Arts Award Access Fund grant mock report form

*Use this mock report form to help you prepare your answers for the online grant report form. You should refer to the Access Fund reporting guidance throughout for more information about how to complete the questions* [*www.artsaward.org.uk/grantreport*](http://www.artsaward.org.uk/grantreport).

**Your details**

**Q1. – Q4.**

**Adviser name:**

**Adviser email address:**

**Name of centre:**

**Centre number:**

**Q5.**

**Is your centre an Arts Council England National Portfolio Organisation (NPO), or Investment Principles Support Organisation (IPSO)? Alternatively, please tick ‘yes’ if you receive funding from Creative Scotland, Arts Council of Wales or Arts Council of Northern Ireland.**

**Q6. Centre region:**

**Q7. Centre sector:**

**Q8. Amount awarded:** (Refer to your original application)

**Q9. Date awarded:** (Refer to your original application)

**Monitoring**

**Q10. – Q13. How many young people benefitted from this grant who identify as; male, female, non-binary or prefer not to disclose their gender identity?**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of males | Number of females | Number of non-binary | Not listed / prefer not to say |
|  |  |  |  |

**Q14. How many young people in total did you work with who benefitted from this grant?** *Enter exact number:*

**Q15. – Q24. 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. LGBTQIA+, ethnic minorities, 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 the young people. *(please tell us more in the space below – 40 word limit):*

**Q25. – Q29. Please indicate the number of young people who achieved Arts Award as part of this Access Funded project, and at what level:**

|  |  |
| --- | --- |
| **Level** | **Number of young people who successfully achieved Arts Award** |
| **Discover** |  |
| **Explore** |  |
| **Bronze** |  |
| **Silver** |  |
| **Gold** |  |

**Q30. How many young people did not successfully complete Arts Award?**

**Q31. What date did you enter young people for Arts Award?**

**Q32. Was your centre selected for moderation?**

**Q33. If your centre was selected for moderation, was it successful?**

**Q34. If there is a significant difference between your predicted numbers and the number of young people who achieved the awards, please let us know why, and how this will inform your approach in the future.**

**Your project**

**Q35. 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.*

**Q36. 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**.

**Q37. 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.*

**Q38. 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.*

**Q39. Do you have any advice we can pass on to other advisers working with similar groups of young people?**

**Q40. Any other feedback or comments for Arts Award?**

**Supporting images**

If you would like to, please email a maximum of five supporting images to [accessfund@trinitycollege.co.uk](mailto: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 18) are happy for us to use the photos.