

# Music and Drama 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 candidates, yourself and the centre. The information you give also helps us collate evidence to 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 you 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 [here](#).

When you have submitted your report, it will either be accepted or you may be asked for more information. You 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 you.

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](mailto:accessfund@trinitycollege.co.uk).

## Grant 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.

## Your details

### Question 1

Please tell us your name, email address, the name of the centre your candidate/s had their exam at and the centre number, if known.

### Question 2 - Amount awarded

Please tell us how much we agreed to award you as an Access Fund grant.

### Question 3 - Date awarded

Please tell us the month and year you were awarded a Music and Drama Access Fund grant.

## About the Access Fund candidate/s

Question 4 - What is your relationship to the candidate/s? e.g. you might be their music or drama teacher

Please tell us how you know the candidate/s.

Question 5 - Were you awarded grant money for:

- An individual candidate? (yes/no)
- A group of candidates who worked towards the same exam? (yes/no)
- A group of individual candidates who all worked towards different exams but were nominated by the same applicant? (yes/no)

Please tell us whether you were awarded a grant for individual candidates or for a group of candidates.

## **Monitoring**

Question 6 - How old are the candidate/s that benefited from this grant?

Please tell us how many candidates identify as male, female and non-binary for each age category. If you are reporting on an individual candidate, please only select the correct box relevant to them.

Question 7 - Which exam did your candidate/s take and when? Did they pass their exam?

Please provide level and instrument/subject i.e. Grade 6 Piano, Grade 4 Musical Theatre solo:

Name/s of candidates

If possible, please provide the name/s of the candidate/s. If you can provide the candidate/s' name, it will make it clearer to us which individual candidates you have reported back on. If you can't disclose the name, please put 'candidate 1', 'candidate 2' and so on.

Did they sit their exam? Yes/No

Please tell us if your candidate/s took their exam as planned. If they didn't, please tell us why in the comments box on the grant report form.

Did they take a face-to-face or a digital exam?

What exam did your candidate/s take, including level?

Please provide level and instrument/subject i.e. Grade 6 Piano, Grade 4 Musical Theatre solo. For music, please indicate if it was a Classical & Jazz exam or Rock & Pop.

What date was your candidate/s exam?

Please provide the date the candidate/s sat their exam, ideally the day, month and year.

Did your candidate/s pass their exam? Yes/No

Let us know if they passed their exam or not.

Question 8 - Referring to your original application, did you spend any of the grant differently to your original plan? Yes/No. If yes, please tell us what was different and why this 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.

## **Impact**

**To help us evaluate the impact of the Music and Drama Access Fund and in order to continue offering it, we need to have a good understanding of the impact it has had on candidates, so please do tell us as much as you can.**

Question 9 - What did your grant pay for?

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 should tell us more about them in the previous question. Try and be as detailed as you can.

Question 10 - Please describe the journey your candidate/s experienced when working towards and achieving their exam. Include any quotes or comments from the candidate/s and/or anyone else relevant. Please do not include any personal information about the candidate/s.

Give an overview of the journey your candidate/s experienced in working towards and achieving their exam. It is helpful if you include details of their experience as a whole, not just the areas funded by Access Fund, so that we can get a clear picture of how the candidate/s achieved their qualification.

Question 11 - What impact did the grant have on the candidate/s? What musical/dramatic progress have they made as a result of the grant? What academic and personal progress have they made? Please do not include any personal information about the candidate/s.

We want to hear how the candidates benefitted from this grant. Include any particular stories where the candidate has an interesting background, overcame challenges through taking their Trinity exam, or where you feel that having the Access Fund grant helped make a difference to their lives. We love to hear directly from the candidate/s too, so if possible try and involve them in the report writing process. You could include direct quotes from them in your report.

Question 12- What plans do your candidate/s have for the future? For example, do they plan to work towards the next grade or go to university/college to study the subject, etc? How did the Trinity grant support these plans?

We're really interested to find out what your candidate/s are hoping to do next and whether taking their Trinity exam had an impact on their plans.

Question 13 - What impact has the grant had on you and the way you will approach your work in the future? This is an opportunity for you to tell us about any future plans you have for delivering Trinity College London qualifications

This is an opportunity for you to tell us about any other future plans you have for delivering Trinity qualifications. Tell us about what the legacy of this grant will be for the candidates, yourself or your centre. How has this grant impacted on your delivery of Trinity qualifications? What have you learnt that will enable you to develop your work in the future?

Question 14 - Is there anything further you'd like to share with us to help with the future development of the Music & Drama Access Fund or anything you need extra support with regarding the Access Fund?

We'd like to know if you have any ideas about how the Music & Drama Access Fund could be improved or developed, or if there's anything you think needs further clarification or support.

Question 15 - Do you have any other feedback or comments?

Please let us know any other feedback relating to your experience of the Music and Drama Access Fund process and/or Trinity College London qualifications.