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**Youth Music**

**Reporting on your outcomes**

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| **URN** |  |
| **Organisation name** |  |
| **Report author (name, job title)** |  |
| **Email address** |  |

# Guidance

## Background

In the Section 2 of your evaluation report, you were asked to use your evaluation data to provide us with an evaluation of the outcomes of your programme.

The following template is designed to guide you throught the process of completing this section in the form of a **written report**.

The written report consists of three areas with corresponding subquestions:

* Evaluation methodology,
* Analyse and interpret the data,
* Discuss your findings.

You will be asked to report on the data which you collected, what do these data and outcome indicators suggest, and discuss how these helped you bring about each intended outcome.

Feel free to be creative in how you present your findings – you can insert charts, pictures and infographics throughout the report.

If you are a:

* Fund A grantholder, please report on a minimum of 2 and a maximum of 3 outcomes.
* Fund B grantholder, please report on a minimum of 3 and a maximum of 5 outcomes.
* MEH 2 grantholder, please report on both outcomes.

Where possible, you report on the outcomes of your choice. Please be clear about what outcomes you have decided to report on.

Once completed, please attach this document to your final Evaluation report (in the Evaluation and learning section) on the grants portal and submit when ready.

## Evaluation and learning

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| **Evaluation methodology (suggested word count: 150 words)**   * What data did you collect and when? * Discuss any strengths or limitations to the data collection. |
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| **Analyse and interpret the data (suggested word count: 400 words)**   * What do your outcome indicators and other data suggest? * Taken together, do your outcome indicators show that your programme has helped bring about each intended outcome? * What could be the reason for any anomalies? |
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| **Discuss your findings (suggested word count: 200 words)**   * Identify any specific aspects of your programme that worked well or did not work well. * What does this mean for how you or others work in the future? |
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