

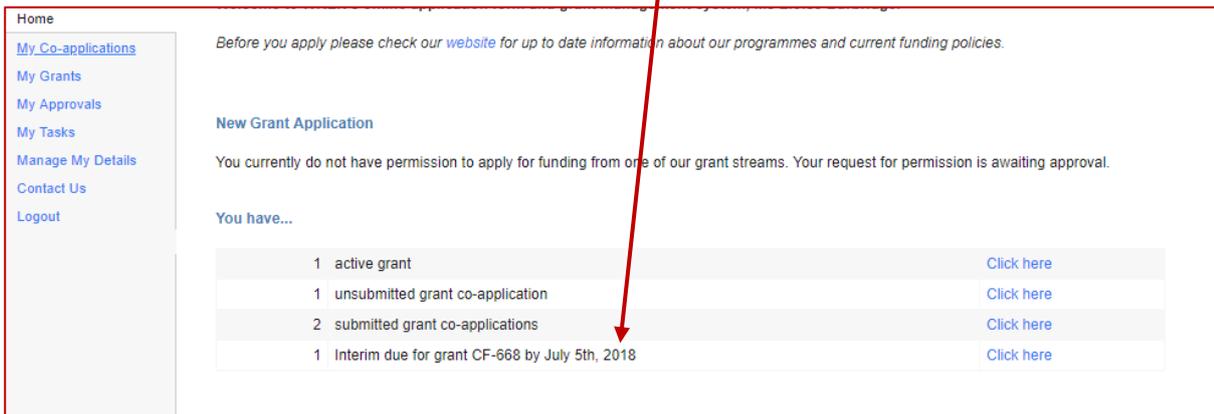
Completing Reports

Your Funding Agreement will detail how many progress reports you are required to submit over the lifetime of your grant. You will, as a minimum, be required to submit a report with every claim you make.

You need to login to our grant management system, Grant Tracker, to submit progress reports.

When you have signed and returned your Funding Agreement and are ready to start your project will become “active” on Grant Tracker. When you login to Grant Tracker your homepage will show your grant activities. If you have a progress report outstanding it will be indicated in this list. We have two types of progress reports, an “**interim**” report due as you progress your project and a “**final**” progress report due when the funded project is complete, and you want to claim your final funding.

On the home page you will see that you have a report awaiting completion:



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Before you apply please check our [website](#) for up to date information about our programmes and current funding policies.

New Grant Application

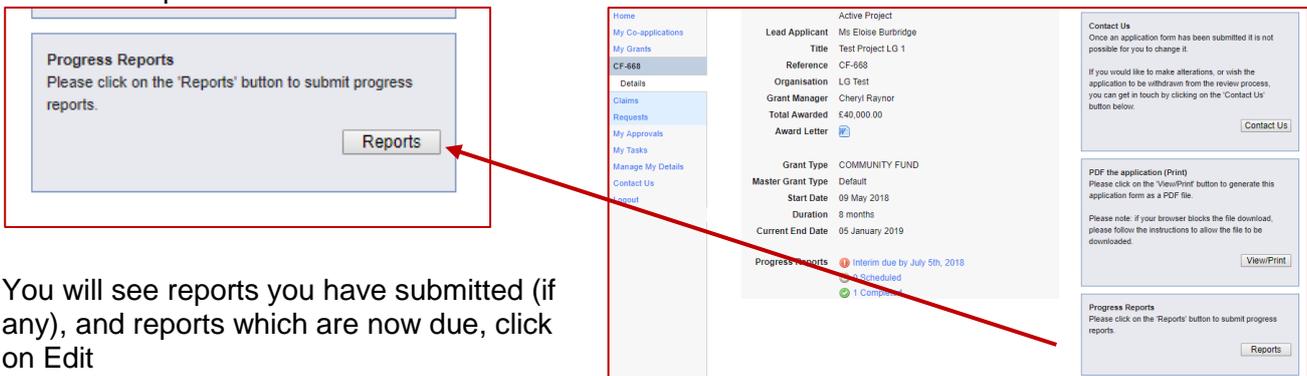
You currently do not have permission to apply for funding from one of our grant streams. Your request for permission is awaiting approval.

You have...

1	active grant	Click here
1	unsubmitted grant co-application	Click here
2	submitted grant co-applications	Click here
1	Interim due for grant CF-668 by July 5th, 2018	Click here

Progress Reports become visible on the Grant Tracker portal 4 weeks before they are due. The dates they become due is based on the information you provided to your Grant Manager. If you cannot see a progress report and you need to complete one, please telephone your Grant Manager or Grant Administrator who will be able to check the dates and make sure it is available for you to complete.

Click the “Click here” link on the Home page, which will take you to the Grant details page:
Click on “Reports”



Progress Reports
Please click on the 'Reports' button to submit progress reports.

[Reports](#)

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Active Project

Lead Applicant: Ms Eloise Burbridge
Title: Test Project LG 1
Reference: CF-668
Organisation: LG Test
Grant Manager: Cheryl Raynor
Total Awarded: £40,000.00
Award Letter: [View](#)

Grant Type: COMMUNITY FUND
Master Grant Type: Default
Start Date: 09 May 2018
Duration: 8 months
Current End Date: 05 January 2019

Progress Reports: ● Interim due by July 5th, 2018
● Scheduled
● 1 Completed

Contact Us
Once an application form has been submitted it is not possible for you to change it.
If you would like to make alterations, or wish the application to be withdrawn from the review process, you can get in touch by clicking on the 'Contact Us' button below.
[Contact Us](#)

PDF of the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.
Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.
[View/Print](#)

Progress Reports
Please click on the 'Reports' button to submit progress reports.

[Reports](#)

You will see reports you have submitted (if any), and reports which are now due, click on Edit

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Type	Status	Available On	Required By	Received On	Contact Type	
✔ Interim	Complete (Approved)	11 April 2018	09 May 2018	09 May 2018	(any)	View
❗ Interim	Required	07 June 2018	05 July 2018		(any)	Edit

If you cannot see a report but need to complete one to submit a claim, call us. It maybe we need to change the date the report becomes due.

INTERIM REPORT

The interim progress report looks like this. You can save and edit the report at any point until you are ready to submit.

The report asks you for your Actual Start Date and (potential) Actual End Date – complete these so we know how you are progressing against your anticipated timings.

Project Progress

[Previous](#)
[Next](#)
[Save and Print](#)
[Save and Close](#)

Use this form to notify us of the development of your project to date, or since your previous report.

Project title:	Test Project LG 1	WREN Reference No:	CF-668
Start Date:	09 May 2018	End Date:	05 January 2019

Actual Start Date:

Actual End Date:

Please provide a comprehensive description of works to date

Paragraphs: 0, Words: 0/500

Details of remaining work to be completed

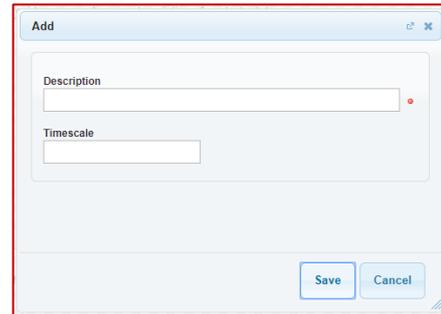
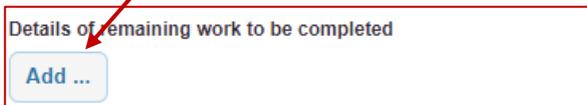
Add ...

Please confirm whether the building/amenity is available for full use/access by the public at this time

Yes
 No

As this is an interim report, please let us know where you are up to with your project, what you have completed to date and, if you are submitting a claim at the same time, what work you are claiming for.

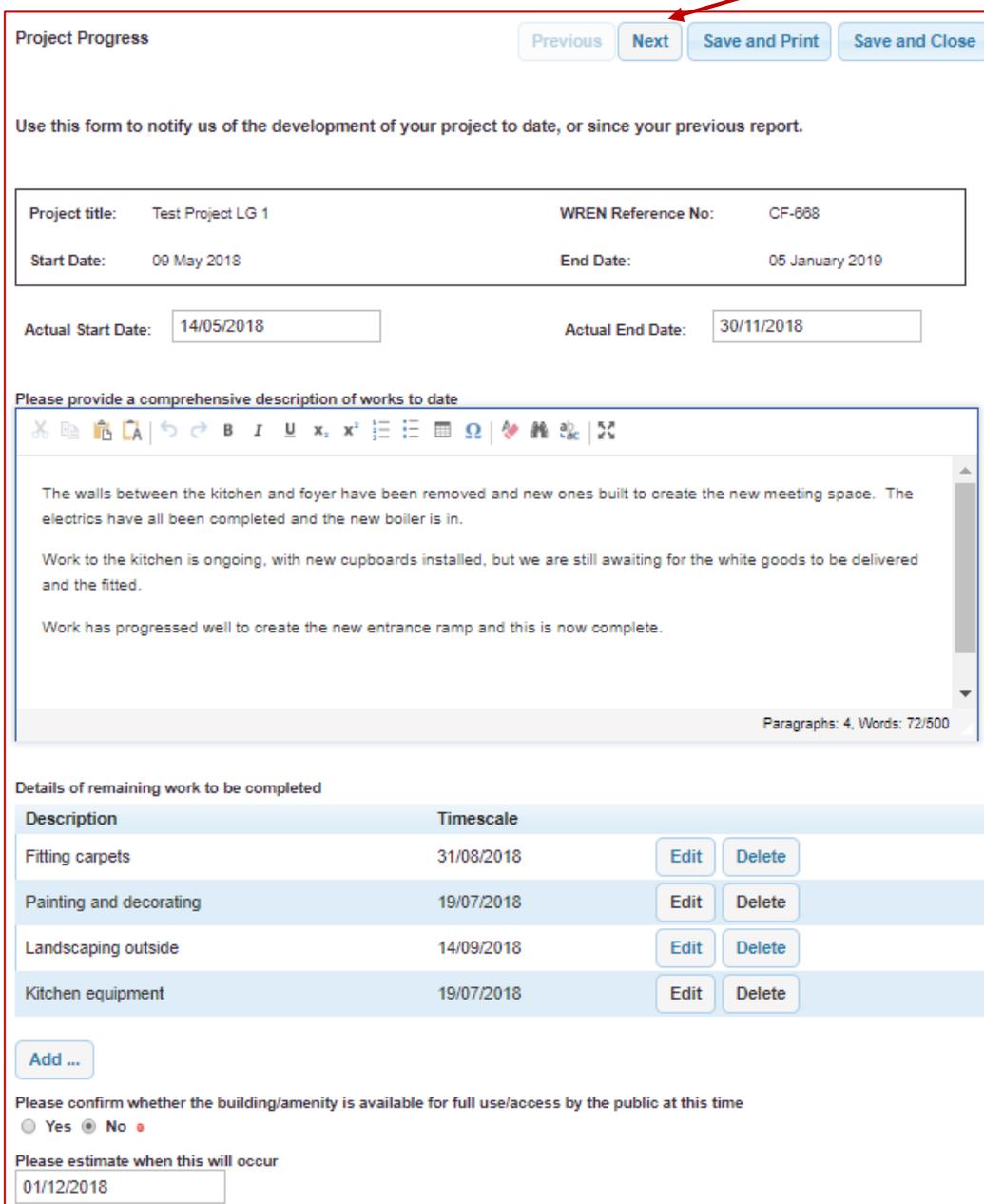
Click on “Add” to detail the work still left to complete:



If not

You will need to provide a description of the work and an estimated timescale for that work to be completed. Keep clicking add until you have detailed all outstanding work. there are different elements to be completed, please do group them together into a single line. Your report will be returned, and any claim will be delayed.

When you have completed this page, it should look similar to this. Click next



Project Progress

Use this form to notify us of the development of your project to date, or since your previous report.

Project title:	Test Project LG 1	WREN Reference No:	CF-668
Start Date:	09 May 2018	End Date:	05 January 2019

Actual Start Date: 14/05/2018 Actual End Date: 30/11/2018

Please provide a comprehensive description of works to date

The walls between the kitchen and foyer have been removed and new ones built to create the new meeting space. The electrics have all been completed and the new boiler is in.

Work to the kitchen is ongoing, with new cupboards installed, but we are still awaiting for the white goods to be delivered and the fitted.

Work has progressed well to create the new entrance ramp and this is now complete.

Paragraphs: 4, Words: 72/500

Description	Timescale	Edit	Delete
Fitting carpets	31/08/2018	Edit	Delete
Painting and decorating	19/07/2018	Edit	Delete
Landscaping outside	14/09/2018	Edit	Delete
Kitchen equipment	19/07/2018	Edit	Delete

Please confirm whether the building/amenity is available for full use/access by the public at this time

Yes No

Please estimate when this will occur

01/12/2018

You will then need to complete details of any publicity you have undertaken about your project.

If you have not undertaken any to date, don't worry, just complete what you can.

Publicity Details Previous Next Save and Print Save and Close

It is important that you provide details of all publicity generated by your project.

Please respond to the relevant form of publicity undertaken on your project, and provide further details of any additional publicity that will be undertaken at a later date.

Please do not upload or send us copies of press clippings as this will breach copyright law. You can upload details of any press releases you issued, and if your project was mentioned in your local papers please provide details of the publication and date.

Have you undertaken any publicity activities for your project?
 Yes No

Are you intending to undertake any future publicity activities for your project?
 Yes No

Depending if you click Yes or No to the questions, additional fields will appear to ask for more details.

You will need to upload photos of project's progress to We must have photos of all elements of the project you are claiming funding for

Please upload photo(s) of the project to date

Project Progress Photograph	Description		
PHOTOS (2017_09_04 12_00_59 UTC)(3).docx	Photos of new walls and meeting room	Edit	Delete
PHOTOS (2017_09_04 12_00_59 UTC)(4).docx	Photo of kitchen cabinets 1	Edit	Delete
PHOTOS (2017_09_04 12_00_59 UTC)(5).docx	Photo of new boiler	Edit	Delete
PHOTOS (2017_09_04 12_00_59 UTC)(6).docx	Photo of new kitchen cabinets 2	Edit	Delete

[Add Photograph...](#)

your date.

Keep clicking "Add Photograph" until you have uploaded all the photos relevant to your report and claim

Additional Comments
Please detail anything you think we should be aware of including any problems you have encountered.

Everything is going to plan, we hope that the outside landscaping will be completed in time for Christmas.

Paragraphs: 2, Words: 18/300

Disclaimer
 I confirm that the information detailed in this document accurately reflects the current position in relation to this project.

Please click on [Next](#) to validate and submit your Progress Report

Previous Next Save and Print Save and Close

Add any additional comments, read and check the Disclaimer at the bottom and click Next. If you have completed all mandatory fields correctly your report will then show:

Validation Summary Previous Next Save and Print Save and Close

Validation Summary

Your form now meets the minimum requirements for submission.

[Submit Form](#)

Previous Next Save and Print Save and Close

Click “Submit Form” and your interim progress report will be submitted ready for your Grant Manager to review.

Your report will show as submitted on your Progress Report page.

Ms Eloise Burbridge		Type	Status	Available On	Required By	Received On	Contact Type	
Home		Interim	Complete (Approved)	11 April 2018	09 May 2018	09 May 2018	(any)	View
My Co-applications		Interim	Submitted	07 June 2018	05 July 2018	06 July 2018	(any)	
My Grants								
CF-668								
Details								
Claims								

You can save and close, print and edit your progress report at any time prior to submission.

Your Grant Manager will review your report and if anything further is needed, they will return the report to you to amend, and when complete, resubmit.

An interim progress report is completed every time you submit a grant claim. When you are ready to submit your final claim for funding, you are required to complete a Final Progress Report.

Ms Eloise Burbridge		Type	Status	Available On	Required By	Received On	Contact Type	
Home		Interim	Complete (Approved)	11 April 2018	09 May 2018	09 May 2018	(any)	View
My Co-applications		Interim	Complete (Approved)	07 June 2018	05 July 2018	06 July 2018	(any)	View
My Grants		Final	Required	08 June 2018	06 July 2018		(any)	Edit
CF-668								
Details								
Claims								
Requests								
My Approvals								
My Tasks								
Manage My Details								
Contact Us								
Logout								

If you are unable to see your final report please contact us so we can amend the report dates.

FINAL REPORT

The final progress report looks like this, and has the following sections:

- Project Summary
- Impact and Performance
- Publicity Details
- Financial Information
- Applicant Survey
- Validation Summary

You can save and edit the report at any point until you are ready to submit.

The report asks you for your Actual Start Date and Actual End Date – complete these so we know the final dates for your project.

CF-668
Ms Eloise Burbridge
Completion Report

Project Summary

Impact and Performance

Publicity Details

Financial Information

Applicant Survey

Validation Summary

Project Summary

Previous Next Save and Print Save and Close

As a condition of our Funding Agreement you are required to complete and return this form on the completion of your project. It is important that you answer all the questions otherwise the form may be returned.

Project title:	Test Project LG 1	WREN Reference No:	CF-668
Start Date:	09 May 2018	End Date:	05 January 2019

Actual Start Date:

Actual End Date:

Please provide a comprehensive description of the work completed on your project. If appropriate please include information about elements which did not go as planned or which were delivered over and above expectations.

Paragraphs: 0, Words: 0/1000

IMPORTANT: Please attach photographs of your completed project.

Add Photograph...

How has your project made a difference? Please consider benefits to your community and/or environment.

Paragraphs: 0, Words: 0/1000

Previous Next Save and Print Save and Close

You are asked to provide a comprehensive description of the work you undertook. We need to know what your final project included. Consider the project description in your application and if there are new elements or omitted elements, provide details and explain why.

Please provide a comprehensive description of the work completed on your project. If appropriate please include information about elements which did not go as planned or which were delivered over and above expectations.

You must put details in here which sufficiently describe all the work you carried out in order to complete your project generally, and specifically the elements you asked us to fund. You can include details about what went well and what didn't go so well. If you had to do any additional work or whether work you had planned for turned out to be not needed.

This is important as we need to be able to tell our Regulators if requested.

If your project is not yet complete, just the elements funded by WREN, explain this and given timescales for the completion of the whole project. You may need to complete a further report when your project finally completes.

Paragraphs: 3, Words: 119/1000

IMPORTANT: Please attach photographs of your completed project.

Photograph attachment	Description		
PHOTO finished project.docx	Photo of opening event 1	Edit	Delete
PHOTO finished project(2).docx	Opening event 2	Edit	Delete
PHOTO finished project(3).docx	Completed kitchen	Edit	Delete
PHOTO finished project(4).docx	completed hallway and entrance	Edit	Delete
PHOTO finished project(5).docx	New meeting room	Edit	Delete
PHOTO finished project(6).docx	Entrance ramp and landscaping work	Edit	Delete

Add Photograph...

Click on "Add Photograph" and follow the prompts to attach and upload your photo. You can click and add as many photos as you need to represent your completed project.

To authorise your final claim, we need to have photographs of your completed project generally and, specifically, we will need photos of the completed elements we funded. If you do not provide sufficient or specific photos your claim may be delayed.

You need to tell us the difference your project has made then click next to move to the next section.

How has your project made a difference? Please consider benefits to your community and/or environment.

In your original application you told us about what you hoped your project would achieve and the difference you thought it would make to your community. It may be early days but it is still important to let us know how well your project is doing in meeting those goals.

Paragraphs: 1, Words: 50/1000

The next section is required by our Regulators. We need to provide them with details about how we spend our money, and the impact of the projects we fund. It is therefore important that you complete this section as fully as possible.

You may be asked to provide further details when you click on the yes/no questions.

Impact and Performance Previous Next Save and Print Save and Close

The information requested below is required by ENTRUST (The Regulator of the Scheme) in order for them to report on the impact and performance of the Landfill Communities Fund.

Value for Money: project sustainability

Will any income be generated by the project?
 Yes No

Has the project reduced the total utility costs of the structure, building or amenity (e.g. through reduced energy consumption, energy efficiency measures or energy generation)?
 Yes No Not applicable

Have any new jobs been created and/or existing jobs maintained as a result of the project?
 Yes No

Please estimate the number of visits to the project site each year prior to the project.
(Please note that this counts every visit. E.g. 1 person visiting the project site 10 times in a year counts as 10 visits.)

Please estimate the number of visits to the project site after the project has completed.
(Please note that this counts every visit. E.g. 1 person visiting the project site 10 times in a year counts as 10 visits.)

Value for Money: achieving the intended outcome

Did the project achieve its aims?
 Yes No

Do you consider that this project has improved the lives of people living in the community of the project and/or achieved environmental benefits?
 Yes No

Do you consider this project directly brought together people in the community of the project who are from different backgrounds and who otherwise would not have been brought together?
 Yes No

If you entered yes to any of the above 3 questions, please provide more details in your response to the question below.

Is there any additional information you would like to provide about this project?



Paragraphs: 0, Words: 0/1000

Previous Next Save and Print Save and Close

The last question is important as these details are provided to our Regulators to help measure the impact of the scheme.

Is there any additional information you would like to provide about this project?

Here you can add details about how your project has improved lives and brought people together. These details are provided to our Regulators as they are keen to know how the Landfill Communities Fund can improve communities.

Paragraphs: 1, Words: 37/1000

Click next and you will be taken to the Publicity Details section:

Publicity Details Previous Next Save and Print Save and Close

It is important that you provide details of all publicity generated by your project.

Please do not upload or send us copies of press clippings as this will breach copyright law. You can upload details of any press releases you issued, and if your project was mentioned in your local papers please provide details of the publication and date.

Did you undertake publicity for your project?
 Yes No

Previous Next Save and Print Save and Close

Depending if you click yes or no you will need to answer a number of questions and provide details. If relevant you can upload attachments. Please do not upload press clippings as this will breach copyright law.

If you have not yet undertaken any publicity as your project is not fully complete just answer the questions you are able to and detail the publicity you hope to undertake in the future.

Click next to go to the Financial Information Section.

Here you will need to provide details of your final budget. We need to see how this compares with the budget we agreed, and which was included in your Funding Agreement. A copy of the budget is shown the top of the page to remind you what it was:

Agreed Project Budget		
Description	Total Cost (£)	Amount Requested from WREN (£)
Project Cost 2	£52,000.00	£20,000.00
Project Cost 1	£5,000.00	£0.00
Project Cost 3	£26,800.00	£20,000.00
	£83,800.00	£40,000.00

You must provide sufficient details and information so that we can compare your final budget with our agreed project budget. We need to have this so we can show our Regulators how the funding was spent, what the total project cost was, and what, if any, other funding was used. If your project costs detailed at the top of the page has 3 lines of costs, we need to see those same three lines of costs, together with other elements which may have been added to your project as it progressed, even if the other elements were not funded by us.

Click on “Add” to add a line of costs to your final budget:

Please give a full breakdown of all costs incurred on your project
 You should include all the cost descriptions as shown on the Agreed Project Budget above even if the cost was not funded by WREN or the cost was removed (show as zero). You must make sure your breakdown includes everything you spent on your project or this report will be returned and any final payment delayed.

Add ...

Funding from Other Sources
 Please list all the grants and funding you received for your project, including your own fundraising.

Add ...

Add

Description

Amount
 € 0.00

Save Cancel

Add a budget description and the amount you spent.

Please note you should match the project headings we agreed shown in your Funding Agreement and detailed above.

Even if your project costs are the same as those shown above you will still need to complete this section.

You need to continue to add costs until you have provided a full breakdown of costs for your project.

Please give a full breakdown of all costs incurred on your project
 You should include all the cost descriptions as shown on the Agreed Project Budget above even if the cost was not funded by WREN or the cost was removed (show as zero). You must make sure your breakdown includes everything you spent on your project or this report will be returned and any final payment delayed.

Description	Amount		
Project Cost 2	52,500.00	Edit	Delete
Project Cost 1	6,000.00	Edit	Delete
Project Cost 3	26,800.00	Edit	Delete
Project Cost 4 - unexpected	2,500.00	Edit	Delete
	£87,800.00		

You will need to provide details of any other funding you have received for your project, including your own fundraising. If you obtained grants from a number of organisations, please do not add them together as a single entry. Click Add to input other funders.

Funding from Other Sources
 Please list all the grants and funding you received for your project, including your own fundraising.

Add ...

Use the drop down box to choose the type of funding you are adding: FCC Communities Foundation, Own Funds, In kind, or other.

If other add details of the organisation who provided the funding and the amount they provided:

Funding from Other Sources
Please list all the grants and funding you received for your project, including your own fundraising.

Type of Fund Source	Organisation	Amount		
WREN		40,000.00	Edit	Delete
Own Funds		10,000.00	Edit	Delete
Other	Lottery Funding	30,000.00	Edit	Delete
Other	Private Donor	7,000.00	Edit	Delete
Other	Parish Council	700.00	Edit	Delete
		£87,700.00		

Add ...

Keep clicking "Add" until your funding package total matches the amount you have added to show your final total project costs.

Add any additional comments you want to make about your project, including any problems you may have encountered and then read and check the declaration at the foot of the page.

I/We confirm that to the best of my/our knowledge and belief, the information supplied on this form is complete and correct and accurately reflects the status of this project.

I/We will ensure that WREN is provided with any additional details which may affect this project, or the general public's access to the project, and will be willing to supply additional information if requested.

Previous Next Save and Print Save and Close

Click Next

As part of our continuing efforts to improve our systems we would like to know your views. Please complete the Applicant Survey, adding any comments you would like to make about the application, grant claim or payment process.

When you click Next your form will be validated to ensure you have answered all the questions necessary. When your form is ready for submission, your Validation Summary will show:

Validation Summary [Previous](#) [Next](#) [Save and Print](#) [Save and Close](#)

Validation Summary

Your form now meets the minimum requirements for submission.

[Submit Form](#)

[Previous](#) [Next](#) [Save and Print](#) [Save and Close](#)

Click Submit Form and your Report will be submitted and ready for review by your Grant Manager.

Type	Status	Available On	Required By	Received On	Contact Type	
✓ Interim	Complete (Approved)	11 April 2018	09 May 2018	09 May 2018	(any)	 View
✓ Interim	Complete (Approved)	07 June 2018	05 July 2018	06 July 2018	(any)	 View
✓ Final	Submitted	08 June 2018	06 July 2018	10 July 2018	(any)	

If your Grant Manager needs additional details or information, or your costs or other funding do not reflect the costs you previously told us, we can return the form for you to amend and resubmit.