

How to Use the Help Musicians Online System to Manage Your Accepted Grant

Once you have submitted your application for support our team will get to work reviewing it. We sometimes require additional information or clarification, so if this is needed we will be in touch via email with instructions of how you can update your application.

How to Submit a Progress Report

As per your grant agreement, we will ask for progress reports so that we can make sure that your activity is happening as intended from your application.

We understand that sometimes things can change along the way, so the progress report is also a good way of telling us if it has.

To submit a progress report, log in to the Portal, head to **'My Support'** and select **'Upcoming Actions'** (if you are running ahead of schedule) or **'Outstanding Actions'** for a report that is already due. This will take you to a new window which shows all the grants which require a progress report.

Upcoming actions

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#	Application ID	Activity Type	Status	Deadline	
1	2021-2064 Creative Activities	Progress Report	Draft	18/06/2021	Open
2	2021-2064 Creative Activities	Final Report	Draft	09/09/2021	Open

There will be more than one Progress Report required for each grant so find the Progress Report that is due first, select **'Open'** and a form for you to complete will be shown.

Please complete all the required fields.

2021-2064 Creative Activities - Progress Report

[PDF of Report](#)

REPORT DETAILS

Project Name

Singing Classes

*** Please use this space to update us on your Creative Activities**

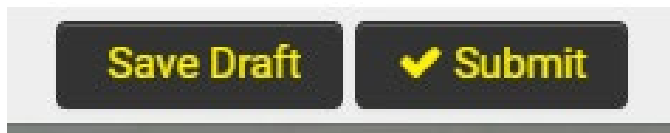
Tell us what you've been up to since we last heard from you. We're keen to how your creative activities are progressing, what you've been

 ?

*** Please use this space to tell us any changes to your project, any risks you're mitigating, or what you've learnt so far.**

You can use this form to tell us about any activities that have happened during the period, what changes may have occurred and what you've been able to achieve so far. If you wish, you can save the draft and return to complete it a future date but you must complete it before the progress report is due.

Once complete please 'Submit' and Help Musicians will review and, if satisfactory, release the next payment.



How to Make Revisions to Your Progress Report

We will review your progress report and if we require more information before formally approving and releasing the next payment we will request a revision.

You will receive an email informing you of the revision required and your report will remain in Outstanding actions. Open the report, update the required section and Submit.

Completed Reports

Once your report has been reviewed and approved by us it will be seen marked as '**Approved**' under **My Support > Completed Actions**.

Your original email would have contained a PDF copy of your report but you can always generate a new copy by opening the relevant application and selecting '**PDF of Report**'.



REPORT DETAILS
