**Creative people and places**

**Quarterly Reflection Report (QRR)**  
**About this form**This report is designed to assist you and your Relationship Manager to reflect on activity and learning from the previous quarter. 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, QRR, Quarter X, Financial Year Y

Upload it to Grantium as part of your quarterly payment condition:

*“Quarterly progress report from the previous quarter of funded CPP activity”*

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, QRR, Quarter X, Financial Year Y

**Reporting Period**

Please indicate the time period that this report refers to, tick box:

Which Quarter?

Q1 Q2 Q3 Q4

What Year?

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Name of CPP Project

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Lead organisation (named grant recipient)

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Name and email address of person completing this form:

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**Section 1: Reflections on your programme in this quarter**

Use this section to reflect on the delivery of your programme, during the last quarter and consider how your programme has contributed to these questions.

***1.1 Are more people from places of least engagement experiencing and inspired by the arts and culture?***

1.1a Has your programme enabled more people of least engagement to experience and be inspired by arts and culture in the last quarter? *Describe how you know this to be the case and what evidence you have.*

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1.1b Describe any approaches, methods or tactics that have been particularly effective in delivering this outcome and explain why this was the case.

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1.1c Describe any approaches, methods or tactics that have not been particularly effective in delivering this outcome and explain why this was the case.

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1.2 ***To what extent was the aspiration for excellence of art and culture and excellence of the process of engaging communities achieved?***

1.2a How has your programme enabled excellence in art and culture? *Describe how you know this to be the case and what evidence you have. Please refer to any quality assessments you may have carried out during the quarter (quality assessments should include evaluations using the Impact and Insight Toolkit)*

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1.2b How has your programme enabled excellence in the process of engaging communities? *Describe how you know this to be the case and what evidence you have. Please refer to any quality assessments you may have carried out during the quarter (quality assessments should include evaluations using the Impact and Insight Toolkit)*

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1.2c Describe any approaches, methods or tactics that have been particularly effective in delivering this outcome and explain why this was the case.

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1.2d Describe any approaches, methods or tactics that have not been particularly effective in delivering this outcome and explain why this was the case.

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**Section 2: Additional Information**

2.1a Have you developed any new partnerships in this quarter?

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2.1b Are there any key events, visits, activities or opportunities coming up in the future that you feel ACE should know about (please include dates where known):

*This should include key project activities like performances or festivals, visits from MPs or Government Departments, invitations to speak about your project at external events/conferences or roundtables.*

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