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|  |  |
| --- | --- |
| **URN** |  |
| **Organisation name** |  |
| **Project title** |  |
| **Project start date** |  |
| **Project end date** |  |
| **Report author (name, job title)** |  |
| **Email address** |  |

**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/)

**Evaluation Report Template**

Youth Music asks all grantholders to evaluate their work. We believe the process of evaluation helps organisations learn and adapt what they do. The data you provide in this report helps us to track the impact of our funding and inform our future work.

The report has 4 sections:

**Section 1 – Activities:** What your programme has delivered

**Section 2 – Outcomes** **& Learning:** What has *changed* for 18-25s, your organisation and the music industries as a result of your programme and what you have learnt from this.

**Section 3 – Budget:** How the budget for your programme has been allocated

**Section 4 – Programme Reach** – Top level stats about who you have reached

## Guidance

This form should be completed at the end of your programme but you will need to collect information throughout your programme to help you complete it. You are encouraged to review this at the outset of your grant and contact your lead contact at Youth Music if you have any questions.

If you have an underspend at the end of your programme, please contact your contact at Youth Music before completing the form.

You are encouraged to be open and honest about your experiences, as we have as much to learn from what has not worked well as what has worked well.

The questions have suggested/maximum word counts allocated as a guide. You may find it helpful to use bullet points to communicate key information concisely.

## Section 1 – Activities

This section of your report provides an opportunity for you to tell us about what your programme has delivered. It is also a space to tell us about anything that has changed since you submitted your application.

* 1. **Tell us what activities your programme has delivered (max. 400 words)**
* Outline the key activities
* Did what you deliver match your plan in your application?
* Did you have to make any changes to your programme?
* Did you experience any challenges?

	1. **What barriers to working in the music industries were faced by the young people you worked with? (max. 100 words)**

Provide a summary of the barriers faced by the young people you worked with. For example, lack of contacts within the industry, unable to undertake unpaid internships, lack of accessible opportunities, absence of local progression opportunities.

**1.3 Underrepresentation in the music industries**

Did you work with people from any of the following underrepresented groups?
(Y / N / not known)

* Women
* Black, Asian and Minority Ethnic people
* Disabled people
* Those from less advantaged socio-economic backgrounds
* Those located outside major cities – suburban, rural, small towns
* Neurodivergent people
* Trans and non-binary people
* Non-graduates
* Other (please specify)

**1.4 Support given through the programme

Direct reach of programme**
How many 18-25 year olds were financially supported through your programme? Please only count each participant once.

|  |  |
| --- | --- |
| Total number of participants  |  |

Please break down below how your participants were financially supported, here you can count the same person more than once (e.g. if someone was employed and received a grant).

|  |  |
| --- | --- |
|  | Total |
| Were employed |  |
| Were commissioned as freelancers |  |
| Received a grant |  |

**Progression for 18-25s**
At the end of the programme, how many people have gone on to:

|  |  |
| --- | --- |
|  | Total |
| Secure a job in the music industries |  |
| Secure in a job in other industries |  |
| Have work commissioned as a freelancer (within music industries) |  |
| Have work commissioned as a freelancer (outside music industries) |  |
| Take part in education or further training |  |
| Set up their own business |  |
| Other (please specify)  |  |

**Wider reach of programme**
As a result of your programme how many 18-25s year olds accessed the following support? This might include people you did not have a financial relationship with (e.g. attended an online workshop but was not directly employed or commissioned by your organisation).

|  |  |
| --- | --- |
|  | Total |
| Attended conferences, workshops, seminars, networking |  |
| Accessed a coach or mentor |  |
| Accessed business development support |  |
| Support in developing a freelance or ‘portfolio career’ |  |
| Support accessing further grant funding  |  |
| Received access costs to support them to participate (e.g. laptop or free access to workspace) |  |
| Other support (please specify) |  |

## Section 2 – Outcomes & Learning

Youth Music are interested in learning more about the outcomes of your programme. These are the changes that have been brought about by what you have delivered. Please use this section to reflect on what has changed for 18-25s, your organisation and the wider music industries as a result of the Incubator Fund grant.

When completing the following sections please provide evidence to demonstrate what has changed.

**2.1** **Improving the progression and development of 18-25s from under-represented backgrounds in the music industries (300 words)**

*Please tell us about how the young people have progressed or developed as a result of your programme. For example, this might include how they have overcome barriers they were facing, personal or social development, developments in their career or transferrable skills. Where possible, please provide details of participants' next steps e.g. music industry roles, freelance work etc.*

* 1. **Developing your organisation and increasing innovation (300 words)**

*Tell us about how running an incubator programme for 18-25 year olds has developed your organisation and/or enabled you to do new things. For example, this might include what has changed for your business, audiences or reach as a result of collaborating with and enabling 18-25s to take the lead.*

* 1. **Improving diversity and inclusion in the music industries (300 words)**

*Tell us about what your organisation has done to make the music industries more diverse and inclusive. For example, this might include changes to policies, practice or recruitment strategy, developing equality, diversity and inclusion (EDI) plans, delivering training to support those working with 18-25s to be more inclusive. [[1]](#footnote-1)*

* 1. **How have the young people involved in your programme felt it has gone in their own words? (optional)**

Please provide additional quotes, reflections, or links to audio/video of young people talking about their experience of the programme. You do not need to duplicate any information you have already included in 2.1 – 2.3 above.

* 1. **What will your organisation do differently as a result of things you have learnt on this programme? (200 words)**

*Tell us about the longer-term changes that you have made to what you do as a result of what you have learnt from this programme. For example, a change in approach from your leadership team, a commitment to continue working with new partners beyond the scope of this programme, changes in recruitment practice for your organisation, developing mechanisms to develop/embed an equality, diversity and inclusion (EDI) plan.*

## Section 3 – Budget

In your application form you submitted a budget for your programme. Please update the second tab on your budget spreadsheet to show how the funding has been used.

**Upload attachment – Budget Spreadsheet**

If you have an underspend you should contact your lead contact at Youth Music before submitting your Evaluation Report.

## Section 4 – Programme reach

To help us understand the reach and scale of the work delivered through the Incubator Fund, we collect top level details about the young people you worked with. This information is aggregated to help us understand what the impact of the Incubator Fund is at a national level, and it informs our reporting to our funders.

In this section you only need to include participants you worked with directly through your programme, e.g. those you employed, commissioned or received a grant.

Please provide the following information:

**4.1 Age**

Please enter the number of people in your programme against each age. This should be recorded as their age when they started your programme. The total number of young people counted here should be equal to the total number of young people you worked with above. If there are young people whose age you did not record, please account for them in the ‘unknown age’ field.

|  |  |
| --- | --- |
| Age  | Total |
| 18 |  |
| 19 |  |
| 20 |  |
| 21 |  |
| 22 |  |
| 23 |  |
| 24 |  |
| 25 |  |
| Unknown Age |  |

**4.2 Gender**

Please enter the number of young people in your programme against each gender identity. The total number of young people counted here should be equal to the total number of young people you worked with above. If you did not collect the gender identity of some/all of your participants please account for them in the ‘unknown gender’ field.

|  |  |
| --- | --- |
| Gender | Total |
| Male |  |
| Female |  |
| Non-binary |  |
| Prefer to self-describe |  |
| Prefer not to say |  |
| Unknown  |  |

**4.3 Ethnicity**

Please enter the ethnicity recorded for each of the young people you worked with. This should equal the total number of young people you worked with above. If there are participants whose ethnicity was not recorded please account for them in the ‘unknown ethnicity’ 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** |
| African |  |
| Caribbean |  |
| Other Black / African / Caribbean / Black British background |  |
| **Other ethnic group** |
| Arab |  |
| Other ethnic group |  |
| Prefer to self-describe |  |
| Prefer not to say |  |
| Unknown Ethnicity |  |

**4.4 Unknown data**

Youth Music recognise that it is not always possible to collect certain data. If you have been unable to provide data for any of the sections above, please briefly outline what you have not collected and the reasons this has not been possible. (max. 100 words)

1. Inclusive organisations work to support employees, regardless of their background or circumstance to thrive at work. Working inclusively requires organisations to pro-actively identify those who are under-represented in their own organisations and identify how best to engage and support those groups. [↑](#footnote-ref-1)