

|  |
| --- |
| [insert full name of contact]  [insert position of contact]  [insert name of recipient organisation]  Address line 1  Address line 2  Address line 3 |

[*Insert date*]

**Subject: <Insert Project / Scheme Full name>**

<*insert the DfE grant register reference number*]>

|  |
| --- |
| **[Please note that this template is intended to provide a basis from which the Grant Offer Letter should be constructed. It may be the case you need to add/amend or delete sections/paragraphs provided in order to tailor it to your needs].**  **Please refer to the explanatory notes for advice and guidance on this template.**    **N.B. This Grant Offer Letter should always be discussed and agreed with the relevant areas within your individual departments (i.e. Commercial and finance, and legal if necessary for new conditions) before this is finalised and sent to the Grant recipient for signing.**  **(Please remove this box and text within it before sending out to the grant recipient)** |

Dear [*name of contact person*]

Thank you for your application dated < date of application> for funding for the above project / scheme.

I am pleased to inform you that you have been successful in the [Insert name of the grant Scheme or project competition] launched in [insert date]. On behalf of the Secretary of State for Education, I would like to offer <insert name of the organisation> a grant on the terms of the enclosed funding agreement. The Power under which the grant is to be paid: [Insert enabling legislation eg Section 14 of the Education Act 2002] and will accordingly be paid only in respect of approved expenditure incurred by [insert the name of the body] for the purpose of the funded activities.

This Grant is to [brief description / summary of the project and its aims and objectives] and is more fully described at Annex F attached.

|  |
| --- |
| **Summary description of the Project**  [Insert Summary description] |

This correspondence constitutes a Grant Offer Letter. This letter will form an integral part of the Grant Agreement. The offer is subject to the provisions, limitations and conditions set out below and in the DfE general grant terms and conditions.

I am pleased to inform you that the Department is willing to offer your organisation funding of up to £ (Insert grant allocation in number) for the period from <Insert start date of project> to <Insert end date of project>.

<Note: If this grant is for multiple financial years, in addition to the total value of funding over the funding period, you must set out the individual value of funding for each and all financial years.

Where funding is for multiple years add this condition.

The funding amounts for year 2 and beyond are indicative. Year two and beyond amounts are dependent on successful delivery of agreed outcomes. >

This offer is subject to the terms and conditions set out below, and to the attached Department for Education general [Grant Terms and Conditions](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions)[[1]](#footnote-1) <in all cases attach T&Cs to this Grant Offer Letter >. You should read all annexes and general T&Cs carefully before accepting the offer of funding. **Failure to observe these terms and conditions may result in the funding being withdrawn.**

|  |
| --- |
| **Project specific conditions**  The grant is awarded under the additional following general conditions specific for this project:  [Insert additional general condition 1]  [Insert additional general condition 2 and so on] |

|  |
| --- |
| **[Please note if there are no additional specific conditions, you can delete this table.**  **(Please remove this box and text within it before sending out to the grant recipient)** |

**Complying with new Government policies**

The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.

**(Please amend this text where you have obtained prior approval, through EC Controls for grant expenditure on the listed categories of spend before sending out to the grant recipient).**

In addition to providing a signed copy of this agreement, you are then requested to follow the instructions on Bank Account Details (Annex B) and provide your organisation’s bank account details. This will allow us to set your organisation up on the Department’s payment system to receive the grant. Payment claims can only be sent to the DfE once the Grant Agreement has been signed and any pre-disbursement conditions have been met. Payments will be disbursed into the bank account number provided through the DfE suppliers’ bank details process provided by the [Insert name of grant recipient].

Please note that any delays in returning the documents could result in a delay to the grant payment.

The Grant Manager for this Project at the <insert name of your team> is [insert name and e-mail of grant manager]. We look forward to working with you to bring about the rapid signature of the Grant Agreement.

**ACCEPTANCE OF OFFER**

If you wish to accept this offer of a grant, please sign both copies of the enclosed grant funding agreement [Annex A] in the space provided and return one of them to <NAME> by post, on or before <Date>. Please retain the other copy for your records. You must accept this grant offer and the conditions made in it in writing no later than **[10 days or** **four weeks]** from the date of this letter.

**(Please amend this timescale when you have obtained confirmation by when the agreement must be returned.**

**NB If the signed agreement is not return; the grantee should be made aware the offer would lapse.)\*delete from final version**

If you cannot return the acceptance by the specified date, please contact me before that date to explain the reasons. Otherwise, we will assume that the offer has been refused, and it will be withdrawn without further correspondence.

Yours sincerely,

[Insert name of Grant Manager]

For and on behalf of [Department Name]

[Insert name of Policy Team]

[Insert name of Directorate]

[Insert address]

**Web:** [Insert department’s web address and .gov.uk address page]

This Grant Funding Agreement is made between:

(1) **The Secretary of State for Education** and

(2) **[*Name of the body*]** of **[*address*]** [*with Charity Commission registration number or Companies House Registration number*].

This Agreement comprises the Grant Offer Letter, project specific conditions, where relevant, any annexes to this letter and general [Grant Terms and Conditions](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions)[[2]](#footnote-2).

This letter must be read in conjunction with general conditions of grant and these relevant annexes:

**Annex A** - Acceptance of Grant Offer and effective date

**Annex B** -Bank account details

**Annex C** - Claiming Grant in Arrears

**Annex D** - Claiming Grant in Advance

**Annex E** - Details of Grant Allocations

**Annex F** - List of Objectives for which the grant is being paid

**Annex G (i)** - Annual Certification of Expenditure (external auditor or accountant’s report arrangements)

**Annex G (ii)** – Statement of Grant Usage (Statement prepared by Local Authority)

**Annex H** - Grant Payment schedule

**Annex I** - Sample Exit Plan

**Annex J** - Sample Progress Report Template

[*Do not delete reference to or rename any of the above annexes, as there is a reference to each in the T&Cs. Where a specific annex does not apply as with Annex C or D or Annex G(i) or G(ii), strikethrough the relevant Annex, then annotate it “does not apply”. On the actual Annex, you may also wish to delete the contents leaving only the Annex heading.*

*Insert any additional conditions specific to your project/programme*]

# Annex A - Acceptance of Grant Offer and effective date - [*insert programme/activity and grant register reference number*]

This Grant Funding Agreement is effective from the date of signing.

|  |  |
| --- | --- |
| Signed by person authorised to sign on behalf of the Secretary of State | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in DfE |  |

As representative of [*insert name of the body*], I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions as contained on its website or attached. *[Insert web link].* I agree to comply with the notified conditions of the grant on which the offer is made.

|  |  |
| --- | --- |
| Signed by a person authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

|  |  |  |
| --- | --- | --- |
| **Principal contacts** | **Department** | **[name of the body]** |
| Contact name/Postal address |  |  |
| Position |  |  |
| Telephone no. |  |  |
| Email address |  |  |

|  |
| --- |
| Grant Recipient to Sign and date one copy of this letter of offer and retain it for their records. Grant Recipient to Sign and date another copy of this letter and return to the grant manager. |

# Annex B – Bank account details - [*insert programme/activity and grant register reference number*]

**Information required by the Department to make payment of grant for the activities stated in the offer letter.**

|  |
| --- |
| Starting 1 January 2018 the process for adding or amending existing Supplier or Provider's bank details or other information to the DfE ERP system has changed. The new procedure and associated new forms: <https://www.gov.uk/government/publications/dfe-suppliers-bank-details-forms> |

# Annex C - Grant claim form for [\*insert name of the body\*] Claiming Grant in Arrears - [*insert programme/activity and grant register reference number*]

This claim form should be completed by an authorised senior officer of [insert name of the body] and returned to[*\*insert name/Team, Division*], Department for Education, [*insert address*], as soon as possible in the month following that for which the grant is being claimed and should be supported by invoices or receipts.

Amount of claim in respect of:

|  |  |
| --- | --- |
|  |  |
| [*Insert the details which are expected to show that expenditure has taken place*] | £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Sum Claimed for this period | £ |
|  |  |
| TOTAL GRANT CLAIMED | £ |

I certify that:

* the above claim is made in accordance with the Grant Offer Letter and Terms and Conditions of the Grant Funding Agreement for the [*insert programme/activity*];
* the claim is in respect of eligible expenditure already incurred;
* the information I have provided in this form is complete and correct, and
* no claim has been made for funding in respect of these items from any other body.

|  |  |
| --- | --- |
| Signed by a senior officer authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

# **Annex D - Grant claim form for [*insert programme/activity and grant register reference number*], permitted to claim Grant in Advance**

This claim form should be completed by an authorised senior officer of [insert name of the *body*] and returned to [*insert name/Team, Division*], Department for Education (DfE), *[insert address*], no later than the 5th day of the month for which grant is being claimed and should be supported by invoices or receipts for the last month and a breakdown of expenditure for the month claimed.

|  |  |
| --- | --- |
|  | Claim for [*insert month*] |
| 1. Forecast expenditure for last month (as on previous grant form). | £ |
| 1. Actual expenditure in last month (see attached breakdown and attached invoices). | £ |
| 1. Unspent DfE grant at end of last month. | £ [a – b] |
| 1. Forecast expenditure for this month (see attached breakdown) | £ |
|  |  |
| 1. Amount of DfE grant claimed for current month | £ [d – c] |
|  |  |
| TOTAL CLAIMED to Date | £ |

I certify that:

* the above claim is made in accordance with the Grant Offer Letter and Terms and Conditions of the Grant Funding Agreement for the [*insert programme/activity* ];
* the grant received and spent has been used wholly for the purposes for which it was given;
* the information I have provided in this form is complete and correct, and
* the amount of grant claimed on this form represents expenditure incurred or to be incurred for the purposes for which grant is given.

|  |  |
| --- | --- |
| Signed by a senior officer authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

# Annex E - Details of Grant Resource Budget Allocation- [*insert programme/activity and grant register reference number*]

|  |
| --- |
| *Use this opportunity to set out the amount of revenue funding to be allocated to the body for the purposes detailed in Annex F and the financial year or years detailed in Annex H \***delete on final version* |

Table - Overview of Estimated Budget

|  |  |  |
| --- | --- | --- |
| Item | £ for Financial Year xx/yy | £ for Financial Year yy/zz |
| **Over view of Income and revenue** |  |  |
| **A.** **Income** |  |  |
| A1: Grant from the DfE |  |  |
| A2: Financial contributions [Grantee own resources] |  |  |
| A3: Other Financial Contributions from third parties – Match Funding, Contributions in Kind |  |  |
| A4: [+Other income to be specified] |  |  |
| **TOTAL Income A** |  |  |
| **Overview of Expenditure** |  |  |
| **B. Eligible Salary costs** |  |  |
| B1: Staff and Volunteer Costs  *Salaries, Wages and any associated direct costs* |  |  |
| B2: Travel and subsistence |  |  |
| B3: Office equipment and materials |  |  |
| B4: Other direct costs eg training |  |  |
| B5: **[**+Other costs – to be specified] |  |  |
| **Subtotal B** |  |  |
| **C. Administration [non-staff] costs** |  |  |
| C1: Payments to Service Providers: Sub-contracting and other external services (For each supplier please identify these costs) |  |  |
| C2: Indirect costs - Overheads |  |  |
| C3: Advertising, marketing, communications (where approved by DfE) |  |  |
| C4: Consultancy (where approved by DfE) |  |  |
| C5: Audit fees [Annual Certification of Expenditure] |  |  |
| C6: Irrecoverable VAT costs |  |  |
| C7: [+Other service costs – to be specified] |  |  |
| **Subtotal C** |  |  |
|  |  |  |
| TOTAL Grant Costs [B+C] | £ |  |

# **Annex F – List of objectives for which the grant is being paid**

[insert programme/activity and grant register reference number]

|  |
| --- |
| \*The information below is just an example, you may be able to draft a similar table to suit your own particular requirements\*\* delete on final version[What is to be provided for the grant funding?] \* delete on final version |

# Background

\*\*this is an opportunity for you to give the grant recipient background information which it needs but does not have\*\*\*

# Aim

[insert name of the body] shall use all reasonable endeavours to achieve the following aims:

\*\*\*aim one\*\*\*

\*\*\*aim two - etc.\*\*\*

\*\*\*This is an opportunity for you to state the specific aims of the grant\*\*\*

# Objectives

\*This is an opportunity for you to state specific objectives of the grant, which will not appear as tasks below\*

## [Insert name of the body] shall use all reasonable endeavours to achieve the following objectives:

Table 2 - Objectives

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

# Key performance indicators

\*This is an opportunity for you to state KPI for each objectives of the grant, and to indicate what success would look like if the grant recipient achieved the objective.

Table - Key Performance Indicators / Measures

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Objective 1 |  | | | | | |
| Activity | Project measures\* | How will progress be measured\* | When will progress be measured\* | What tools/ resources are required to measure progress\* | Who is responsible for measuring progress\* | Activity completion date(s)\* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Annex G (i) – Annual Certification of Expenditure

|  |
| --- |
| **\* [The letter is to be reproduced on headed paper of the accountant]** |

|  |
| --- |
| *\* This section is to do with the arrangements for providing an independent auditor/accountant’s report on the grant expenditure. The level of assurance required from [the body] should be proportionate to the level of risks/funding*  ***\*delete this table from final version\**** |

**Annual Certification of** [*insert grant name*] **Expenditure for Financial Year** [20XX-XX]

(i) [*insert name/address of the body*] [*insert grant ref number*]

(ii) [*insert name/address of the external auditor/accountant/organisation*]

Dear Sirs,

# Re: [*insert programme / activity and grant register reference number*]

This certificate is provided to [*name of grant recipient*] to enable it to comply with the Department for Education (DfE)’s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained *limited or reasonable* assurance that the expenditure, for which grant of [*insert value of grant awarded £XX*] for the year ending [*insert date*] was paid. From this grant the [insert name of grant recipient] incurred [insert amount of funding actually spent by the grant recipient £XX] and this was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of [insert name of the *body*]’s income and expenditure.

|  |
| --- |
| *OPTION A*  *[Include this paragraph if requesting* ***Limited*** *assurance]. ]\*delete from final version.*  Nothing has come to our attention that causes us to believe that the accompanying [the schedule] has not been prepared in all material respects in accordance with the grant funded activities. |

Or

|  |
| --- |
| *OPTION B*  *[Include this paragraph if requesting a* ***Reasonable*** *assurance]\*delete from final version.* In our opinion, having carried out our work in all material respects, the expenditure for the year ended [*20XX – XX*] and the grant conditions have been met and the grant funding has been spent for the intended purposes. |

This report is made solely to [Insert name of the body] to be produced to the DfE. Our work has been undertaken so that we might state to [Insert name of the body] those matters we are required to state in a report and for no other purpose.

Yours faithfully,

|  |  |
| --- | --- |
| Signed by an independent external officer authorised to sign | |
| Date |  |
| Signature |  |
| Name of external auditor/accountant or equivalent (please print) |  |
| Position in organisation |  |

|  |  |
| --- | --- |
| Signed by a senior officer authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

# Annex G (ii) – Statement of Grant Usage

|  |
| --- |
| **\* [The letter is to be reproduced on headed paper of the the local authority or maintained school]** |

|  |
| --- |
| *\* This section is an alternative to Annex G (i) and is to be used where the grant recipient is a Local Authority or maintained school.* |

**Notes for completion:**

1. The Grant Recipient shall prepare a Certification of Grant Usage for the Grant Period [Insert start and end dates].
2. This comprises three parts:
3. Certificate of Grant Usage.
4. Statement of Expenditure; and
5. Report confirming Delivery.
6. The Grant Recipient shall submit the forms to the Department no later than **28, twenty eight days from the end of the Grant Period**.

**a) Certificate of Grant Usage**

|  |  |
| --- | --- |
| Name of organisation | **Insert Name of Grant Recipient** |
|  |  |
| Approved Project title | **Insert Project name** |
|  |  |

* The total Grant amount of £insert figure was exclusively used for the purposes set out in the agreement between the Grant Recipient and the Department, dated insert date of our letter.
* A report on the activities funded by the Grant Funding will be submitted to the Department, confirming that the grant outputs have been delivered to a satisfactory standard and the expected benefits that have accrued or will accrue.The report will be provided within 28 days after the completion of the funding of the insert project name.
* A final financial statement detailing the use of the Grant Funding will be provided in section b – Statement of Expenditure. This is a summary statement of all receipts and expenditures connected with the above Project. The organisation’s financial systems that recorded the income and expenditure of this Grant have provided sufficient internal control for the purposes of this certification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | | | |
|  | | | | |
| Name |  | | Date |  |
|  | | | | |
| Position |  | | | |
|  | | | | |
| Organisation address | |  | | |
|  | |  | | Postcode |
| Initialled by Organisation’s Chief Financial Officer/ Auditor | | | |  |

**b) Statement of Expenditure**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Insert Name of Grant Recipient** | |
| **Name of Approved Project** | **Insert Project name** | |
| **Expenditure Type** | | **(£)** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **TOTAL EXPENDITURE** | |  |
|  | | |
| **Paid for as follows** | | **(£)** |
| Contribution from Defra | |  |
| Matching funding from own partners’ resources | |  |
| Other funding | |  |
| **TOTAL** | |  |
| **Under spend on Grant (if applicable)** | |  |

**c) Report confirming Delivery**

|  |
| --- |
| (setting out how the funding has been applied detailing all relevant outputs.) |

# Annex H – Proposed Grant payment schedule - [*insert programme / activity and grant register reference number*]

The Department will pay this Grant to [insert name of the body] in accordance with the following payment schedule, subject to [insert name of the body] meeting the requirements of this Grant Funding Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Project Name** | |  | |
| **Grant Reference Number** | |  | |
| **Period** | **Proposed Payment date** | **Activity Details / Outputs** | **Proposed Payment**  **Amount** |
| Quarter 1:  01/04/xx - 31/07/xx  Month 1:  01/04/xx ­- 30/04/xx |  |  |  |
| Quarter 2:  01/07/xx – 30/09/xx  Month 2:  01/05/xx -31/05/xx |  |  |  |
| Quarter 3:  01/10/xx – 31/12/xx  Month 2:  01/06/xx -30/06/xx |  |  |  |
| Quarter 4:  01/01/xx – 31/3/xx  Month 2:  01/07/xx -31/07/xx |  |  |  |
| Total proposed payments |  |  | £ |

# Annex I – Sample exit plan - [*insert programme / activity and grant register reference number*]

**The exit plan is for illustration purposes only**. *You may wish to draft your own plan to suit your own particular requirements and can use the headings below as a basis for structuring your own plan. Please delete this Annex if an exit plan is not required*\*\****delete this sentence from final version\****

**Introduction**

1. Although the Department does not seek to exercise detailed control of the activities of [insert name of the body], it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of [insert name of the body] and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.
2. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and [insert name of the body] acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.
3. The Department shall be entitled to disclose the contents of the exit plan to any future bidder for the Grant (or its equivalent).

**Objectives**

1. The objective of the exit plan is to ensure:

* an orderly and smooth transition of the grant funded activities from [insert name of the body] to a successor body or the Department at the expiry or termination of this Grant;
* the continuation of grant funded activities;
* that there is no undue favour to [insert name of the body] in any future competition for the Grant (in whole or in part); and
* that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

**General**

1. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the successor, as the case may be, in order to achieve such transition.
2. When such endeavours and co-operation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated with providing such assistance and the Department shall pay such reasonable charges.
3. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

**Exit Planning**

1. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.
2. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

**Assistance**

1. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex F until the date of expiry or termination or transfer of the Grant (as appropriate).
2. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

**Assets Register**

1. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.
2. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

**Transfer of the Department's Data**

In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in

1. any event, within one month of notice of termination, deliver the Department's data, including the following:
2. an inventory of the Department's data and any other data available for transfer;
3. a data structure definition (where relevant) covering all available Departmental data; and
4. a proposed method for testing the integrity and completeness of the Department's data transferred.

**Documentation and Access**

1. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:
2. the work programme, objectives/targets, and other services delivered by you under this funding agreement;
3. any software, including third party software and any hardware used in connection with the delivery of the activities;
4. software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third party software identified by name of supplier, term of Grant, and charges payable under the Grant; and
5. any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.
6. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

**Transfer Support Activities**

1. You shall co-operate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.

# Annex J – Sample Progress and Final reporting form

# [*Insert programme / activity and grant register reference number*]

|  |
| --- |
| **The template is for illustration purposes only**. *You may wish to draw up your own template to suit your own particular requirements and can use the headings below as a basis for structuring your own template*\*\****delete this sentence from final version\**** |

|  |
| --- |
| **[Please note that this form is intended to provide a basis from which the progress and final report form should be constructed. It may be the case you need to add/amend or delete sections/paragraphs provided in order to tailor it to your needs].**  **This progress and final reporting form should always be discussed and agreed with the relevant areas within your individual departments and agreed with the Grant recipient.**  **In addition to the form, you may wish to consider including a checklist to help the grant recipient accurately complete the reporting form.**    **(Please remove this box and text within it before sending out to the grant recipient)** |

Section 1: Grantee Information

|  |  |  |
| --- | --- | --- |
| **Grant reference number** |  | |
| **Total Grant Funding** | **£** | |
| **Project title** |  | |
| **Grantee organisation** |  | |
| **Person submitting this report** |  | |
| **Contact number** |  | |
| **Are you the primary contact?** | **Yes  or No** | |
| **If No, what is your role in the project?** |  | |
| **Report type** | **Progress  or Final** | |
| **Actual period covered in this report** | | **From       to** |

Section 2: Summary

|  |
| --- |
| Provide a summary of progress to date, approximately 200–500 words (cover the life of the project if this is your final report) |
|  |

Section 3: Activities and Outputs

| Provide a summary report of progress and achievement to date, against the specific key performance indicators and objectives agreed to in the grant funding agreement. |
| --- |
| **Key Activity completed in this period:** |
|  |
| **Evidence:** |
|  |
| **Progress on objectives/delivery plans:** |
|  |
| **Please provide details of any slippage in delivery plans and reasons for this if applicable:** |
|  |
| **Is there anything else you would like to raise in this report?** |
|  |
| **Issues/challenges: What (if any) problems have you encountered and how have you dealt with, or how do you intend to deal with them?** |
| **Please provide any other information which you think might be helpful:** |

Section 4: Declaration

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[name],\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[position] declare that the information provided in this progress report is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the grant being terminated and previous payments recovered, or future grant applications refused.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

1. https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions [↑](#footnote-ref-1)
2. https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions [↑](#footnote-ref-2)