|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Project Manager:** |  |
| **Project Reference Number:** |  |
| **Name of Project:** |  |
| **Date of claim:** |  |
| **Period included in claim:** |  |
| **Claim No.** |  |

**Progress**

|  |
| --- |
| **Key Achievements**   * Provide narrative to explain the progress that has been made within the reporting period, against the key tasks and headings within your Gantt chart or timeline. * Highlight any variations in delivery from your profile (i.e., issues or delays, mitigating actions) or where you are ahead of schedule; and |
|  |

|  |
| --- |
| **Opportunities, barriers and potential changes**  Please give details of:   * any unexpected outcomes; * any problems you’ve faced and how you tackled them; and * any future variations or changes to the project to be requested. |
|  |

|  |
| --- |
| **Forward look**  Please set out your key delivery activities in next reporting period: |
|  |

**Authorised signatory**

I certify that to the best of my knowledge and belief that:

1. The information given in this monitoring report, and supporting documentation is accurate and true and has been approved by the governing body of our organisation;
2. The information provided is compliant with GDPR;
3. The funding from Culture Division has been used exclusively for the project described in the agreed grant award letter;
4. There have not been any significant changes to our project, or the governance of our organisation, (including the arrangements under Section 5 Pre-Funding Conditions of your Grant Award Letter) apart from any that you have already had approval of from Welsh Government and this has been agreed formally in writing;
5. Our organisation has informed Welsh Government about all sources of funding for our project and we have not received any duplicate funding for the activities, services or facilities that Culture Division is funding;
6. Our organisation has sought to achieve value for money for our project, by securing goods and services at reasonable prices;
7. Our organisation keeps full and proper accounts and records, including invoices and receipts, which provide evidence of how the money has been used; and
8. Our organisation and any other organisations related to the project and its work are following all current statutory requirements and other laws.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |
| **PRINT NAME:** |  |
| **Position held:** |  |