****Grant Management Report

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| Project Name: |  |
| Grant ID (our ref): |  |
| Project Lead/Manager: |  |
| Report Date: |  |

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| Project Status | Please tick |
| Green – On Track. Project is on schedule. |  |
| Yellow – At Risk. Milestones missed but overall success still on track. |  |
| Orange – High Risk. Milestones missed and potential to go off track. |  |
| Red – Off Track. Milestones missed, action needed to get back on track. |  |

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| Project Summary |
| *Use this space to give us a few sentences summarising the project work since the last report.* |

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| Project Progress |  |  |
| Planned Activities and Results | Actual Activities and Results | Changes, Mitigations, and Lessons |
| *Example 1: Survey to be created and distributed online. 250 responses expected. Results to be collated, analysed, and written up to inform next stage of project.* | *Survey has been created and gone live, however delays with purchasing survey hosting has meant the survey run time has not finished. We currently have 112 responses. The survey is open for a further 3 weeks, by which time we expect to have received the expected 250 responses. The analysis and write up of results will therefore be 1 month late.* | *This will push our report on Phase 2 back by one month. We will be submitting an interim report and asking for a partial release of Phase 2 funds at the agreed time, with the full report and release of remaining funds to follow one month later.* |
| *Example 2: Survey to be created and distributed online. 250 responses expected. Results to be collated, analysed, and written up to inform next stage of project.* | *Survey created and went live as planned, however there has been a disappointing take up. Less than 50 people have responded.* | *Email being sent to database asking for participation in survey. We have learnt that a survey link on our home page does not drive enough traffic to the survey site without added promotion.* |
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| Future Project Workplan |  |  |
| *If you need to make any changes to the Project Workplan submitted with your application/your last report, please request the changes here.* | | |
| Action | Date | Change |
| *Example 1: Research assistant to be recruited.* | *To be in post Jan 1st 2020* | No |
| *Example 2: Proposal to university to be drafted and sent for feedback.* | *Originally planned for Jan 1st 2020, due to delays now going to be March 1st 2020.* | Yes |
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| Budget and Spending |  |  |  |  |
| Item | Planned | Actual | Date | Notes |
| *Example 1: Survey hosting fees* | £300 | £300 | 01/01/2020 |  |
| *Example 2: Research Assistant salary* | £1,200 | £0 |  | Delay – not in post yet. Please see above for requested change. |
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| **TOTAL** |  |  |  |  |

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| **TOTAL FUNDS REQUESTED** |  |

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| Additional Information and Attachments |
| *Please use this space to let us know of any information you would like us to have not already covered in this form, or list any attachments you are sending with this form, for example; press releases, journal articles, etc.* |