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# Youth Music Recharge Fund

# Interim 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

An interim report will be needed for Youth Music Recharge Fund grants that last longer than one year. This report has two sections:

1. Monitoring – you tell us what activities were delivered, and how much you’ve spent.
2. Declaration – this form must be signed off by two of your organisation’s authorised signatories.

Thank you for taking the time to submit this report. If all the information is complete, we’ll release your next payment. If there are any problems, we’ll contact you.

# 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 during this reporting period? (max 500 words).

### Guidance note: in your original proposal you described the key activities that would be funded. If you need a reminder of your original plans, you can access this application form in your online account.

### Have there been any delays or challenges caused by internal or external factors? If so, please outline them here. (max 250 words).

### What are your priorities for the next phase of the work? (max 250 words).

### If you received any advice and guidance from Youth Music when the grant was made, please tell us how you have responded. If you did not receive any advice and guidance, please go to the next question (max 200 words).

### **Is there anything else you’d like to tell us?** (max 200 words).

### Would you like to arrange a phone call with your Grants and Learning Officer to further discuss anything related to your grant? (Yes / No).

## Budget report

Please tell us about how you’ve spent the grant so far. You’ll be asked to complete information in the following table:

1. **Previous spend** = the amount of the grant that you’ve spent in the previous reporting period (if applicable).
2. **Current spend** = the amount of the grant that you’ve spent between the start of the grant and now. This should not exceed the total grant you were awarded.
3. **Forecast** = the amount of the grant that you forecast to spend between now and the end of the project.

| **Description** | **Award** | **Previous spend** | **Current spend** | **Forecast** |
| --- | --- | --- | --- | --- |
| **Digital consultant** | **£5,000** | **N/A** | **£5,000** | **£0** |
| **Contribution to Director salary** | **£10,000** | **N/A** | **£5,000** | **£5,000** |
| **Rent and overheads** | **£6,000** | **N/A** | **£3,000** | **£3,000** |

### **Have you spent or committed at least 75% of all payments in your current spend?** (Yes / No)

#### If No – Please note that you have not yet spent enough of the grant for us to release your next payment. You must spend at least 75% of all payments to date in order for your next payment to be made.

#### If No – What is the proposed date?

### 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 budget lines). (max 250 words)

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

If you’d like to make changes, your Grants and Learning Officer will follow up with you after this form has been submitted. Please note that all changes need to be approved by Youth Music.

#### If Yes – Please detail the proposed changes and outline the reasons for the request. (max 150 words)

# Section 2: 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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Limited company number: 3750674