LCTT Challenge Fund – Quarterly progress report template

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| **Project ref no.:** |  |
| **Name of organisation:** |  |
| **Project name:** |  |
| **Reporting period:** |  |
| **Project summary:** |
| Provide a summary of the project and its key objectives. *E.g. The [name of project] will construct an active travel hub. The project aims to:** *Provide the local community with access to alternative travel modes*
* *Will increase confidence in commuters to travel actively by offering appropriate training, etc.*
 |
| **Physical progress:** |
| Describe the actual activities undertaken in the claim instalment period. This should relate back to the scope of activities outlined in the application and Grant Offer Letter. If there have been any delays or issues encountered in the period these should also be outlined with information on how the project is dealing with these issues. |
| **Milestones:** |
| In this section Grantees will report on the planned / forecasted achievement of the milestones outlined in the Grant Offer Letter as well as confirming actual achievement. This should be set out in the format within the delivery report as follows: |
| *Milestone* | *Contracted achievement date* | *Forecasted achievement date* | *Date achieved* | *Notes* |
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| **Activity planned for next period:** |
| Provide an outline of the key activities that are planned for the next claim instalment period including any key dates or events. If there is any future major activity that is planned beyond the next instalment period this should also be covered. |
| *Task name/ detail* | *Previous forecast date* | *Current forecast date* | *RAG* |
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| *RAG description key (related to planned activities)* |
| R | Delivery is significantly behind schedule; significant under/over-spend is likely; no plans in place to address problems. |
| A | Problems identified with delivery and/or resourcing but a plan is in place to address these |
| G | Project running on time, to budget and is on track to meet all milestones. Any potential problems are being monitored and managed |
| B | Milestone completed on time |
| W | Task complete |
| **Risks in this period:** |
| Risks should be taken from the project’s risk register. |
| *Date identified* | *Risk description* | *RAG/ score* | *Mitigation strategy* |
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| *RAG description key (from risk register)* |
| 5 | Almost certain | 5 | 10 | 15 | 20 | 25 |
| 4 | Likely | 4 | 8 | 12 | 16 | 20 |
| 3 | Possible | 3 | 6 | 9 | 12 | 15 |
| 2 | Unlikely | 2 | 4 | 6 | 8 | 10 |
| 1 | Rare | 1 | 2 | 3 | 4 | 5 |
|  | Insignificant | Minor | Moderate | Major | Catastrophic |
| 1 | 2 | 3 | 4 | 5 |

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| **Budget/Financial management:** |
| Report on the performance in terms of actual expenditure against the profiled values contained in the Funding Agreement. Comments should also include future forecast and whether the project is still on track and to budget. Any expenditure slippage should be explained and justified with plans outlined on how the slippage will be addressed. Any potential overspend in cost categories or request to re-profile expenditure should be flagged up here. |
| *Total budget* | *Total budget defrayed (to date)* | *Total ERDF funds claimed (to date)* |
| £ | £ | £ |
| *Expenditure category* | *Forecast (at time of Grant Offer Letter)* | *Actual (to date)* | *Remaining(to date)* |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| £ | £ | £ | £ |
| **Match funding:** |
| Grantees will need to report on the funding received during the claim instalment period as well as the cumulative values received to date. This should be broken down by named funder. Any potential changes to the funding package should also be referred to. |
| *Match funder* | *Match funding received this claim period* | *Cumulative total to date* | *Contracted value* |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
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| **Targets:** |
| Grantees will need to report on the actual achievement of targets and future forecast in comparison with the profile outlined within the funding agreement. Identify any specific issues encountered relating to measuring or evidencing the targets or take up of assistance from businesses. If there is any slippage, outline what remedial measures are being put in place to bring things back on track. |
| *Main achievements this period* |  |
| *Future forecast* |  |
| *Issues identified* |  |
| **Publicity and communications:** |
| Report on any publicity activity that has taken place during the claim instalment period. This may include publicity material, leaflets, banners or stationery and any press releases, newspaper articles or publicity events. |