

End of project monitoring report

**Why do I need to complete this form?**

The Royal Edinburgh Military Tattoo Youth Talent Development Fund distributes capital from the organisation’s charitable fund, with the aim of nurturing the ambition, enthusiasm and talent of exceptional young artists engaged in traditional music and dance. Its priority focus is on piping, drumming, Highland dance and traditional fiddle playing.

In order to demonstrate the positive benefits of our funding, we ask all those in receipt of support to help us – by providing us with the data we need to show the reach and impact of the creative activity we support, and telling us your stories. We’re always looking for new content for our [Creativity Matters](http://www.creativescotland.com/what-we-do/creativity-matters) work and to [showcase on our website](http://www.creativescotland.com/explore).

When completing this form, please ensure that the information provided, including any supporting information, does not identify an individual.

The completion of this form will enable us to process any remaining payments out-standing as per the payment schedule laid out in your original funding agreement.

And finally, this form is your chance to tell Creative Scotland how we did? Can we improve our processes, or make our information, guidance and support to you better?

If so, please tell us.

**When should I complete this form?**

We ask that you complete and return this form to us **within 12 weeks** of the conclusion of your funded activity. When answering the questions, please refer to your original application and the funding agreement you signed.

Please note that for accounting and audit purposes, this form, and particularly the Certified Income and Expenditure statement (Appendix 1), must be physically signed off by the lead contact for the application to indicate a true and accurate representation of income and expenditure. A scanned, electronic version of this signature is acceptable.

Once completed, you should return this form by email to:

[**projectreporting@creativescotland.com**](mailto:projectreporting@creativescotland.com)

**What happens next?**

You will be sent an automated response confirming that we have received the form. We will review for completeness and the Funding Team will then send the form to a relevant art form / specialism team or officer for checking, approval and sign off. Once signed off, this will trigger our Finance Team to issue any outstanding payments. This process will generally take 2-4 weeks but can take longer if information is incomplete or needs to be checked.

The form will be shared with our Knowledge and Research Team, whose role it is to gather the statistical data we need when we are asked to report on the work we do.

The Communications Team will be given access to the form and may contact you directly if they would like to run a feature or case study on you or your work.

Finally, any feedback provided about how we can change or improve our processes will be added to a log of issues we keep for this purpose. This log is discussed regularly by a working group of Creative Scotland staff who are continuously looking to improve our funding processes in response to feedback.

**Data Protection**

Creative Scotland (CS) requires some personal information about you/your organisation to process our funding programmes. If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS’s [Privacy Notice](https://www.creativescotland.com/privacy-policy).

CS may share your personal information with third parties to comply with the law and / or for the legitimate interests of CS and / or the third parties concerned.  Where the personal information you have provided to CS belongs to other individual(s), please refer to CS’s Privacy Notice. Please ensure you share this Privacy Statement and CS’s Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under data protection legislation. Information on how to exercise these rights are contained in CS’s Privacy Notice or you can contact CS’s Data Protection Officer [dataprotection@creativescotland.com](mailto:dataprotection@creativescotland.com)

If you have any concerns with how CS has processed your personal information, you should contact CS’s Data Protection Officer in the first instance, as CS would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the [Information Commissioner’s Office.](https://ico.org.uk/make-a-complaint/)

1. **About you**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Lead Contact** | | |  | | | | |
| **Name of Applicant Organisation** | | |  | | | | |
| **Project Title** | | |  | | | | |
| **Grant reference number (you will find this on the grant offer letter)** | | |  | | | | |
| **Project start date** | | |  | | | | |
| **Project end date** | | |  | | | | |
|  | | | | | | | |
| 1. **Your Project** | | | | | | | |
| 1. **Did you deliver all of the activities you intended to, as set out in your application form?**   **Please tick the appropriate box** | | | | Yes |  | | |
| No – more than intended |  | | |
| No – less than intended |  | | |
| 1. **Please briefly (in a maximum of 250 words) tell us what activity you delivered.** | | | | | | | |
|  | | | | | | | |
| 1. **Please briefly (in a maximum of 250 words) tell us if any of your activities differed significantly from your application and, if so, why?** | | | | | | | |
|  | | | | | | | |
| |  |  | | --- | --- | | 1. **Outputs** | | | Number of sessions |  | | Number of performances |  | | Digital outputs (recording/film) |  | | Physical outputs (recording/film) |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Location of activity - in which local authority areas did activity take place?**  (Please mark an X against all which are appropriate) | | | | | | | | | Aberdeen City |  | Dumfries and Galloway |  | Highland |  | Renfrewshire |  | | Aberdeenshire |  | Dundee City |  | Inverclyde |  | Scottish Borders |  | | Angus |  | East Ayrshire |  | Midlothian |  | Shetland Island |  | | Argyll and Bute |  | East Dunbartonshire |  | Moray |  | South Ayrshire |  | | City of Edinburgh |  | East Lothian |  | North Ayrshire |  | South Lanarkshire |  | | Glasgow City |  | East Renfrewshire |  | North Lanarkshire |  | Stirling |  | | Clackmannanshire |  | Falkirk |  | Orkney Islands |  | West Dunbartonshire |  | | Comhairle Nan Eilean Siar |  | Fife |  | Perth and Kinross |  | West Lothian |  | | | | | | | | |
| 1. **Participants**  |  |  | | --- | --- | | 1. **How many young people were involved in your project?**   **Please do not double count individuals involved in more than one activity.** | | | **Children and Young People** | | | **Age range** | | | 5-9 |  | | 10-13 |  | | 14-17 |  | | 18-26 |  | | **TOTAL PARTICIPANTS** |  |  |  |  | | --- | --- | | 1. **What level of involvement did each individual young person have?**   Please provide an estimate if required. Try to make sure that the total number of young people adds up to the same as at Question 3.a. | | | **Level of involvement** | **NUMBER OF YOUNG PEOPLE** | | Attended taster session only |  | | Began activity but did not sustain (less than 3 sessions) |  | | Sustained attendance over the project period |  | | Level of engagement not known |  |  |  | | --- | | 1. **What did you learn (if anything) from how young people engaged with your project? Would you make any changes to your project format based on this?** | |  |  |  |  |  | | --- | --- | --- | | 1. **Please provide information on any learning or skills development accreditations that were achieved by young people through the activity.** | | | | **Accreditation** | **No. of young people achieved** | **No. of young people still working toward award** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | | | | | |
| 1. **Equalities, Diversity & Inclusion - We are interested in finding out whether you delivered any specific, proactive activity targeting particular equalities groups\*.**   **Please give details on any targeted work undertaken within the relevant box. If you have details of how many young people from a specific equalities group were involved in your project please give details here. If you did not undertake any targeted work please leave blank.**  \* Examples of this could be working with specialist providers or representative organisations to deliver specially tailored activity or to recruit young people onto your activity. | | | | | | |
| Minority Ethnic groups |  | | | | | |
| Disabled young people |  | | | | | |
| Faith / Religion |  | | | | | |
| Gender groups |  | | | | | |
| Health / Wellbeing |  | | | | | |
| LGBTI young people |  | | | | | |
| Looked after children and young people |  | | | | | |
| Care leavers |  | | | | | |
| Refugees / Asylum seekers |  | | | | | |
| Young people resident in areas affected by multiple deprivation |  | | | | | |
| 1. **Outcomes**  |  | | --- | | 1. **Please provide a summary of the extent to which your project delivered the three outcomes of the fund and how you evaluated this:** | | **Nurturing and celebrating ambition, enthusiasm and talent across one or more of the indicated artforms** | |  | | **Enhancing the existing skills of young people as well as the leaders of those young people.** | |  | | **Creating new opportunities to contribute to and celebrate traditional Scottish artforms.** | |  |  1. **Delivery Staff** | | | | | | | |
| 1. **How many people were involved in delivering and supporting the activity?** | | | | | |
| Core staff (regularly employed by your organisation) | |  | | | |
| Freelance/Temporary staff | |  | | | |
| Volunteers | |  | | | |
| Other (please specify) | |  | | | |
| How many people have benefited from training or continuing professional development linked to your activity? | |  | | | |

1. **Legacy**

|  |
| --- |
| 1. **Please give details on any legacy from your project.** |
| . |

1. **Budgets and funding**

|  |  |
| --- | --- |
| **Please provide the following summary budget information and send a certified financial statement using the attached form (See Appendix 1)** | |
| Forecast total project cost |  |
| Actual total project cost |  |
| If there were any significant changes (over 10% variation) between actual and forecast figures, please detail these below. If costs increased, please tell us how you managed the shortfall in the space below. | |
|  | |
| If partnership funding was outstanding at the time of the award, please tell us if you achieved it as planned and from where. If not achieved, please tell us how you managed the shortfall. | |
| N/A | |

Please note: when the final amount of your grant is calculated, if the project has achieved a surplus of funds because costs have reduced or income from other sources has increased, we will reduce our final payment or ask you to repay any overpaid sums as appropriate.

**Our Processes**

|  |  |
| --- | --- |
| **Did you find the application and funding process clear?** | Yes  No |
| **Comments** (please provide any comments about the application and funding process below) | |
|  | |
| **Did you find the monitoring and evaluation process clear?** | Yes  No |
|  | |
| **Comments** (please provide any comments about the monitoring and evaluation process below) | |
|  | |

**Certified income and expenditure statement APPENDIX 1**

**Name of applicant: Grant reference:**

Please include all income and expenditure, both cash and in-kind, using the headings given in your application form and in the same order. Where headings include a number of different types of expenditure, you should provide a breakdown showing how the figure has been arrived at. Please provide explanations of any significant variations between budget and actual (greater than 10%) in the end of project monitoring report. If you need to use additional pages please include the grant reference number on each page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Income** | | | **Expenditure** | | |
| **Source** | **Budget (£)** | **Actual (£)** | **Item** | **Budget (£)** | **Actual (£)** |
|  |  |  | |  | | --- | |  | |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  | **Total** |  |  |
| **Total surplus / deficit on the project (actual income less actual expenditure):** | | | | | |

**Signed: Date:**

**Printed name: Position (if signing on behalf on an organisation):**