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| Shared Prosperity Fund: North Wales  Final Progress Report |
| Mae’r ddogfen yma hefyd ar gael yn Gymraeg. |

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| **Grant Recipient** | | | | |
| **Lead Organisation Name** |  | | | |
| **Project Reference Number** |  | | | |
| **Project Name** |  | | | |
| **Final Claiming Period** | **From** |  | **To** |  |

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| 1. **(a) Project Activity for the period** |
| 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. |
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| 1. **(b) Overview of Project Achievements** |
| Please provide an overview of the overall project achievements against the approved milestones, expenditure, outputs, and outcomes.  Highlight what has worked well and what hasn’t worked well, and any reasons why. |
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| Please confirm if there are any outcomes that you are imminently about to achieve that haven’t been claimed as these will be achieved shortly after the project end date. |
| **Select Yes / No**  If yes, please provide details |

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| 1. **(a) Publicity** |
| Please inform us of any publicity activity undertaken during this claim period. |
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| 1. **(b) Publicity** |
| Highlight any good news stories, project case studies, project celebrations events and launch events over the project lifetime. |
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| 1. **Special Conditions (inc. Conditions Precedent)** |
| Please list all the special conditions set as part of the Grant Funding Agreement and Letter of Variation (if applicable). Provide a narrative update to explain how these have been met. |
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| 1. **Project Evaluation** |
| Please provide an update on the project Evaluation. Provide a high-level summary of the draft or final report and include a summary of any findings. Confirm who the report will be shared with.  **NB: Ensure the final evaluation report is produced bilingually and submitted to the regional team no later than 28th February 2025.** |
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| 1. **Welsh Language** |
| Please provide details of any activity undertaken to support the Welsh Language. |
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| 1. **Equalities** |
| Please provide details of any activity undertaken to support equalities. |
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| 1. **Net Zero** |
| Please provide details of any activity undertaken to support Net Zero. |
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| 1. **(a) Subsidy Control** |
| Please provide details of any third party subsidies issued during the claim period. |
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| 1. **(b) Subsidy Control** |
| Please state how the project has complied with the Subsidy Control regulations. Confirm if relevant that all subsides provided above £100k has been uploaded to the Subsidy control database. |
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| 1. **Issues arising / Lessons learnt** |
| Please provide details of any **issues/barriers** and **good practices** you have encountered throughout delivery of the project.  Include details of anything that has worked particularly well and what has not worked so well, and the reasons why. Is there anything that could have worked better or helped to overcome issues/barriers?  This can include but is not limited to the **timeframe, procurement**, **delivery plan, claiming process, paperwork, approval and change request process, subsidy control, anything else.** |
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| 1. **Forward Plan / Exit Plan** |
| Please explain your exit plan and any legacy from the project. Please refer to the exit plan submitted with your Stage 2 application. Note any changes from your original plan. This section can also be used to provide details of any lessons learnt that you will be taking forward. |
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| 1. **Contact Details** |
| Please provide contact details for all personnel that will have access to project documentation and assets post project closure. |
| Name:  Job Title:  Contact address:  Email:  Telephone number: |

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| **Signed:** |  | | |
| **Full Name:** |  | | |
| **Job Title:** |  | **Telephone** |  |

Please return completed form to the Shared Prosperity Fund North Wales Team: [SharedProsperityNorthWales@gwynedd.llyw.cymru](mailto:SharedProsperityNorthWales@gwynedd.llyw.cymru)