

# Industry Connect Interim Report Template

This document contains all the 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/)](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. Please 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: Project delivery

**Please summarise the activities you’ve delivered so far (max 250 words)** ·

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

## 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 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: Safeguarding and support

### Please summarise what changes you’ve implemented as a result of the Industry Connect safeguarding support. (max 200 words) ·

Please **upload** your new or revised safeguarding policy and any related policies and procedures.

You can upload **\*.doc**, **\*.docx**, **\*.xls**, **\*.xlsx** and **\*.pdf**. Maximum 3 attachments. Maximum size per attachment is 30MB.

### 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 six: 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: