



Shared Prosperity Fund: North Wales Progress Report

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.

Grant Recipient

Lead Organisation Name			
Project Reference Number			
Project Name			
Claiming Period	From		To

1. Project Activity

Please provide a narrative update, summarising progress, and achievements during the claim period. This should include but not limited to progress against milestones, expenditure, recruitment, interventions outputs and outcomes.

**Reporting period date not matching the claim period date. Not signed by authorised signatory
Authorised signatory not included with the submitted email. Change to project personnel.**

The progress report should reflect the expenditure claimed within the claim form. The report should be signed by the Authorised signatory and included within the submitted email. If there are changes to the project personnel, a revised Annex 4 needs to be submitted.

Please provide as much information as possible so that we are aware of the progress of your project.

2. Publicity

Please inform us of any publicity activity undertaken during this claim period and any planned in the future

No information provided on any publicity activities within the claim period. No details of any upcoming events.

Publicity activities may include job advertisement/ beneficiary data forms/advertising via social media/events being held. This list is not exhaustive.

3. Special Conditions (inc. Condition Precedent)

Please provide a narrative update on any outstanding special conditions.

Please note grant payments will not be released until any condition precedent are satisfactorily met.

No narrative provided on how the Grant recipient has adhered with the special condition requirements.

If the terms and conditions of grant included any special conditions, it is a requirement to provide a statement and/or evidence of adhering to them. If not relevant to your project, please state N/A, but please check Annex 5 of your grant funding agreement first.

4. Project Evaluation

Please provide an update on progress of the project evaluation. E.g., drafting tender brief, consultant appointed, case studies.

No information provided on the evaluation process prepared for the project.

Details on how the evaluation will be procured, and timelines of the process and expected final evaluation should be provided. If you find difficulties in appointing an Evaluator, please contact your Local SPF Team.

5. Welsh Language

Please provide details of any activity undertaken to support the Welsh Language.

No details on how the project confirms to the Welsh Language requirements.

Details should be provided on what activities are being carried out to adhere to the Welsh Language requirements, as stated within your approved SPF application.

6. Equalities

Please provide details of any activity undertaken to support equalities.

No details on how the project confirms to Equality requirements.

Details should be provided on what activities are being carried out to adhere to the Equality requirements, as stated within your approved SPF application.

7. Net Zero

Please provide details of any activity undertaken to support Net Zero

No details on how the project confirms to Net Zero requirements.

Details should be provided on what activities are being carried out to adhere to the Net Zero requirements, as stated within your approved SPF application.

8. Subsidy Control

Please provide details of any 3rd party subsidies issued during the claim period.

If your project is providing subsidy to 3rd party, no information on the process has been provided.

Details should be provided on the process you have followed to ensure that the subsidy provided is within the relevant Subsidy regulations. If not relevant to your project, please state N/A

9. Issues arising

Please provide details of any issues you need to raise. This can include but is not limited to the delivery plan, claiming process, subsidy control.

You should state here any issues that may be raising a concern in the completion of your project.

If you have no issues arising, please state N/A or None

10. Forward Plan

Please provide details of the planned activity for the next period.

No details have been provided on what you expect to achieve during the next quarter.

We require details on what you expect to achieve during the next quarter of your project.

11. Change Request

Please use this section to record any changes that have the potential to impact your project. Please confirm whether you consider this a significant change and if this has been discussed with the relevant local authorities. **Please refer to the Grant Claim Guidance for further details on the definition of a significant change**

Please state whether you anticipate a significant change:

Yes / No

If yes, please confirm whether you have discussed the potential changes with your local authority contact:

Yes / No

Please note here if you foresee any changes to your project that will require a change request. You will need to discuss this in the first instance with your Local SPF Team.

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Signed:			
Position:			
Contact Name:		Tel No.	

Please return completed form to the Shared Prosperity Fund North Wales Team:
SharedProsperityNorthWales@gwynedd.llyw.cymru