



SUPPORTING &  
CHAMPIONING  
VOLUNTARY MUSIC

## SOUTH WEST CASE STUDY ARCHIVE - SUBMISSION FORM.

Enter your answers into the table below. Return to Kate Allen on [kate.allen@makingmusic.org.uk](mailto:kate.allen@makingmusic.org.uk) call 01822 835 956 for any help!

<b>1. Project Title and Group Name.</b>
<b>2 Author of report, contact number, email address and date</b>
<b>3. Keywords:</b> help members search our database by listing any key reference words about your project.
<b>4. Details of your Music Group:</b> Music Genre: County: Region: Number of Members:
<b>5. Background:</b> tell us a little about why your project was started.
<b>6. Start and End date of your project/activities:</b>
<b>7. Project Description:</b> in brief, what was the project all about?
<b>8. People:</b> who was your project aimed at?
<b>9. Aims and objectives of your M2M project:</b> What did your project hope to achieve? Do not assume that the reader will have any prior knowledge. <b>Aims:</b>  <b>Objectives:</b>
<b>10. Outputs:</b> this section is for you to quantify what actually happened on your project. We want to know things like how many people took

part, how many events you ran, what new facilities you have, any new links with your community, how many new members etc.

**11. Outcomes/findings:** this section is for you to tell us what impact your project had – your qualitative results. We want to know if there is anything is different about your group as a result of the project? Have you noticed anything particular about the effect it's had on your members? Has the demographic of your group .new membership changed at all? Have you changed the way you do things, for example your promoting.

**12. Conclusions/recommendations:** we want to know what worked well and what worked less well, and the possible reasons. We want to know how you are going to build on the successes and resolve difficulties. We want future projects to be informed by your experiences.

**What are the things that worked well on your project?**

**If you did it again, what would you do differently?**

**What would be your recommendations – to yourselves for future work, and/or to someone doing a similar project:**

**13. Suppliers:** what people did you use, and what suppliers. Would you recommend them?

**14. Key Issues and Considerations:** were there any particular circumstances or issues that needed to be taken into consideration when planning the project?

**15. Image List:** please supply photos separately to this file, but list them here.

**16. Acknowledgements:** Who did you work with? Did you work with any professionals or volunteers? Please list them and their contact details