

**Annex B**

Project progress report

**For lead organisations to complete**

You’ll submit this report to us at the end of each quarter. It gives us a detailed picture of how the grant is being spent and how the project is performing.

# Part one: Summary information

|  |  |
| --- | --- |
| **Lead organisation:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Project name:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Project ID:** | Click or tap here to enter text. |
|  |
| **Project outline:** | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reporting period** - Tick **one** box**:** | [ ]  2022 – Q2 | [ ]  2022 – Q3 | [ ]  2022 – Q4 |
|  | [ ]  2023 – Q1 | [ ]  2023 – Q2 |  |  |

**Attachments**

Tick **each** box to confirm that you are sending us:

|  |  |
| --- | --- |
| [ ]  | Your updated payment schedule (Annex A) |
| [ ]  | Your target and project outcome schedule (Annex E) |
| [ ]  | Your participant monitoring spreadsheet (Annex L) |
| [ ]  | Your financial monitoring spreadsheet (Annex O) |
| [ ]  | A current staff list (Annex U) |
| [ ]  | A current partner list (Annex V)  |
| [ ]  | A project change form (Annex D) |

# Part two: About your project

## What progress have you made?

|  |
| --- |
| **What were your delivery priorities this quarter?** |
| Click or tap here to enter text. |
| **Tell us about the participant activities undertaken during this reporting period. If there have been any delays or issues, outline these and the actions taken to address that. Give examples of innovative engagement activities.** |
| Click or tap here to enter text. |
| **What are your priorities for the next quarter?** |
| Click or tap here to enter text. |

## How are you sharing learning?

Tell us about learning from the activities and interventions delivered during this reporting period. While we are interested in the successes, we also want to know about the problems faced.

|  |
| --- |
| **What has worked well this quarter and why?** |
| Click or tap here to enter text. |
| **What hasn’t worked well and what did you do to address this?** |
| Click or tap here to enter text. |

# Part three: Your costs for this quarter

Tell us about performance of actual expenditure against the amount forecast in Annex A.

|  |  |
| --- | --- |
| **Forecast Amount** | £ Click or tap here to enter text. |
| **Actual Spend** | £ Click or tap here to enter text. |
| **Difference** | £ Click or tap here to enter text. |
| **Detail any under/overspend this quarter and the reasons for this** |
| Click or tap here to enter text. |
| **What actions are you taking to resolve this for next quarter?** |
| Click or tap here to enter text. |

## Procurement

We need you to tell us about and any new procurement or claims for costs associated with procurement where penalties have been applied. Please use the following two tables to do this.

|  |
| --- |
| **Did any new procurement exercises take place for costs over £2,499 this quarter? If so, please detail using the table below.** If required, please use a separate sheet. If none, please state N/A. |
| **Procuring organisation** | **Procurement description** | **Date procurement started** | **Date of award** | **Value of contract** | **Have any costs been included within this claim (Y/N)** | **Annex O line(s)** (if applicable) |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

|  |
| --- |
| **Please tell us about any procurement activity over £2,499 you are planning for next quarter.** If required, please use a separate sheet. If none, please state N/A. |
| **Approx. value (£)** | **Procurement description** |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

|  |
| --- |
| **Have any costs where procurement penalties apply been included within the claim? For example, you have been told as a result of an Article 127 audit that a 25 per cent penalty applies to all other costs associated with that contract.**  If required, please use a separate sheet. If none, please state N/A. |
| **Annex O line reference** | **Reference of audit that resulted in penalty**  | **Procuring organisation** | **Procurement description** | **Penalty applied (%)** | **Value of claim before penalty (£)** | **Value of claim after penalty (£)** |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

# Part four: Your targets for this quarter

If you are overachieving in any **outputs (male, female, unemployed etc.)**, please share what actions you have taken to achieve this. Please explain any underperformance, why this has occurred and what action you are taking to improve it.

|  |
| --- |
| **Overperformance** |
| Click or tap here to enter text. |
| **Underperformance** |
| Click or tap here to enter text. |

If you are overachieving in any **results (into education or training, into employment etc.)**, please share what actions you have taken to achieve this. Please explain any underperformance, why this has occurred and what action you are taking to improve it.

|  |
| --- |
| **Overperformance** |
| Click or tap here to enter text. |
| **Underperformance** |
| Click or tap here to enter text. |

Part five: Your project outcomes

These are the outcomes which describe the difference your project has made to participants and were agreed in the project plan (also detailed on Annex E).

Please explain for any underperformance in **outcomes**, why this has occurred and what action you are taking to improve it. If you are overachieving in any outcomes, please share what actions you have taken to achieve this. Are there any unexpected outcomes that have been achieved?

|  |
| --- |
| **Overperformance** |
| Click or tap here to enter text. |
| **Underperformance** |
| Click or tap here to enter text. |

# Part six: Cross-cutting themes

Provide a summary of the actions taken this quarter, highlighting any innovative activities.

|  |
| --- |
| **Equal opportunities and gender equality** |
| Click or tap here to enter text. |
| **Sustainable development** |
| Click or tap here to enter text. |

# Part seven: Publicity

|  |
| --- |
| **How has the project been promoted this quarter?** |
| Click or tap here to enter text. |
| **List any press releases for this quarter and any planned releases or events for the next quarter** |
| Click or tap here to enter text. |

# Part eight: Project Closure

Summarise the plans for the closure of your project

|  |
| --- |
| **Please provide us with a brief update on your plans for project closure. This may include staffing requirements, support for participants, branding removal, discussions with partners and planned project evaluations.**  |
| Click or tap here to enter text. |
| **Please provide us with an overview of your plans for document and data retention and storage. Current European Social Fund document and data retention policy requires all project records and documentation to be kept for audit purposes, which we currently anticipate being until 31st March 2034.** |
| Click or tap here to enter text. |

|  |
| --- |
| **Do you anticipate an underspend? If so, please provide us with details of any forecasted underspend, including approximate value, and reasons for this. Please also consider any current unclaimed expenditure and how this affects your budget forecast.**  |
| Click or tap here to enter text. |
| **Do you currently have any concerns about the planned closure of your project? If so, what are they and what actions are you taking to address these concerns?** |
| Click or tap here to enter text. |

|  |
| --- |
| **Please let us know what plans you have, if any, to continue this project or any part of it beyond the end of the grant. For example, if you have already applied for funding or you have plans to. Equally, if you decide not to continue the project after BBO ends, please let us know why.**  |
| Click or tap here to enter text. |
| **Will your organisation continue to operate when your BBO project closes?** (If the answer is ‘no’, you must discuss this with your Funding Officer at the earliest possible opportunity.) |
| **Yes** [ ]  | **No** [ ]  |

Please see Section 14: Project Closure on the [Guide to Delivering European Funding pages of our website](https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/guide-to-delivering-european-funding). This document provides useful information to help you to plan for the closure of your project, including an outline of the closure process, archiving evidence, final operational and administrative claims, final payments, and removal of branding.

# Part nine: Declaration

You confirm that:

* the information in this report is complete, accurate and true
* the money from The National Lottery Community Fund and the European Social Fund has been used exclusively for the project described in the original application, together with any changes you’ve agreed with us since then
* there haven’t been any significant changes to your project or the governance of your organisation or your partnership apart from any you’ve told us about and we’ve agreed in writing
* you haven’t received any duplicate funding for the activities, services or facilities that The National Lottery Community Fund and the European Social Fund are paying for
* you have sought to achieve value for money by securing goods and services for your project at reasonable prices
* your organisation keeps full and proper accounts and records, including invoices and receipts, which show how the money from The National Lottery Community Fund and the European Social Fund has been used
* your organisation has implemented its equalities policy and, if working with children, young people or vulnerable adults, a safeguarding policy. These policies are carried out and regularly reviewed to ensure they adhere to current legislation and regulations
* your organisation hasn’t disposed of any funded assets without getting permission from us in writing
* your organisation is following all current statutory requirements and other laws and regulations relating to the project and its working including: adherence to employers’ liability insurance; procurement regulations; the National Living Wage; the Working Time Directive; health and safety; safeguarding of children, young people and vulnerable adults; data protection, Freedom of Information and intellectual property rights legislation.

[ ]  Please tick this box to agree the statements above are correct

|  |  |
| --- | --- |
| **Name:**  | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Date:** | Click or tap here to enter text. |