

# Youth Music Catalyser Fund

# Interim Report

This document contains all the Catalyser Fund interim 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/)

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## Section one: Guidance to completing your interim report

### Before starting your report

Unless agreed otherwise with Youth Music, we can only approve your report and release your next grant payment if you’ve spent at least 75% of any grant payments you have already received.

If you have not spent at least 75% of your previous grant payments, then you should contact Youth Music and ask to delay your report.

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 or phoning 020 7902 1060.

## Section two: Before you start

### Have you spent at least 75% of all previous grant payments? Yes/No ·

If no – Unless agreed otherwise with Youth Music, we can only approve your report and release your next grant payment if you’ve spent at least 75% of any grant payments you have already received. **P**lease contact Youth Music to request an extension to your progress report.

## 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 so far. (max 600 words) ·

In your application you described what activities you would deliver. Please summarise the activities to date. Please explain any changes.

###

## Section four: Budget report

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 also 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 to date on Music Leaders.

Do not include any spend that is covered by match funding.

**Forecast:** Is the money you are expecting to spend between now and the end of your grant.

* 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 you are predicting 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 you are predicting an underspend. We suggest checking your figures are correct. If they are correct, you can also consider whether you would like to submit an underspend proposal to Youth Music, as any unspent money at the end of your grant will need to be returned to Youth Music.

**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)** |
|  |  |  |  |  |
|  |  |  |  |  |

### 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). (max 250 words) ·

## Section five: Who have you reached?

### Total number of children and young people worked with to date ·

The total number of children and young people you have worked with since the start of your programme.

### Total number of group sessions delivered to date ·

Group sessions are where more than 1 child or young person is involved. You should not include CPD or workforce development/training sessions here.

Total number of 1:1 sessions delivered to date ·
1:1 sessions are where a child or young person receives individual support in a session in which they are the only beneficiary.

### Total number of CPD/Workforce development sessions delivered to date ·

## Section six: Reflections on the programme so far

### What’s going well? (max 350 words) ·

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

### Please tell us about what could be better? (max 350 words) ·

You may wish to draw on the following data sources in your response in this section, 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.
* Outcome indicators – if you have done any data collection in relation to your outcomes.

## Section seven: Organisational updates

### What are your current safeguarding priorities? (max 250 words) ·

In considering your response you may find it useful to refer back to the answers you gave in your application form. You may also find our [safeguarding hub](https://network.youthmusic.org.uk/safeguarding-hub-0) useful.

### What are your current IDEA (Inclusion, Diversity, Equity and Accessibility) priorities ? (max 250 words) ·

In considering your response you may find it useful to refer back to the answers you gave in your application form. You may also find the [IDEA Hub useful.](https://network.youthmusic.org.uk/idea)

## Section eight: Requesting Changes and Support

### Would you like to make any changes to your activity plan, budget, payment schedule or reporting schedule? Yes/No ·

#### If Yes - Please outline the proposed changes and outline the reasons for the request (max 350 words)Youth Music will review your request and will be in touch.

### Support from Youth Music. Do you have any questions for Youth Music or is there anything our staff team can help you with? (max 200 words) ·

This might include signposting to resources or other organisations, or support with your evaluation.

## Section nine: Communications

### **Have you celebrated your grant award on social media? Yes/No**

* If no – please outline the reasons why (max 250 words)

### Have you added the Youth Music logo to your website? Yes/No

* If no – please outline the reasons why (max 250 words)

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 ten: 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: