



CommunitySpaces

Initial Progress Report - Guidance Notes (Small/Medium Projects)

These guidance notes offer help for you to complete your initial progress report. You must complete this report with the first grant claim you make. For future grant claims you should complete an *Interim Progress Report*, your Grants Officer will be able to supply you with a copy of this.

The information we collect helps us to ensure that your project is on track and also to monitor and evaluate the Community Spaces programme.

You will need to be consistent and clear in your progress reports to enable us to monitor your project's progress. Payment claims may be delayed if we have any queries about the progress of your project. It will be useful for you to refer to your project records including:

- Your original application
- Your grant offer letter (including the schedules)
- Your Profile of Expenditure
- Any Variation Of Grant Agreement letters from us approving changes to your project
- Any previous progress reports
- Any previous financial claims

Section 1: Your Details

This section should already be complete and shows the details we hold for your project on our system. It is important that you contact your Grants Officer if any of the details have changed or are incorrect.

Section 2: Project Information

<p>1. Project milestones</p>	<p>The milestones in the table should contain the same information you provided in your application form, unless we have since approved any changes in writing. Contact your Grants Officer if you think any are incorrect.</p> <p>Please tell us if and when you have completed them. If you have revised any of the dates then please tell us why this has happened in the section provided.</p>
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<p>2. What changes, if any, have you made to your project?</p>	<p>We need to know of any changes you plan to make to your project and the reasons why. If any of these affect your grant agreement, you will need our written approval before you can make any changes. Contact your Grants Officer if you are unsure about any changes. Some common changes you may need to tell us include:</p> <ul style="list-style-type: none"> • Changes to your Profile of Expenditure • Removal/addition of items for your project • Changing the size or remit of your project • Changing your project outcomes <p>If changes which affect your grant agreement are approved, you will receive a letter from us which you will need to sign and return.</p> <p>If you have no plans to make changes then please enter “None”.</p>
<p>3. Project outcomes</p>	<p>The outcomes in the table should contain the same information as the project specification in schedule one of your grant offer letter, unless we have since approved any changes in writing. Contact your Grants Officer if you think any are incorrect.</p> <p>We want to know how your project is making a difference and how you are progressing towards achieving your outcomes. This is very important in enabling us to evaluate the impact of our programme. Some examples are:</p> <ul style="list-style-type: none"> • how your project has improved the local area and how biodiversity in the area has been protected, etc. • how many more people are using the project for play or walking, how many more regular groups are using the space and what for, etc • how many more volunteers are involved and what they are doing, how many more people are aware of the environment because of involvement in your project, etc • how your group’s relationship with the

	<p>local authority has improved, how other organisations have become involved in supporting your project, etc</p> <p>It may be too early in your project delivery to have made any progress towards achieving your outcomes so please write “Not applicable” if this applies to your project.</p> <p>For further information about outcomes, please visit our website www.community-spaces.org.uk</p>
<p>4. Who is directly benefiting from your project?</p>	<p>Please provide an indication of how many people are benefiting from your project.</p> <p>People from the local community – by this we mean the number of people who are making use of your project. This does not need to be accurate and can be estimated based on your own observations.</p> <p>Volunteers – by this we mean people involved in your group, people who have been involved in a one-off event or people who have regularly been involved in delivering a part of your project.</p> <p>Organisations – by this we mean organisations that have supported your group either in its delivery or planning.</p> <p>Remember this figure is cumulative so add to it each time you complete a report.</p> <p>It may be too early in your project delivery to have any information so please put “0” if this applies to your project.</p>
<p>5. Issues onsite</p>	<p>We want to know how these issues will have changed as a result of your project.</p> <p>Please rate the issues on a scale of 1 to 10, with 1 being no problem and 10 being very problematic.</p> <p>You will also be asked to complete a similar table in your Final Progress Report, so we can track any improvements since the project began.</p>

<p>6. Please tell us about your achievements and any challenges you have encountered. How have you overcome any challenges?</p>	<p>We would like to know of any other achievements or successes, which have resulted from your project. This may include additional outcomes not already mentioned, media coverage, special events, etc. It also may include positive changes for volunteers, individuals or new groups the project has attracted.</p> <p>We would like to know if there have been any problems, which have caused any difficulty in delivering your project. This may include weather, lack of community involvement, lack of partner involvement, managing contractors, monitoring your project, etc. Please tell us if you have successfully managed to overcome any challenges in delivering your project. This information will help us to assess and monitor similar projects.</p>
<p>7. What PR activities have you undertaken to promote your project?</p>	<p>Please provide details of any press releases, interviews or presentations you have taken part in about the project. In the space provided please include names of publication(s) and date(s) published or interviewed. PR activities can include – press releases, events, profile raising activities such as writing letters to MPs, including information in local newsletters or even creating a newsletter specifically for your programme. Where appropriate please send in copies of press releases or news articles.</p>
<p>8a. Have all items produced been branded using the guidelines in the Publicity Toolkit?</p> <p>8b. If you have ticked 'No' or 'N/A' please explain</p>	<p>It is important the Big Lottery Fund, Groundwork UK and other funders logos are used to promote how your project has been funded. Please ensure you are following guidelines in the Publicity Toolkit found on our website at www.community-spaces.org.uk/toolkit.</p> <p>Please send in examples, where possible, or photographs, of any items you have branded with the Big Lottery Fund and Groundwork UK logos.</p> <p>Using our branding guidelines and logos is a condition of your grant. If you have not followed these requirements please explain why. Please</p>

why?	also tell us what you plan to do in order to ensure branding requirements are met.
9. Are you sending in any additional information with this report?	If you are providing any further evidence or photographs with your report then please list them here and tell us which aspect of your project they relate to. Please label all documents and photographs with your URN and project name. The URN can be found in Section 1 of the progress report.

Section 3: Details Of The Person Completing This Form

Please make sure this section is completed by an authorised signatory for your group and that they have signed the report. An authorised signatory is one of the two people you identified in Appendix B – Setting Up Your Grant Form when you accepted your offer of grant.

If you have any queries relating to the progress form then please contact your Grants Officer at Community Spaces. Contact details can be found in schedule one of your grant offer letter.