



## Interim report

This report should summarise the project's progress to date, what has been achieved and what has yet to be accomplished. There are no fixed rules regarding this report but suggestions of what should be included are:

### Background Information

- Grant Details (Project name, reference number and sum received).
- Details of the person completing the report and their position in the organisation

### Overview

- Give a summary of the work that has taken place to date.
- Has there been any change to the start and end date of the project? If so, explain how it has affected the project.
- Explain to what extent you are meeting your original targets? If you are experiencing any problems with the project tell us and say how you intend to tackle the problems.
- What have been the main benefits or achievements so far?
- Who has benefited from the work (*provide monitoring data if available*)?
- Give details of work planned for the next phase of the project (i.e. before your next report is due)

### Additional Feedback

- Do you have any other comments you would like to make regarding your award.

Please do provide us with any other information that you consider relevant or of interest.