Creative people and places

**Annual Progress Report (APR)**  
**About this form**This report is designed to gather key information about your activities. Through this report you will be reflection on your activities for the previous financial year – 1 April – 31 March. The Arts Council will use this information to

* Monitor the progress of your project
* Evaluate the CPP programme
* Collect case studies and examples of good practice to share with the wider sector

**How to complete this form:**

Complete all Questions and save this form as a word document with the naming convention as set out below:

Name of CPP Project, APR, Financial Year X

Upload it to Grantium as part of your annual payment condition for you May payment:

*“Annual progress report, covering the previous financial year”*

Email a copy to [cpp@artscouncil.org.uk](mailto:cpp@artscouncil.org.uk), with the subject title for the email following the naming convention as set out below:

Name of CPP Project, APR, Financial Year X

**Instructions** **for the Annual Progress Report**

* There are 5 sections of this report, please ensure you complete every section
* Section 1 – You only need to complete this section if any changes have taken place since your last Annual Progress Report or since you signed your Funding Agreement (if this is your first Annual Progress Report).
* Please provide brief responses to the questions – if the Arts Council requires further detail or clarification your Relationship Manager will discuss this with you.
* If there are questions that are not applicable in your circumstances, don’t feel you have to answer them. If this is the case just indicate so in the form. You can provide a short explanation if you think it would be useful, but this isn’t necessary.
* We have included guidance with many questions to try and help you. Please refer to the CPP Data Guidance document for further information.

**Reporting Period**

Please indicate the financial year this report refers to:

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Name of CPP Project

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Lead organisation (named grant recipient)

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Name and Organisation of Consortium Chair

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**Section 1: Changes to Your CPP**

*You only need to complete this section if there have been any changes within your partnership.*

***Section 1.1:***  ***Background information***

1.1a Name of CPP Project

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Lead organisation (named grant recipient)

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1.1b Lead contact name (please use the format: forename SURNAME)

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1.1.c Lead contact email

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1.1d Lead contact phone numbers

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1.1e Lead contact postal address

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1.1f List of **core** CPP consortium member organisations

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| *Only include new partners added to the partnership or existing partners removed.*  *Briefly state the reason(s) for any change(s).* |

1.1g List of **other** CPP consortium partner or affiliate organisations

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| *Only include new partners or affiliates added to the partnership or existing partners removed.*  *Briefly state the reason(s) for any change(s).* |

1.1h Legal status of your CPP consortium. E.g. company limited by guarantee, informal partnership, etc.

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| *Briefly state the reason(s) for any change(s).* |

**Section 2: Management and Governance Arrangements**

***Section 2.1: Background information***

2.1a How many formal core consortium meetings did you hold over the last financial year?

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***Section 2.2: Thinking about your governance and management***

2.2a Please list your Consortium Partners below and record the number of CPP Core Consortium meetings they have attended over the last financial year (add more rows if required):

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| Name of Consortium Partner Organisation | Number of meetings attended |
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2.2b If attendance at core consortium meetings has been less than 100%, please briefly explain why:

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*The focus of the following questions is on governance and management and can include partnership arrangements, staffing, involving local people in decision-making and budgets, for example.*

2.2c Describe any changes, that have taken place in your governance and management structure during the last financial year.

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2.2d Why have these changes, if any, taken place or why were they needed?

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2.2e Describe any challenges you have encountered with governance and management in the last year, and how these have been tackled.

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2.2f Describe any aspects of governance and management that have gone particularly well in the last year, and why this has been the case.

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2.2g What factors have enabled or supported your governance and management over the last year?

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2.2h Is your CPP part of any other place based strategic partnerships or developments? (for example Culture Compacts, Local Cultural Education Partnerships?)

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**Section 3:** **Activity**

***Section 3.1:*** ***Working with Local People and Community Decision***  ***Making***

3.1a How has the community in your place shaped and made decisions about the artistic and cultural offer in the last financial year?

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3.1b Have there been any themes that your communities have seen as particularly relevant to them, or that they have been interested in exploring further through arts and culture, in the last financial year?

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3.1c List any non-traditional venues for the arts you have used or supported the use of in the last year and describe what value this has added to your CPP.

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3.1d Have you worked with any new community partners over the last financial year?

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3.1e Has any of the activity you have supported led to the setting up of new independent or constituted groups? (‘groups’ can include amateur, community or professional) If so, please provide details.

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3.1f Have any groups that you have worked with applied for their own funding, to continue activity? This can include funding from Arts Council England via Project Grants or funding from elsewhere. If so, please provide details.

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***Section 3.2:*** ***Programme Delivery***

*Use this section to reflect on the delivery of your programme, your events and activities for the last financial year.*

3.2a Tell us below what you consider to be your programme highlights over the last financial year and why (include weblinks to activities if possible):

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3.2b How do you consider your programme has delivered against the following research questions in the last financial year? (include weblinks to activities if possible):

Research Question 1: Are more people from places of least engagement experiencing and inspired by the arts?

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Research Question 2: To what extent was the aspiration for excellence of art and excellence of the process of engaging communities achieved?

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Research Question 3: Which approaches were successful and what have we learnt?

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***Section 3.3:*** ***Learning and Research Activities***

*Use this section to reflect on the learning and research activities you have undertaken in the last year*

3.3a What aspects of the Place Based Peer Learning Programme have you participated in over the last financial year? What has been most useful to you?

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3.3b If you have created any online case studies toolkits or resources in the last financial year, please include them here:

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3.3c Tell us about any particular challenges you have faced, or things you have done that have not been successful and how you have learned from them and changed your approach.

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3.3d What evidence have you used to inform your programme over the year?

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3.3e Please outline any ways in which this evidence has influenced what you do or has effected changes to your programming or delivery:

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**Section 4:**  **Finance**

4.1a Is your CPP Consortium income and expenditure proceeding as planned?

* Are income or expenditure ahead or behind of schedule?
* What are the reasons for any variation?

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4.1b Please detail any funding that you have applied for in the last financial year, which was either successful or unsuccessful:

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**Section 5:** **Investment Principles**

*Please use this section to provide any examples of how your CPP addresses the* [*Arts Council England Investment Principles*](https://www.artscouncil.org.uk/our-investment-principles)*, over and above any information you have already recorded above.*

5.1a Ambition and Quality:

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5.1b Inclusivity and Relevance:

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5.1c Dynamism:

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5.1d Environmental Sustainability:

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**Section 6:**  **Example Activities**

6.1 *This section will be used to collate examples of activity that demonstrate areas in the programme we are specifically interested in, for research purposes. Please feel free to include links to anything relevant online.*

6.1a Describe any activity that you think demonstrates particularly strong examples of community decision making and/or power sharing:

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6.1b Describe any activity that you think demonstrates particularly strong experimentation with innovative approaches to engaging communities:

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6.1c Describe any projects that you have undertaken this year that have had a creative digital element (this can include creation of online content, but should not include day to day website maintenance or communications – like e-Newsletters or communications driven social media posts):

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6.1d Has your activity led to any changes or surprising outcomes in your place?

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6.1e What are you most proud of in the last year?

*This can include things that have gone wrong and that you have learned from, or things that have been successful.*

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6.2 *Please provide examples of the following. Please note that these areas are not direct drivers of the fund and are not included in the aims and objectives of the fund, however we are interested in any examples that may arise from funded activity.*

6.2a Are there any particular examples of activity that you think might have had a positive economic impact on the place in which you’re working? If you do think this, how do you know and how have you measured this impact?

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6.2b Describe any projects that have focused on wellbeing or skills development:

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