

Arts Award Access Fund grant reporting guidance

WHY do we need to write a grant report?

Reporting is an important part of the process to prove that you have spent the money you have been granted as agreed, and so we can see the impact it has had on your centre and the young people you've worked with. The information you give also helps us collate evidence to report back to funders, inform future decisions and aid in the development of the Access Fund.

WHEN do we need to submit the grant report?

You are required to submit a grant report **no later than 12 months after receiving your grant**. Remember your centre can only apply for another grant if you have reported on all grants received over 12 months ago.

HOW do we write the grant report?

The grant report form is simple to complete. You must complete and submit your grant report online via the Arts Award website www.artsaward.org.uk/grantreport.

When you have submitted your report, it will be accepted or you may be asked for more information. Your centre will only be able to apply for future rounds of funding when we have received this information and accepted your grant report. Once a report has been accepted an email will be sent to the adviser.

If you have any access requirements, including not being able to complete the form online, please contact the Access Fund Manager: accessfund@trinitycollege.co.uk.

Report question guidance

These guidance notes will help you prepare your answers for the grant report and you should refer to them throughout.

The best way to prepare your grant report is to use the [Access Fund mock report form](#) to draft your responses and collate your answers. You can then copy and paste your text directly into the online report.

Monitoring

Q7 *How old were the young people that benefitted from this grant?*

Please tell us how old the young people were based on the age groups given.

Q8 *How many young people did you work with?*

Enter the exact number of young people that you worked with using this Access Fund grant.

Q9 *Of these young people, how many:*

- are disabled?
- have special educational needs, learning difficulties, or other specific individual requirements?
- live in areas of rural isolation and/or socio-economic deprivation?
- are in the youth justice system?
- are looked after, by foster carers or in residential children's homes?
- are young carers or young parents?
- are in a specific minority group (e.g. LGBTQ+, BAME and/or PoC, homeless, traveller, asylum seeker, refugee, particular faith group)?
- are not in full-time education, employment or training/excluded from school/are in alternative education?
- are hospital outpatients/inpatients or suffering long term health problems (including mental health problems)?
- other access / inclusion issue (please do not include any personal information about young people)

Enter the number of young people that you worked with that apply to each category. For more guidance on these priority categories, please see the [Access Fund information and guidance](#).

Q10 Please indicate the number of young people who achieved awards and at what level:

Level	Predicted number of young people (refer to your original application form)	Number of young people who successfully achieved Arts Award	Number of young people who did not successfully complete Arts Award
Discover			
Explore			
Bronze			
Silver			
Gold			

In the first column, enter the number of young people you planned to take through for each applicable level of the awards. You should refer to your original application form to do this.

In the second column, enter the total number of young people who successfully achieved Arts Award (received a certificate).

In the third column, enter the number of young people you worked with but who were not able to complete the awards, if applicable.

Q11 What date did you enter young people for Arts Award?

Tell us what date you entered young people for Arts Award via the centre portal. If you didn't enter young people for Arts Award, leave this question blank and use the next question to explain why.

Q12 Was your centre selected for moderation?

Please tell us if you were selected for moderation or not.

Q13 If your centre was selected for moderation, was it successful?

Let us know if you had a successful moderation or not.

Q14 If there is a significant difference between your predicted numbers and the number of young people who completed the awards, please let us know why, and how this will inform your approach in the future.

If the predicted and actual numbers of young people who achieved Arts Award are slightly different, please use this question to explain why and give us some contextual information. We realise that it is not always possible for hard-to-reach or vulnerable young people to achieve Arts Award for a number of reasons (eg dropping out of projects, being re-housed, or other positive outcomes such as re-entering mainstream education/training) but you must be able to explain clearly why this is and outline the particular issues/challenges your centre and young people encountered.

We'd also like to know how your centre will build on this experience to make your delivery and achievement rate even stronger in future. What have you learnt from the experience? What will you do differently next time in response to this?

Your project

Q15 Please describe what happened in your Arts Award project, and what your grant paid for. Please include any relevant quotes or comments from young people and/or practitioners. Do not include any personal information about the young people.

Give an overview of your Arts Award project, including the activities your young people took part in. It is helpful if you include details of your whole Arts Award project, not just the areas funded by Access Fund, so that we can get a clear picture of how your young people achieved Arts Award.

Outline what your grant was used to pay for. This should be the same as the items applied for in your application, unless previously agreed with the Access Fund team. If there were any changes to the way you spent your grant, you'll be able to tell us more about them later. Try and be as detailed as you can for this question.

Q16 If you spent any of your grant differently to what was outlined in your application, please tell us what was different and why your project changed.

If you spent the money in a different way to what was outlined in your application, you should previously have cleared this with the Access Fund team.

Explain here what changed and clearly outline the reasons why. This is also a chance for you to tell us if anything else changed about the project, for example the timeframes or demographics of the young people.

Q17 *What impact did taking part in this project have on the young people involved? Please do not include any personal information about the young people.*

We want to hear how the young people benefitted from this grant. Include any particular stories of young people who have interesting backgrounds, overcame challenges through taking part in Arts Award, or where you feel that Arts Award made a difference to their lives. We love to hear directly from the young people too so if possible, try and involve them in the report writing process. You could include direct quotes from young people in your report.

Q18 *What impact has this project had on the way you will approach your work in the future?*

This is an opportunity for you to tell us about any other future plans you have for Arts Award. Tell us about what the legacy of this grant will be for your centre. How has this grant impacted on your centre's delivery of the awards? What have you learnt from this project that will enable you to develop your work in the future? Finally tell us about your future plans for Arts Award including any upcoming projects.

Q19 *Do you have any advice we can pass on to other advisers working with similar groups of young people?*

The Access Fund supports centres working with young people for whom access and inclusion is an issue. Your thoughts and advice can help us better support other advisers who are working with groups of young people facing similar challenges.

Q20 *Any other feedback or comments for Arts Award?*

Please let us know any other feedback relating to Arts Award or the Access Fund.

Supporting images

If you would like to provide a maximum of five supporting images to go with your report, please email these to accessfund@trinitycollege.co.uk.

These images will support your grant report and we would be delighted to see the results. We may even be able to use your pictures to help raise the profile of Arts Award and the Access Fund.

If you send us photos or other images from your project and we would like to use them we will contact you to see if it's possible for you to get our permission form signed for each young person/adult featured in the photos. Unless you have permissions in place for third parties to use the images. This is to ensure that we are compliant and that any young people or adults featured (and their parents or carers if they are younger than 16) are happy for us to use the photos.

