

Draft Progress Report and Spend summary report

IMPORTANT : Please do not use these to send in your progress reports, you will be sent versions specific to you application at the appropriate time.

Draft Progress Report

SPF/REFP DRAFT QUARTERLY PROGRESS REPORT

SDC Reference Number

Project Name:

Progress Report Submission Date:

Completed by:

Project Progress to date Please provide an update on the progress of the projects so far to include		Please complete all the grey boxes. * Please keep all your responses succinct as we are unable to process large narratives when reporting back to DHLUC (UKSPF fund issuers).
1a	Spend to date (distinguishing SPF monies from any matchfunding)	
1b	% of project complete	
1b	Please confirm that you have followed the formal tender process for spending monies in excess of £25k with a single supplier or where you have had to obtain 3 quotes for purchases between £2.5k and £25k, and that records have been kept to demonstrate this activity and are available for SDC to view at any point in the 6 years following the end of this Grant Period. Please state what items have you procured during this quarter?	

Good news stories so far..		
2	Please provide a narrative on the progress of your project along with any good news stories which you have experienced as a result of receiving the funds (Please expand this line to fit additional text in. You can insert line breaks by holding down the ALT & Enter buttons together)	

Outputs & outcomes The Contractual Commitments tab below shows the commitments made in your application and which included in your contract. Please provide an update against the following:		Each of the below responses should include: - Activities undertaken to achieve the relevant output, outcome or additional benefit - A Measurement achieved in the delivery of the Output/Outcome/Additional Benefit (ie a number/km/m2/tonne/% as per your contractual commitments) - Clarification of how the Measurement was evaluated/derived
3a	Outputs achieved to date (relating to UKSPF specified outputs)	
3b	Outcomes achieved to date (relating to UKSPF specified outputs)	
3c	Commitments against any Additional Benefits indicated in you application	

Draft Spend Summary Form

SPF/REPF Quarterly Spend Summary - the monitoring of all PAID invoices that the SPF/REPF grant supports										
SDC Ref No:										
Project Name:										
Last updated:										
Updated by:										
SPF Allocation: £		100								
Matchfunding:										
We require copies of all receipts or paid invoices. Please either insert into the blank worksheets (numbered Inv 01 onwards at the bottom) or attach as separate files to your report submission. Please do not include unpaid invoices in this worksheet.										
					A (=B+C)	B	C	D (Allocation - B)	From B	From B
Receipt or Paid Invoice Date	Paid Invoice No.	Supplier / Contractor	Description of services / goods	Confirm this invoice has been paid (Yes)	Invoice amount paid (£ exVAT)	Amount of invoice allocated to SPF (£ exVAT)	Amount of invoice allocated to Matchfunding (£ exVAT)	Remaining SPF Allocation £ DO NOT TYPE IN TO THIS COLUMN. It is autogenerated	SDC TO COMPLETE Breakdown of Revenue Spend (£ exVAT)	SDC TO COMPLETE Breakdown of Capital Spend (£ exVAT)
		Example Ltd (pls delete)	Example equipment	Y	5,000.00	3,750.00	1,250.00	100.00		3,750.00
	Balance							100.00		
01	START HERE							100.00		
02								100.00		
03								100.00		
04								100.00		
05								100.00		
06								100.00		
07								100.00		
08								100.00		
09								100.00		
10								100.00		
11								100.00		
12								100.00		
13								100.00		
14								100.00		
15								100.00		
16								100.00		
17								100.00		
18								100.00		