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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] |