

# Youth Music Catalyser Fund

# Final Report

This document contains all the Catalyser Fund final report questions. You can use it to draft your answers offline, but your report must be submitted using the online form via our [Online [Grants Portal.](https://grants.youthmusic.org.uk/)](https://grants.youthmusic.org.uk/)

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## Section one: Guidance to completing your final report

### Before starting your report

Unless agreed otherwise with Youth Music this report should only be submitted once all project delivery has taken place and you have spent or committed the full amount of your grant award.

* If your report is due but you are still delivering your programme, you should contact Youth Music to discuss an extension. We want to read about the full impact of your work – so we want you to submit your final report once all activity has taken place.
* If your report is due but you haven’t spent your full grant award - you should contact Youth Music to discuss what you would like to do with this underspend. Otherwise, the unspent money will need to be returned to Youth Music.
* If you have finished all delivery and have committed but not spent the full grant award, it’s fine to submit your report. For example, delivery has finished but you’re still waiting from invoices from your music leaders or you’re waiting to pay a bill once the final grant payment has arrived in your bank account.

What happens once you have submitted your report?

Once we have received your report, a member of the Grants & Learning team will read it. They will get in touch if they have any questions.

Provided you have met all the payment conditions (as outlined in your funding agreement) we will approve it and release any attached payment. We aim to do this within 30 days of submission.   
  
If you have asked to make any changes, they will be in touch to let you know if these have been approved or not.

### ****Online Grants Portal user tips****

* Questions with a red dot (·) are mandatory.
* Where available – click on the help buttons (on the portal) for more information and guidance.
* Some questions have a maximum word limit (shown in the question title). You will be unable to submit the form unless you keep within the word limit.
* The form does not need to be completed in one session. Bookmark the log-in page of the [grants application system](https://grants.youthmusic.org.uk/Login.aspx?ReturnUrl=%2f).
* It is advisable to **‘save and close’** the form at regular intervals to avoid data loss.
* You can move between pages using the **‘Next’** or **‘Previous’** buttons or using the menu on the left-hand side.
* As soon as a page is complete with no errors, the left-hand navigation menu will show a green tick.
* Once all pages are fully complete, head to the **‘Validation summary’** page where you can submit the form.

**Experiencing problems?**

* Unable to submit the form – click on the ‘**Validation summary’** page to find out which sections of the form are incomplete.
* Other problems – drop us a line by emailing [grants@youthmusic.org.uk](mailto:grants@youthmusic.org.uk) or phoning 020 7902 1060.

## Section two: Before you start

## Before starting your report, please answer these questions:

Have you finished delivering your programme? Yes/No ·  
If no – please do not submit your report and contact Youth Music to discuss an extension.

Have you spent or committed your total grant award? Yes/No ·  
Remember: We consider grant money that has been committed but has not yet left your bank account as spent. For example, you’ve finished programme delivery but are waiting for invoices from your musicians, or you are waiting to pay a bill once the final grant payment has arrived in your bank account.

**If no – Would you like to submit a request to Youth Music to utilise the underspend towards additional activity or costs?**

* **If Yes – Do not submit your report. Contact Youth Music now to discuss.**
* **If No – Your final grant payment will be reduced by the total unspent grant amount.**

## Project and Contact Information

### URN ·

### Organisation name ·

### Project title ·

### Project Start Date · Project End Date ·

### Report Author Details

### Name · Job title · Contact Email Address (for queries) ·

## Section three: Programme delivery

Please summarise the activities you have delivered (max 600 words) ·

In your application you described what activities you would deliver. Please summarise the activities delivered and explain any changes. In responding to this question, you may find it helpful to refer to your application form.

This should be a synopsis of your entire project, including not just music-making activities, but also strategic work such as recruitment, data collection, review and reflection and workforce development.

## Section four: Budget

Information from your application and any previous budget reports will be pre-populated in this section.   
  
Youth Music grant spend  
  
This section is to report on Youth Music grant spend only and should not include any of your own spending in excess of your Youth Music grant.

**Remember**

**Previous Spend:** Is what you have previously told us you have spent.

**Current Spend:** Is all your grant expenditure to date. This should include all ‘Previous Spend.’ For example, if your previous spend on Music Leaders was £5,000 and you have since spent an additional £2,000 you should enter £7,000 in current spend, as this is your total expenditure on Music Leaders. Do not include any spend that is covered by match funding.

**Forecast:** Is expenditure that is committed but has not left your bank account.

* We expect your current spend plus your forecast spend to total your grant award.
* If current spend plus forecast spend is more than your grant award, this means your project had an overspend. We suggest checking your figures are correct and ensuring you aren’t reporting spend that is covered by match funding.
* If current spend plus forecast spend is less than your grant award, this means your grant has an underspend. Contact Youth Music if you would like to submit a request to utilise your underspend towards additional activity or costs, otherwise your final grant payment will be reduced by the total unspent grant amount.

#### **Delivery expenditure** ·

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description  (fills automatically)** | **Award**  **(fills automatically)** | **Previous spend** **(fills automatically)** | **Current spend** | **Forecast** |
|  |  |  |  |  |

#### **Core expenditure** ·

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description**  **(fills automatically)** | **Award**  **(fills automatically)** | **Previous spend** **(fills automatically)** | **Current spend** | **Forecast** |
|  |  |  |  |  |

### Match Funding

#### **Cash match funding** ·

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  **(fills automatically)** | **Projected**  **(fills automatically)** | **Previously received**  **(fills automatically)** | **Received** | **Outstanding**  **(fills automatically)** |
|  |  |  |  |  |
|  |  |  |  |  |

#### **In-kind match funding** ·

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  **(fills automatically)** | **Projected**  **(fills automatically)** | **Previously received**  **(fills automatically)** | **Received** | **Outstanding (fills automatically)** |
|  |  |  |  |  |
|  |  |  |  |  |

Have you spent or committed your total grant award? Yes/No ·  
Remember: We consider grant money that has been committed but has not yet left your bank account as spent. For example, you’ve finished programme delivery but are waiting for invoices from your musicians, or you are waiting to pay a bill once the final grant payment has arrived in your bank account.

**If no – Would you like to submit a request to Youth Music to utilise the underspend towards additional activity or costs?**

**Yes – Do not submit your report. Contact Youth Music now to discuss.**  
 **No – Your final grant payment will be reduced by the total unspent grant amount.**

Budget 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). (250 words max)**

## Section five: Who did you reach?

### Children and young people - please tell us:

#### Total number of children and young people you worked with · - The total number of children and young people you have worked with over the course of your project. This should also include participants who only attended taster sessions or one-off events.

* Number of core participants taking part in activities · - The total number of children and young people you worked with over a more sustained period of time, i.e. attended three or more sessions.

### Please enter the number of core participants in each age bracket. ·

The total number of individuals counted here should be equal to the total number of core participants above. If there are core participants whose age is unknown, please account for them in the ‘unknown’ field.

* 0-5
* 6-11
* 12-15
* 16-18
* 19-25
* Unknown age

### Please enter the gender identity of each core participant. ·

The total number of individuals counted here should be equal to the total number of core participants above. If there are core participants whose gender identity is unknown, please account for them in the ‘unknown’ field.

* Male
* Female
* Nonbinary
* Prefer to self-describe
* Prefer not to say
* Unknown

### Please enter the ethnicity for each core participant. ·

The total number of individuals counted here should be equal to the total number of core participants above. If there are participants whose ethnicity is unknown, please account for them in the ‘unknown’ field.

White

* English/Welsh/Scottish/Northern Irish/British
* Irish
* Gypsy or Irish Traveller
* Other White Background

Mixed/multiple ethnic groups

* White and Black Caribbean
* White and Black African
* White and Asian
* Other Mixed / Multiple ethnic background

Asian/Asian British

* Indian
* Pakistani
* Bangladeshi
* Chinese
* Other Asian background

Black/African/Caribbean/Black British

* Black African
* Black British
* Black Caribbean
* Other Black / African / Caribbean / Black British background

Other ethnic group

* Arab
* Other ethnic group

Other

* Prefer to self-describe
* Prefer not to say
* Unknown ethnicity

### Did you work with any young people facing the following barriers to participation? (tick all that apply) ·

* Asylum seeker
* Attends pupil referral unit
* Economic deprivation
* English as an additional language
* Excluded from school
* Homeless
* Ill health
* LGBTQ+
* Looked after
* Mental ill health
* Not in Education, Employment or Training (NEET)
* Physically disabled
* Refugee
* Rurally isolated
* Sensory impaired
* Special Educational Needs
* Traveller/Romany
* Young carer
* Young offender/At risk of offending
* Other (please specify)

### Staff profile - Please tell us: ·

* Total numbers of roles supported through the funding (payroll)
* Total numbers of roles supported through the funding (freelance)
* Total number of young people (aged up to 25) undertaking paid work through the programme
* Total number of staff or volunteers who had training or workforce development through the programme

### How many sessions did you deliver? ·

Please specify the number of sessions you delivered over the course of your project:

* Group sessions
* 1:1 sessions
* Training sessions for the workforce

### List the genres of music that were covered (max 50 words) ·

### Progression outputs (core participants only) – please tell us: ·

* Number of participants who have progressed to other music-making activities/opportunities as a result of participation in the project
* Number of participants who have progressed to employment through the project (only applicable to projects who worked with people aged 16 years or over)
* Number of participants who have progressed to further education, training or volunteering through the project (only applicable to projects who worked with people aged 16 years or over)

### Accreditation outputs – please tell us the number of accreditations achieved: ·

* Arts Award Discover
* Arts Award Explore
* Arts Award Bronze
* Arts Award Silver
* Arts Award Gold
* ABRSM Grades
* ASDAN
* Certificate for Music Educators (CME)
* NOCN
* Rock School Accreditation
* AQA
* BTEC
* Duke of Edinburgh
* Other (please specify)

## Section six: Evaluation and learning

Youth Music’s evaluation approach is designed to support your organisation’s learning. We are flexible about how you report to us. We want evaluation to be useful to your organisation beyond your funding requirements.

In your application to Youth Music, you told us what you wanted to learn during your programme and how you will reflect over the course of your grant. So, in this section we are interested in understanding how you reflected, the data you collected and what you learnt.

**Format of evaluation reporting.**

You can submit this information to us in whatever format you choose (e.g. written report, webpage, podcast, documentary, presentation deck).

If your project is funded by multiple sources, it’s fine to submit the same report that you are using for other funders.

### What do we expect to see in your report?

It’s up to you how you format your report – but at the minimum we’d expect to see how you reflected (and who you reflected with), the data you collected and what you learnt. And we’d encourage you to include the ‘voices’ and views of the children and young people you worked with.

Need inspiration or support?

Check out the [evaluation and reporting hub](https://network.youthmusic.org.uk/evaluation-and-reporting-hub) on our website.

Join one of our [Exchanging Notes evaluation sessions.](https://network.youthmusic.org.uk/exchanging-notes-youth-musics-learning-development-programme) These are online, free and take place regularly throughout the year.

Get inspired by one Youth Music’s authored reports available on our website.

[The Sound of the Next Generation](https://youthmusic.org.uk/sound-of-the-next-generation-2024)  
[Youth Music Annual Report](https://youthmusic.org.uk/sites/default/files/2023-11/Youth%20Music%20Annual%20Report%202022-2023.pdf)

[Annual Report 2023](https://youthmusic.org.uk/reports)

### Provide a link or upload your evaluation report ·

This can be either a public or a private link.  
You can upload \*.doc, \*.docx, \*.ppt, \*.pptx and \*.pdf. Maximum size is 50MB

Please confirm that you have submitted your evaluation report with this form (Yes/No)   
You will not be able to submit your final report if you have not uploaded or linked to your evaluation report.

### What were your 3 main learning points from this programme? (max 300 words) ·

### Is there anything else you want to tell us? (max 300 words) ·

## Section seven: Organisational development

### Safeguarding

#### In what ways have your safeguarding practices improved over the course of the grant? (max 300 words) ·

### Inclusion, Diversity, Equity, and Access (IDEA)

#### How has IDEA improved in your organisation over the course of the grant? (max 300 words) ·

### Diversity of leadership

As part of our inclusion, diversity, equity and accessibility ambitions we use this data to track applications and success rates of diverse-led organisations. It can also inform our decision-making. If we ever make diversity monitoring data public, it would always be grouped with other funded partners and never attributed to your organisation.

If you do not currently collect this data, then tick ‘not specified’.

Are 51 per cent or more of your senior management team and board made up of people who are/define as: · (yes/no/not specified)

* Are 51 per cent or more of your senior management team and board made up of people who are/define as Female? (yes/no/not specified) ·
* Are 51 per cent or more of your senior management team and board made up of people who are/define as Non-binary? (yes/no/not specified)
* Are 51 per cent or more of your senior management team and board made up of people who are/define as LGBTQ+? **(yes/no/not specified)**
* Are 51 per cent or more of your senior management team and board made up of people who are/define as Aged between 18 and 25? **(yes/no/not specified)**
* Are 51 per cent or more of your senior management team and board made up of people who are/define as From a working-class background? **(yes/no/not specified)**
* Are 51 per cent or more of your senior management team and board made up of people who are/define as From the Global Majority (term updated from Black, Asian, and Minority Ethnic)? **(yes/no/not specified)**
* Are 51 per cent or more of your senior management team and board made up of people who are/define as d/Deaf or Disabled (term updated from Disabled)? **(yes/no/not specified)**
* Are 51 per cent or more of your senior management team and board made up of people who are/define as Neurodivergent? **(yes/no/not specified)**
* Are 51 per cent or more of your senior management team and board made up of people who are/define as Across any of the above characteristics? (yes/no/not specified)

### Does your organisation self-define as having a diverse leadership team?

* Yes, based on the characteristics above
* Yes, for other reasons
* No
* Not specified
* If yes, for other reasons – please outline why? (max 50 words)

## Section eight: Communications

**Sharing music, videos, photos and stories from your programme**  
You are not required to submit anything in this section of your report. If you do upload music, videos and/or images, we may use this in our communications to show the impact of Youth Music funding. All of the photos you see on our website come from our Funded Partners. We will always credit you and shout about the amazing work you do!   
  
Please note that any content you provide us with you must have the appropriate consent (from parents or guardians where required) for us to use it in this way.

You must be able, upon request, to produce evidence of consent for children under the age of 18.

### Music and videos - Please include links to any music or videos that you wish to share with Youth Music, along with a brief description of each. (max 300 words)

We prefer to receive recordings in the form of links to your YouTube or Soundcloud page, although we can also accept MP3 recordings.

### Photographs - please include links to or attachments of any photographs that you wish to share with Youth Music. (max 300 words)

Make sure that images:

* Are in \*.jpg, \*.tif or \*.png format.
* Maximum upload size is 30MB per image – if you would like to share high-res photos then it would be better to share these through a link (e.g. Dropbox, Google Drive etc.).
* 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 you have a story about a child or young person you’ve worked with that you’d like to tell us about’? (max 300 words)

Learning about the individual journeys of children and young people brings your programme to life and helps Youth Music to understand the impact your work is having on the ground.

Tell us about their journey on your project by answering some of the following questions.

* Tell us who they are – their age, where they live, what their life is like and the barriers they face.
* How did they join?
* What have they enjoyed?
* What skills and experiences have they gained?
* What did they say about the project?
* What’s been their impact on you and other children and young people?
* What music are they making?
* What’s next for them?

**I declare that that my organisation has the appropriate permissions for these videos/music/photographs/case studies to be used externally.**

## Section nine: 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: