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QUICK REFERENCE GUIDANCE:

Generic/Non-Targeted Annual Report

**All Organisations - What You Will Need!**

**Watch Demo Video**

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Documents

You will need your income and expenditure return completed for the reporting period. This an Excel spreadsheet issued with your Letter of Offer. Click the link to request one by email if you don’t have one

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Your Youth Membership Information

You will need the number of youth members registered for this reporting period with your organisation by age band You will also need to assess your membership based on the engagement framework. Guidance on how to do can be accessed at the link

CLICK THE FILM ICON

**What Information Will I Need to Provide for the Report?**

|  |  |
| --- | --- |
| Report Section | What will I need to Provide |
| **Membership Breakdown** | Provide the numbers your registered youth members by age band for reporting period (4-8 years, 9-13 years, 14-18 years, 19-21 years & 22-25 years) |
| **Engagement Framework Information** | Provide the number of young people per stage on the engagement framework based on your registered youth membership |
| **Actual Funding Used** | Provide details of how much of your funding award in 2021-2022 you spent |
| **Income and Expenditure** | Upload a copy of your income and expenditure (Provided with your letter of offer) for the 2021-2022 period |

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