**Creative people and places**

**Annual Progress Report**
**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

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

* There are 5 sections of this report, please ensure you complete every section
* Section 1a will be pre-populated with your details. Please check this information is correct. If anything has changed please tell us about this amendment in section 1b. Your Relationship Manager will then note this amendment and return your form to you with your new information entered in section 1 for you to use in the next year.
* Section 2a will be pre-populated with your details. Please check this information is correct. If anything has changed please tell us about this amendment in section 2b. Your Relationship Manager will then note this amendment and return your form to you with your new information entered in section 1 for you to use in the next year.
* Please complete section 2 (you will only have to complete section 2 once). If there are any changes to section 2, please note them in section 2a. Your Relationship Manager will then note this amendment and return your form to you with your new information entered in section 2 for you to use in the next year.
* 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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**Section 1: Details about Your CPP Place & Partnership**

***Section 1a: Background information***

1.1a Name of CPP Project

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1.2a Lead organisation (named grant recipient)

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1.3a Lead contact name (please use the format: forename SURNAME)

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1.4a Lead contact email

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1.5a Lead contact phone numbers

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1.6a Lead contact postal address

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1.7a List of **core** CPP consortium member organisations, indicating which is the community partner

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1.8a List of **other** CPP consortium partner or affiliate organisations

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1.9a Legal status of your CPP consortium. E.g., company limited by guarantee, informal partnership, etc.

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1.10a List of Local Authority district(s) covered by your CPP consortium.

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1.11.a Description of your CPP consortium aims and proposed activities. This can be extracted from your business plan and should not exceed 500 words.

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***Section 1b: Changes to Your CPP Partnership***

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

1.1b Lead organisation (named grant recipient)

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1.2b Lead contact name (please use the format: forename SURNAME)

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1.3b Lead contact email

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1.4b Lead contact phone numbers

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1.5b Lead contact postal address

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1.6b 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).* |

1.7b 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).* |

1.8b 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).* |

1.9b List of Local Authority district(s) covered by your CPP consortium.

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| *Only include new districts added or removed.* *Briefly state the reason(s) for any change(s).* |

**Section 2: Management and Governance Arrangements**

***Section 2a: Background information***

2.1a How many formal core consortium meetings do you plan to have (or are you having) each year?

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***Section 2b: Thinking about your governance and management***

2.1b Please record attendance at your CPP Core Consortium meetings in the last financial year. Add extra rows to the table if required.

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| Meeting date | Number of attendees | % of Board membership |
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2.2b If you have indicated above that attendance at your Board (or equivalent) meetings is less than 100%, please briefly explain why.

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2.3b In what ways have you involved local people (community groups, volunteers and locally defined decision-making structures) in decision-making about your work?

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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.*

2.4b Describe any changes, that have taken place in your governance and management structure during the last year.

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2.5b Why have these changes, if any, taken place or why were they needed?

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2.6b Describe any challenges you have encountered with governance and management in the last year, and how these have been tackled.

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2.7b Describe any aspects of governance and management that have gone particularly well in the last quarter, and why this has been the case.

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2.8b What factors have enabled or supported your governance and management over the last quarter?

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**Section 3: Information about your programme delivery**

***Section 3a: Your programme delivery for the last year***

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

3.1a Describe any approaches, methods or tactics that have been particularly effective in your programming and delivery, and explain why this was the case.

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3.2a Describe any approaches, methods or tactics that have not been particularly effective in your programming and delivery, and explain why this was the case.

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3.3a What factors have enabled or supported your programming and delivery over the last year?

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***Section 3b: Working with local people and ensuring community decision making***

3.1b In the last year, how have you ensured that the community in your place has led on artistic and creative decision-making for your activity?

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3.2b In the last year, how have you ensured that the community in your place has led on strategic decision-making for your activity?

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3.3b 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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3.4b 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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3.5b 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 3d: Learning and research activities***

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

3.1d Briefly describe the learning and research activities you have undertaken in the last year. This can include how you have interacted with the national evaluation programme,audience research, marketing or consultation.

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3.2d What aspects of the CPP Peer Learning Network have you participated in over the last year, if any? If so, how have these activities helped you?

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3.3d Please provide details of the case studies you have submitted to Culture Hive in the last year.

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3.4d What factors, if any, have enabled or supported your learning and research activities during this year?

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3.5e 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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3.6d What new information, have you learned about your work this year?

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3.7d Please outline any ways in which this learning has influenced what you do or has effected changes to your programming or delivery.

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3.7d What evidence have you used to inform your programme over the year?

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**Section 4: Income and expenditure**

4.1 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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4.2 Were there any new funding opportunities that you have applied for in the last year, which were either successful or unsuccessful? Please give details

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**Section 5: Example activities**

5.a ***This section will be used to collate examples of activity that demonstrate areas in the programme we are specifically interested in, for research purposes.***

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

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

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

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* 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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5.b ***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.***

* 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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* Describe any projects that have focused on loneliness or social isolation:

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