate whether you have: | **Y** | **N** |
| Celebrated the grant award on social media |  |  |
| Added the Youth Music logo to your website? |  |  |

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| **If you ticked no, please outline the reasons why** (250 words max) |
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The information you provide in this section may be used in our own external communications to help show the impact of Youth Music funding. All of the photos you see on our website come from Youth Music programmes and we feature some of the best music and artists on our website and in social media.

You are not *required* to submit anything in this section of the report.

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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 |

# 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: ………………………………………………………………………...