Youth Arts Fund

2020-21

**YMI CPD & Training Fund**

**End of Project Monitoring Form for Organisations**

**(April 2021)**



Should you require help and advice in completing your application, please email us at ymitraining@scottishmusiccentre.com.

**Guidance for completing this form**

* Some sections have boxes which you are asked to check. If you are unable to check the boxes, then please just delete the box and insert a tick or cross next to the relevant category.
* All questions require an answer unless otherwise indicated. If a question is not relevant to your project/activity, please indicate ‘n/a’.
* If any of your figures are an estimate, or you are unsure of some information at this stage, please indicate this in your answer.
* The word counts are a guide for the approximate maximum amount you should write. We understand all projects/activities are different, please consider the scope of the work you were funded to deliver and share the appropriate level of information with us to provide an understanding of how it went.

**What happens once you’ve submitted this form**

Completed forms should be submitted to ymitraining@scottishmusicentre.com.

Upon receipt, we’ll log the report and it will be sent to the fund administrator for checking, approval and sign off. Once the form is signed off, we will release the final payment of your grant, as per your funding agreement.

If there are any incomplete or unclear sections, or if we have any further questions, we will be in contact you before approving the form.

**Data Protection**

Scottish Music Centre (SMC) and Creative Scotland (CS) require some personal information about you / your organisation to process our funding programmes. If you would like to see a breakdown of the personal information we require, why it is required, what SMC and CS do with that information and how long SMC and CS keep it, please refer to SMC’s [Privacy Notice](https://www.scottishmusiccentre.com/privacy-policy) and CS’s [Privacy Notice](https://www.creativescotland.com/privacy-policy).

SMC and CS may share your personal information with third parties to comply with the law and / or for the legitimate interests of SMC / CS / third parties concerned.  Where the personal information you have provided to SMC and CS belongs to other individual(s), please refer to the above Privacy Notices. Please ensure you share this Privacy Statement and Privacy Notices with the respective individual(s).

You have some rights in relation to the personal information that SMC and CS holds about you under data protection legislation. Information on how to exercise these rights are contained in the above Privacy Notices or you can contact SMC’s Data Protection Officer at info@scottishmusiccentre.com or CS’s Data Protection Officer dataprotection@creativescotland.com.

If you have any concerns with how your personal information has been processed, you should contact a Data Protection Officer in the first instance, as we would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the [Information Commissioner's Office](https://ico.org.uk/make-a-complaint/).

**A: About You**

|  |  |
| --- | --- |
| Name of Applicant (Organisation) |  |
| Lead Contact Name  |  |
| Grant reference number **(this can be found on your release form)** |  |
| Start date for the activity/project  | dd/mm/yyyy |
| End date for activity/activity  | dd/mm/yyyy |
| If these were not the start/end dates originally outlined in your application form, please explain briefly the reason for the change. *(max 50 words)* |  |

**B: Overview of activity**

|  |
| --- |
| 1. Tell us about your project/activity – what CPD and training you undertook and/or delivered and how it went. *(max 300 words)*
* Give an overview of the project/activity you undertook and/or delivered with this funding, including the main successes and challenges.
* If the undertaking and/or delivery of your project/activity was significantly different from your application, please tell us about this and why this was the case.
* If Covid-19 restrictions impacted your ability to undertake and/or deliver the project/activity as originally planned, tell us about any changes made.

*Please note, question 11 asks about the broader impact and implications of the Covid-19 pandemic, in this question we want to know specifically about the impact on undertaking or delivery of this funded project/activity.* |
|  |
| 2a. In which ways did you undertake and/or deliver the project/activity? *(tick appropriate box(es))* | Online | ☐ |
| In-person | ☐ |
| 2b. If you **delivered activity online**, please briefly describe your approach to online delivery (e.g. ‘on demand’ digital content, live sessions, one-to-one or group work etc). *(max 100 words) (optional)* |
|  |
| 2c. If you **delivered activity in-person**, please provide information about the full postcodes and Local Authority areas where this activity took place. *(optional)* |
| Post code(s): |  |
| Local Authority area(s): |  |

**C: Jobs, Trainees and Volunteers**

|  |
| --- |
| 3. How many posts were funded (or part funded) through the project/activity?*Assume that part-time internal staff work 16 hours per week or less and that temporary**external workers include freelance, seasonal and those employed on self-employed contracts.* |
| Internal management / co-ordination / admin staff: |  |  |
| External freelance artists / practitioners: |  |  |
| 4. Approximately how many days of employment did this funded project/activity provide for external freelance artists and creative practitioners?*For sessional work, please estimate number based on a 1-4 hr session equivalent to one half-day, 6-8 hr session equivalent to one full day.* |  |  |
| 5. How many people have benefited from continuing professional development and training linked through your funded project/activity? |  |  |
| 6. Tell us about the support you offered for freelance artists and creative practitioners as part of your project/activity. For example, describe any mentoring, training and workshop activity that has supported freelance artists and creative practitioners. *(max 300 words)* |
|  |

**D: Partnerships**

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| --- |
| 7. If you worked with any partners/networks/schools/community organisations to deliver this project/activity, provide brief details of their roles in and contribution to the project.*(add additional rows as necessary)* |
| **Partner / network name** | **Role / contribution** | **Was this a new or existing relationship prior to applying for this funded activity?** |
|  |  | New / Existing |
|  |  | New / Existing |
|  |  | New / Existing |
|  |  | New / Existing |
| 8. Do you have plans to work with any of these partners again? If yes, briefly describe how. *(max 100 words)* |
|  |

**E: Impact of this project/activity**

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| --- |
| 9. Tell us about the impact (the difference the CPD and training project/activity made) for the freelance artists and music education practitioners you worked with. Please also describe the extent to which the outcomes were as you originally predicted *(please refer to your original application form),* highlighting any unanticipated outcomes. Please bear in mind the stated outcomes of the CPD & Training Fund are: * The development of practitioners’ skills and confidence
* The development, strengthening and increased sustainability of the youth music sector
* The provision of increasingly high quality, efficient, innovative youth music services

*Please continue on a separate page if necessary. (max 300 words)*  |
|  |
| 10. Tell us about the impact that the project/activity had on you an as organisation. *(max 300 words)*You may wish to reflect on:* Learning gained as result of undertaking/delivering this project for the organisation and for any individual staff.
* The extent to which this project/activity expanded your networks and connections to freelance artists and creative practitioners.
* Any partnership working that this project/activity required and how that went.
* Your role as an organisation in your local community and region and how delivering this project/activity has/has not impacted that.
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|  |

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| --- |
| 11. We want to understand the impact that the Covid-19 pandemic has had and continues to have on the delivery of wider youth arts programmes. Please reflect on whether Covid-19 has impacted on your programme and tell us about any changes and adaptations you have had to make. Include any challenges, new learning, ideas and approaches you will take forward. *(max 100 words)* |
|  |

**F: Additional Material**

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| --- |
| 12. In addition to completing this form, you may wish to share additional material, e.g. website links, social media posts, photos/videos and/or evaluative reports. Please note, this is not a requirement and should only be included if sharing this information provides *additional* information not articulated in this report. We would be interested in seeing material that showcases the outcomes for practitioners, tells the story of the projects/activity and includes the voices and views of the practitioners you worked with. Please see Scottish Music Centre’s [Privacy Policy](https://www.scottishmusiccentre.com/privacy-policy) and Creative Scotland’s [Privacy Policy](https://www.creativescotland.com/privacy-policy); if you choose to share content, materials, information that contains personally identifiable information about other individuals, you must comply with Data Protection Laws.**Please use the space below to share any links, briefly describing why you are sharing each one with us and what they evidence/tell us.****If you are sharing further materials as attachments in an email, please list them and briefly describe why you are sharing each one with us and what they evidence/tell us.** |
| Links and why you are sharing them |  |
| List any additional materials and why you are sharing them |  |

**G: Income and Expenditure**

Please provide the following summary budget information and send a certified financial statement using the attached form (See Appendix 1).

|  |  |
| --- | --- |
| 13a. Forecast total project expenditure | £ |
| 13b. Actual total project expenditure | £ |
| 13c. If there were any significant changes (over 10% variation) between actual and forecast figures, please detail these below. If costs increased, please tell us how you managed the shortfall in the space below. |
|  |

|  |  |
| --- | --- |
| Signed*A typed signature or scan of a written signature is acceptable* |  |
| Date | dd/mm/yyyy |

**How to submit your end of project monitoring form**

For accounting and audit purposes, this form (and particularly the Certified Income and Expenditure statement in Appendix 1) must be physically signed off by the lead contact for the application as being a true and accurate representation of income and expenditure. A scanned or electronic version of this signature is acceptable.

Please now email your completed form (with scanned signature) to **ymitraining@scottishmusiccentre.com.**

When we receive your report, we will log it and send it to the fund administrator for checking, approval and sign off.

**Appendix 1: Certified income and expenditure statement**

|  |  |
| --- | --- |
| Name of Applicant (Organisation) |  |
| Grant reference (this can be found on your release form): |  |

Please include all income and expenditure, both cash and in-kind, using the headings given in your application form and in the same order. Where headings include a number of different types of expenditure, you should provide a breakdown showing how the figure has been arrived at. Please provide explanations of any significant variations between budget and actual (greater than 10%) in the Income and Expenditure section in the end of project monitoring report.

Figures in the budget column should exactly match the figures as stated in the budget submitted in the application form. Any new lines of income or expenditure should be included as a new row (with £0 in the budget column to indicate this is a new income/cost). Additional rows can be added into the table as necessary. If you need to use additional pages please include the grant reference number on each

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| **Source** | **Budget (£)**This should match the figures in your application | **Actual (£)** | **Item** | **Budget (£)**This should match the figures in your application | **Actual (£)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  | **Total** |  |  |
|  |  |  |  |  |  |
| **Total surplus / deficit on the project (actual income less actual expenditure)** | **£** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed***A typed signature or scan of a written signature is accepted* |  | **Date** | dd/mm/yyyy |
| **Print name** |  | **Position** *if signing on behalf of an organisation* |  |