



Natural and Cultural Heritage Fund

**Final Report**

**(Insert date)**

NCHFAPP-

Project Name:

Grantee:

September 2020

**Disclaimer**

Scottish Natural Heritage (SNH) has changed its name to NatureScot as of the 24th August 2020.  At the time of publishing, this document may still refer to Scottish Natural Heritage (SNH) and include the original branding. It may also contain broken links to the old domain. If you have any issues accessing this document please contact [nchf@nature.scot](mailto:nchf@nature.scot)

Version Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Issue** | **Status** | **Author** | **Authorised by** |
| 11/01/2019 | V1 | Draft | EM |  |
| 04/03/2020 | V2 | Draft | EM |  |
| 16/09/2020 | V3 | Final | LC | EM |
|  | V4 |  |  |  |
|  | V5 |  |  |  |
|  | V6 |  |  |  |
|  | V7 |  |  |  |

Lead Partner Details

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| **Lead Partner Details** |  |
| **Strategic Intervention Title** | Natural and Cultural Heritage Fund |
| **Strategic Intervention Lead Partner** | NatureScot |
| **Name of SI Manager that the Project will report to** | Arthur Keller |

Grantee Details

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| --- | --- |
| **Grantee Details** |  |
| **Grantee Organisation Name** |  |
| **Project Manager Name** |  |
| **Project Manager Address** |  |
| **Project Manager Email Address** |  |
| **Project Manager Telephone Number** |  |

Introduction

This Final Report is a key component of the Natural and Cultural Heritage Fund’s Monitoring and Evaluation Framework and it is a condition of the Delivery Contract that this is completed.

The Final Report aims to summarise the impact the project has had to date and will enable the lead partner to comprehensively report to the Managing Authority. This report must be completed 1 month after project completion and will be followed by annual monitoring reports, starting 1 year after submission of this report and finishing in 2023. This is to ensure that projects demonstrate fully that outcomes have been achieved.

# Grantees must be able to keep detailed records, suitable for local, national and EU audits, up to 31st December 2030 or as otherwise directed.

The Natural and Cultural Heritage Fund final report will include a summary of the monitoring of the project and includes both qualitative and quantitative information gathered from monitoring activities and achievement of milestones. The report will also outline the final outputs and describe how they contribute to the Outcomes and Horizontal Themes of the Fund.

The purpose of the Final Report is to obtain an overview and understanding of the impact the project has had to date. This will be achieved by;

* Confirming the final outputs deliver against the Horizontal Themes and Outcomes
* Reviewing the evidence gathered for the agreed Outcome Measures laid out in Monitoring and Evaluation Plan. This includes quantitative (counts, survey results) and qualitative information (photos, videos, testimonies).

Please refer to the Monitoring and Evaluation Guidance in your share file.

The Final Report and supporting documents will be subject to audit from bodies ranging from the European Commission and European Court of Auditors to the Scottish Government Audit Authority and Managing Authority.

The Final Report and Associated Annexes are structured as follows:

|  |  |  |
| --- | --- | --- |
| **Document** | **Name** | **Source** |
| Final Report | Final Report | Template to be provided by NatureScot. |
| Annex 1 | Photographic records | Grantee Document(s). |
| Annex 2 | Data sheet | Grantee Document(s). |
| Annex 3 | Monitoring and Evaluation Plan | Grantee Document(s). |
| Annex 4 | Case study | Grantee Document(s). |
| Annex 5 | Video | Grantee Document (s) |

When uploading files through Objective Connect, please use the following file naming convention:

***NCHF / NCHFAPP-000-00 – Grantee Name – Project Name –Quarter – Calendar Year – Annex No – Annex Name – Date***

Examples as follows for a series of files for the same reporting period:

**0.** NCHF-076-02 - Grantee Name - Project Name - Q3 2019 - Final Report – 30 September 2019

**1.** NCHF-076-02 - Grantee Name - Project Name - Q3 2019- Annex 1 - Data sheet – 30 September 2019

**2**. NCHF-076-02 - Grantee Name - Project Name - Q3 2019 - Annex 2 – Monitoring and Evaluation plan – 30 September 2019

**3**. NCHF-076-02 - Grantee Name - Project Name - Q3 2019 - Annex 3 - Case study – 30 September 2019

Reporting files should be uploaded onto Objective Connect. Participant Guidance link below:

***[eRDMS Participants Guide](http://www.objective.com/assets/get-started-guide/objective-connect-participant-getting-started-guide.pdf)***

Final Report

1. Project Impact Summary

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| **Highlights / Milestones Achieved -** *Summarise the key impacts of your project, in relation to agreed outputs, milestones and outcomes. Use annex to demonstrate before/after impact.* |
|  |
| **Supporting documents required:**   * N/A |

1. Project Outputs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Progress on Outputs –** *Please report on the delivery of your project outputs (as stated in the most up to date version of your application form) and state any changes to original outputs. If you have already included this information in your last progress report, please copy and paste.* | | | | |
| **Activity / Deliverable** | **Start**  **Date** | **End**  **Date** | **Outputs** | **Final Output** |
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| **Supporting documents required:**   * Annex 1 – Photographic records | | | | |

1. Project Outcomes

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| **Project Impact on Outcomes** *– Describe the evidence gathered for each Outcome Measure, as stated in your Monitoring and Evaluation Plan. Please provide proof of data collection in the annex.* | |
| **EXAMPLE**   1. **Heritage assets are more accessible and better promoted : Visitor experiences and perceptions are positive** | We increased access by creating new and enhancing existing paths within the heritage site. At the beginning of the project there was 60m of paths running through the site. At the end of the project (April 2019) there are now 200m of accessible pathways. As a result the number of people who have participated in a natural and/or cultural heritage experience as a result of the project is 182,500 and 70% rated their experience as excellent or highly enjoyable.  Using a people counter to monitor visitors to the heritage assets we observed a steady increase in visitors accessing the site, the baseline number of visitors was around 70 per day. At the end of the project we counted on average 500 visitors per day. Annex 2 shows the visitor increases graphically from 2019-2022. |
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| **Supporting Documents Required:**  Annex 2 – Data sheet - evidence of impact (quantitative data, graphs, tables, qualitative data)  Note: The purpose of the data sheet is for the grantee to collate all data gathered for the project in one document. The data should be summarised and presented by outcome in the document (preferably in an Excel spreadsheet). | |

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| **Project Impact on Horizontal Themes –** *Referring back to your original application form, please outline how your project has addressed the themes below.* |

1. Horizontal Themes

|  |  |  |
| --- | --- | --- |
|  | **Outcome** | **Impact** |
| **1** | Sustainable Development |  |
| **2** | Equal Opportunities and non-discrimination |  |
| **3** | Equality between Men and Women |  |

5. Lessons Learned

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| **Visitor and Local Engagement / Communications / Outputs –** Please detail lessons learnt during the project and include what happened and why, why it is important and what improvements or alternative solutions could be made in the future. |
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6. Ongoing Monitoring

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| **Monitoring and Evaluation Plan** *– Please could you include your future plans for monitoring, evaluating and reporting against outcomes (up to 2030) e.g. any updates to your original Monitoring and Evaluation Plan.* | |
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| **Supporting documents required:**   * Annex 3 – Monitoring and Evaluation Plan | |

7. Grantee Declaration

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| **Please confirm if the information you have supplied on this form including the supporting documentation is regarded as commercial in confidence.** | **Yes / No** |

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| --- | --- |
| **Please confirm that you have read and understood the ERDF National Rules and Natural and Cultural Heritage Fund Guidance before submitting this Final Report.** | **Yes / No** |
| **Please confirm that your project continues to not constitute State Aid.** *For further information on the 4 key tests see:*  *www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid/* | **Yes / No** |

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| --- | --- |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

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| **Checklist of Supporting Documents** | | |
| Annex 1 | Photographic records | Y/N |
| Annex 2 | Data sheet | Y/N |
| Annex 3 | Monitoring and Evaluation Plan | Y/N |
| Annex 4 | Case study *– please refer to Monitoring and Evaluation Guidance Document for more information* | Y/N |
| Annex 5 | Video *– please refer to Monitoring and Evaluation Guidance Document for more information* | Y/N |



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