LCTT Challenge Fund

Quarterly Progress Report Template

Round 3

Email this report to LCTT@est.org.uk by the 20th working day after the end of each quarter.

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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 and main achievements:** |
| Describe the actual activities undertaken and outputs/deliverables achieved in the quarter. 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 / activities:** |
| 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. All milestones and activities listed in the originally approved project plan should be included here. If no progress occurred in the quarter in relation to specific milestones/activities, please state so in the notes. Please also explain in the notes in a contracted date has changed following a formal change request. This should be set out in the format within the delivery report as follows: |
| *Milestone / activity* | *Contracted achievement date as per original project plan* | *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 quarter including any key dates or events. If there is any future major activity that is planned beyond the next quarter, this should also be covered. |
| *Milestone / activity* | *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*  |
| 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.  |
| *Total budget* | *Total budget defrayed*  | *Total TS match funding support claimed*  | *Total ERDF funds claimed*  |
| £ | This quarter £ | This quarter £ | This quarter £ |
| To date £ | To date £ | To date £ |
| **Applicant’s own/external match funding:** |
| Grantees will need to report on the funding received during the quarter 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 (excluding TS)* | *Match funding received this claim period* | *Cumulative total to date* | *Contracted value* |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |

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| **Publicity and communications:** |
| Report on any publicity activity that has taken place during the quarter. This may include publicity material, leaflets, banners or stationery and any press releases, newspaper articles or publicity events. |

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| **Horizontal themes:**  |
| Are the horizontal themes that you considered and identified in your initial application/update from June 2021 still relevant to your project? If not, please provide us with your updated horizontal themes here: |
| Equal opportunities & non-discrimination |  |
| Environmental sustainability  |  |
| Equality between men & women |  |