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| **GRANT AGREEMENT - PROGRESS REPORT** |
| **Grant Name:** | [ENTER TITLE OF GRANT] |
| **PCC Contact(s):** | [FULL NAME] |
| **Grant Recipient(s):** | [FULL NAME & CONTACT DETAILS] |
| **Report Author:** **(Prepared By)** | [FULL NAME] |
| **Reporting Period Covered:** | [XX/XX/XXXX – XX/XX/XXXX] |
| **SUMMARY OF BUSINESS CASE & BENEFITS** |
| [DETAILS TO BE TAKEN FROM BID DOCUMENT AND/OR GRANT AGREEMENT] |
| **KEY ACTIVITIES FOR THE REPORTING PERIOD** |
| [PROVIDE AN UPDATE ON THE PROGRESS OF THE GRANT AGREEMENT’S ASSOCIATED ACTIVITY INCLUDING CATEGORIES SUCH AS:-* ACTIVITIES COMPLETED TO DATE
* BENEFITS/DELIVERABLES ACHIEVED TO DATE
* TIMESCALES (TIMESCALES OF GRANT AGREEMENT AND PROGRESS MADE AGAINST THIS)
* CHANGES TO PROGRAMME / SCHEDULE (DETAIL ANY CHANGES TO THE PLAN – IF APPLICABLE)
* RISKS/ISSUES]
 |
| **FINANCIAL REPORTING (EXPENDITURE TO DATE)** |
| [BUDGET STATUS (I.E. BREAKDOWN OF MONIES SPENT TO DATE / BUDGET LEFT TO SPEND)] |
| **PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD** |
| [PROVIDE A PLAN OF WHAT IS EXPECTED TO TAKE PLACE OVER THE NEXT REPORTING PERIOD] |
| **RISKS / ISSUES / EXCEPTION REPORTING** |
| [PLEASE PROVIDE DETAILS OF ANY RISK AND ISSUES ASSOCIATED WITH DELIVERY OF THE GRANT][PLEASE IDENTIFY ANY EXCEPTIONS THAT NEED TO BE RAISED AT THE SCRUTINY MEETINGS] |
| **Report Received By:** | [NAME & DATE] |
| **Agreed and Accepted:** | [PROVIDE DETAILS OF PRESENTATION OF REPORT AND OF ACCEPTANCE / COMMENTS OR DECISIONS MADE] |