

**Green Infrastructure**

**Quarterly**

**Progress Report**

**Report No. 1**

**1st July – 30th September 2019**

**Project Ref:**

**Project Name:**

**Grantee:**

**Version Control**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Issue | Status | Author | Authorised by |
| 26/06/2019 | V1 | Final | RS | FS |
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Lead Partner Details

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| --- | --- |
| **Lead Partner Details** |  |
| **Strategic Intervention Title** | Green Infrastructure |
| **Strategic Intervention Lead Partner** | NatureScot |
| **Name of SI Manager that the Project will report to** | Arthur Keller |

Grantee Details

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

Submission Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Report No.** | **Calendar Year** | **Period Covered Start Date** | **Period Covered End Date** | **Date Submitted** | **Submitted By** |
| Click or tap to choose a number | Click or tap to choose a year | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |  |

Introduction

This Progress Report is a key component of the Green Infrastructure Fund’s Monitoring and Evaluation Framework and forms part of the quarterly claim and reporting cycle. It is a condition of the Delivery Contract that these are completed.

The Progress Report enables the capture of project information which will enable the Lead Partner (NatureScot) to effectively manage the performance of the fund and enable informed reporting to the Managing Authority through EUMIS and inform Mid-Term Reviews and Annual Reporting.

Green Infrastructure Fund performance reporting will include the monitoring of project progress and includes both qualitative and quantitative information ranging from up-to-date financial projections and claims to progress against outputs which contribute to the Outcomes and Horizontal Themes of the Fund.

Please see the Monitoring and Evaluation Guidance on the Green Infrastructure website:

***[Green Infrastructure Fund - Monitoring & Evaluation Guidance](https://www.nature.scot/sites/default/files/2020-07/Green%20Infrastructure%20-%20Phase%202%20-%20Round%201%20-%20Monitoring%20%26%20Evaluation%20guidance.pdf)***

The Progress 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 Managing Authority will perform their own verification checks on EUMIS through the claim process and until these checks are satisfied, claims will not be paid.

The Lead Partner will also undertake site visits and perform compliance checks during the quarterly claim and reporting cycle.

The calendar year quarterly reporting cycles are as follows:

|  |  |
| --- | --- |
| **Period** | **Months** |
| Quarter 1 | Jan – Mar |
| Quarter 2 | Apr – Jun |
| Quarter 3 | Jul – Sep |
| Quarter 4 | Oct - Dec |

Annual reporting will be required during the period between when the project’s physical works have been completed and the end of the monitoring period in 2023. This monitoring will focus on the outcomes of the project and a different format of report will be provided for this.

The Progress Report and Associated Annexes are structured as follows:

|  |  |  |
| --- | --- | --- |
| **Document** | **Name** | **Source** |
| Progress Report | Progress Report | Template to be provided by NatureScot. |
| Annex 1 | Claim Form | Grantee Document(s). |
| Annex 2 | Claim Expenditure Evidence | Grantee Document(s). |
| Annex 3 | Match Funder Letters / Receipts | Grantee Document(s). |
| Annex 4 | Revised Financial Annex | Template to be provided by NatureScot. |
| Annex 5 | Updated Risk Register | Grantee Document(s). |
| Annex 6 | Milestone Monitoring | Grantee Document (s) / Template provided by NatureScot on request. |
| Annex 7 | Updated Communications Plan | Grantee Document(s). |
| Annex 8 | Updated Community Engagement Plan | Grantee Document(s). |
| Annex 9 | Photographic Records | Grantee Document(s). |

# Templates provided by NatureScot can be downloaded from our [Grantee Resources](https://www.nature.scot/funding-and-projects/green-infrastructure-strategic-intervention/green-infrastructure-grantee-resources) section of our website.

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

***GIAPP / GICEFAPP-000-00 – Grantee Name – Project Name – Calendar Year Quarter – Calendar Year – Annex No – Annex Name – Date***

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

**0.** GIAPP-076-02 - Grantee Name - Project Name - Qtr3 – 2019 – Annex 1 - Claim Form – 30 September 2019

**1.** GIAPP-076-02 - Grantee Name - Project Name - Qtr3 – 2019 - Quarterly Progress Report – 30 September 2019

**2**. GIAPP-076-02 - Grantee Name - Project Name - Qtr3 – 2019 - Annex 4 - Revised Financial Annex – 30 September 2019

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

***[eRDMS Participants Guide](https://www.objective.co.uk/resources/get-started-objective-connect-one-page-objective-ecm)***

Progress Report

**1 – Project Progress Overview**

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| **Highlights** |
|  |
| **Supporting documents required:**   * Annex 9 - Photographic Records |

**2 - ERDF Claim**

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| **Highlights – Expenditure Claim & Budget Variances**  Please enter the amount you are claiming and if this is different from the amount forecasted, please tell us why. |
|  |
| **Supporting documents required:**   * Annex 1 - Claim Form * Annex 2 - Claim Expenditure Evidence – Direct Staff Cost & Flat Rate & Procurement * Annex 3 - Match Funder(s) - Letters & Receipts * Annex 4 - Revised Financial Annex |

**3 - Match Funding Status**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funder** | **Per Application**  **£’s** | **Received To-Date**  **£’s** | **Date of**  **Match Funding** | **Profile – Qtrly, Monthly, Annually** | **Period Funding Relates** | **Comments** |
|  |  |  |  |  |  |  |
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1. **- Summary of Change Requests**

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| **List Any Previous or Current Change Requests Here** |

|  |  |  |
| --- | --- | --- |
| **Change No.** | **Description of Change** | **Status / Date Approved** |
|  |  |  |
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**5 –Delivery Contract Conditions**

Please provide an update on any conditions specified in your contract that are still to be met.

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| --- | --- | --- | --- |
|  | **Condition** | **Status** | **Comments** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

**6 – Project Risks**

Please tell us about any significant changes in your risk register since your last progress report, particularly any high rated risks.

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| **Highlights - Risk Movements & High rated Risks** |
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| **Supporting documents required:**   * Annex 5 – Updated Risk Register |

**7 – Project Milestones**

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| **Highlights - Milestone Progress**  Please tell us about any significant changes in delivery of milestones, including slippages. |
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| **Supporting documents required:**   * Annex 6 - Milestones |

**8 – Project Outputs**

Please report on progress towards delivery of your project outputs as listed in your GIF application form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Progress on Outputs** | | | | | | |
|  | **Activity / Deliverable** | **Start**  **Date** | **End**  **Date** | **Outputs** | **Cumul**  **Progress** | **Qtrly**  **Progress** |
| **1** | Reduce the no of people socially excluded | 01/07/2019 | 30/09/2019 | 500m of new walking cycling routes | Design Contract tendered and awarded  Planning consent given, detailed planning for construction tender ongoing  Design contractor preparing design and detailed drawings Contract awarded | Volunteer based walking group now full established. Additional works include update to path network and repairs to approach paths from Example St. |
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**9 – Monitoring and Evaluation**

Please use this section to give an update on the Monitoring and Evaluation activities you have set out in your Monitoring and Evaluation plan.

It is not mandatory to report on every outcome measure each quarter (unless agreed otherwise).

|  |  |
| --- | --- |
| **Outcome Measure** | **Progress** |
| 1. Improved access to better greenspace | *Downloaded data from people counter on 12/02/19, 450 visitors to greenspace since last progress report.* |
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**10 – Green Infrastructure Horizontal Themes**

Please tell us how your project is delivering towards the Horizontal Themes to date.

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| --- |
| **Progress on Horizontal Themes** |

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| --- | --- | --- |
|  | **Horizontal Theme** | **Progress** |
| **1** | Sustainable Development |  |
| **2** | Equal Opportunities and non-discrimination |  |
| **3** | Equality between Men and Women |  |

**11 – Communications & Publicity**

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| **Highlights / Progress / Acknowledgement of ERDF**  Please tell us what communications and publicity activity you have undertaken and provide evidence that GIF communications requirements have been followed as per the [Communications Toolkit](https://www.nature.scot/green-infrastructure-communications-toolkit). |
|  |
| **Supporting documents required:**   * Annex 7 – Updated Communications Plan |

**12 – Community Engagement**

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| --- |
| **Highlights / Progress**  Please tell us how you have been working with the community/ies that your project will benefit. |
|  |
| **Supporting documents required:**   * Annex 8 – Updated Community Engagement Plan |

**13 – Grantee Declaration**

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| --- | --- |
| **Please tick if the information you have supplied on this form including the supporting documentation is regarded as commercial in confidence.** |  |

|  |  |
| --- | --- |
| **Please tick to confirm that you have read and understood the ERDF National Rules and Green Infrastructure Fund Guidance before submitting this Progress Report.** |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Signature |  |
| Date | Click or tap to enter a date. |



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NatureScot

Great Glen House

Leachkin Road

Inverness

IV3 8NW

01463 725000

www.nature.scot