**UK Shared Prosperity Fund Progress Report**

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| **Lead Applicant** |
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| **Project Name** |
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| **UKSPF Intervention** |
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| **Reporting Period** | Choose an item. |
| IMPORTANT NOTE: Please complete and return the accompanying Finance Report for the same period. | |

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| 1. **Project Update** | | | | | | | |
| Please select RAG status and provide a short (max 200 words) update on project activity below, including progress made towards achieving the agreed activities, outputs and outcomes.  **RED, AMBER, GREEN** (RAG) Status:   * + **GREEN - ON TIME, IN BUDGET & NO SIGNIFICANT THREAT TO DELIVERY**   + **AMBER / GREEN - SUCCESS PROBABLE**   + **AMBER - NEEDS ACTIVE MANAGEMENT ATTENTION**   + **AMBER / RED - SUCCESS IN DOUBT**   + **RED - SUCCESS APPEARS UNACHIEVABLE** | | | | | | | |
| **Select RAG Status** | | | Choose an item. | | | | |
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| 1. **Outputs and Outcomes** | | | | | | | |
| Please complete the table below with progress against the agreed Delivery Outputs and Outcomes. Please include any key additional Outputs and Outcomes that the project has achieved which are not included in the Funding Agreement. | | | | | | | |
| **Output** | | **Number Agreed** | | **Number reported to date (excluding this claim)** | **Number in this reporting period** | | **Balance to be delivered (number)** |
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| **Outcome** | | **Number Agreed** | | **Number reported to date (excluding this claim)** | **Number in this reporting period** | | **Balance to be delivered (number)** |
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| 1. **Publicity** | | | | | | | |
| Please detail any publicity that the project has had during this reporting period and actions that have been taken to ensure that ‘**This project is funded by the UK Government through the UK Shared Prosperity Fund**’ has been publicly acknowledged. | | | | | | | |
| |  |  | | --- | --- | | Please indicate which of the following has been used to publicise and acknowledge that ‘**this project is funded by the UK Government through the UK Shared Prosperity Fund**’. | **✓** | | Acknowledgement of UK Shared Prosperity in all press and media releases |  | | Acknowledgement in all project documentation |  | | Website |  | | Social Media (using appropriate UK Government links) |  | | Other …. |  | |  |  |   \* Please include evidence, e.g. hyperlinks, samples etc. | | | | | | | |
| 1. **Any other relevant information (Please highlight any new projects, events, case studies, opportunities for Ministerial Visits and/or issues, challenges, changes to project plans here)** | | | | | | | |
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| 1. **Have you undertaken any local evaluation?**   **(If yes, please describe proposed or current evaluation activity and summarise feedback)** | | | | | | Choose an item. | |
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| 1. **Certification** | | | | | | | |
| I certify that the information contained in this Progress Report is correct to the best of my knowledge.  I will inform Moray Council who administer the UK Shared Prosperity Fund immediately of any significant changes to the project.  I acknowledge that this project is subject to regular monitoring and confirm that adequate records are being kept for this purpose. I also acknowledge that UK Government and/or Moray Council may undertake on-the spot checks. Records will be retained for a period of at least 6 years from the project start date.  I confirm that this funding has been used in accordance with UK [Subsidy Control](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7) legislation.  I undertake to repay on demand to Moray Council any grant paid, if the UK Government decides after investigation that the project has not been carried out in accordance with the agreed purpose(s) and/or UK Government Regulations. | | | | | | | |
| SIGNATURE |  | | | | | | |
| PRINT NAME |  | | | | | | |
| POSITION IN ORGANISATION |  | | | | | | |
| DATE |  | | | | | | |

**Please return completed form to:**

**[fiona.mckechnie@moray.gov.uk](mailto:fiona.mckechnie@moray.gov.uk)**