



Small Grants - Guidelines for reports on outcomes from MTC small and medium grants projects.

Guidelines for reports

1. Please provide a report every 6 months, and at the end of your project, if your project is longer. Please follow the guidelines for your reports and send to info@musictherapy.org.uk. Please note that specific locations and people can be identified but only if you have ethical permission to identify these details.

Interim (6monthly) reports

1. Title of project and your name
2. Study aims, planned length of project and actual length of project if this has changed
3. Progress so far. Please include a 300 word report on your project-including research questions and aims, numbers of participants, summary of methods, any preliminary results and analysis, and summary of benefits so far for participants, the profession, your work etc.

Final report

1. Title of project and your name
2. Study aims, planned length of the project and actual length of the project by the end of the project.
3. Please provide a summary of up to 500 words including:
 - Research questions/objective, methodology, supervision of the research, numbers of participants, summary of analysis of results and main findings/outcomes. Include supervision of the research.
 - Summary of benefits to participants, the profession, to you, to your organization, and plans/summary of dissemination/publications so far if relevant.
 - Finance: provide a breakdown of how the funds were allocated and spent, as well as the public benefit. Please make clear the overall funding of the project, if there were multiple funders, then greater detail for the MTC's Small Grant and spending of this.
 - Any other points for the MTC
 - Future plans for research linked to this small project.
4. Please provide a report of around 200 words or, ideally, a video suitable for publication on our website and in the format of a story that explains to readers, who are laymen and potential donors to the Charity, the following:
 - What the need is for the work
 - Who benefits
 - What difference it makes to them and why that matters (both to the individuals and to society)
 - Why this is The Music Therapy Charity the right organisation to fund this work