

PROGRESS REPORT GUIDANCE FOR GRANT HOLDERS

Funding Programmes: **Physical Health**
 Mental Health

We hope your work is progressing well. This is simply a quick check-in – if there’s anything exciting you’d like to share at this stage, please feel free to do so using the form below. However, don’t worry if there isn’t anything specific to report just yet; you’ll have the chance to update us in your end-of-year report (if you hold a multi-year grant) or in your final report at the end of your grant period.

If your work isn’t going as planned, please don’t be concerned. We understand that charities often face unexpected challenges – for example, a – delayed start, a need for more time, or changes in your organisation’s circumstances. If you need to adjust your project timeline or approach, simply let us know through the form below and we can discuss any necessary changes. We’ll do our best to accommodate your needs, provided any adjustments remain in line with our funding criteria.

Completing this form should be quick and straightforward, and the questions are clear and easy to follow. For your convenience, we’ve listed all the options in the table below so you can plan ahead for your reporting.

Please note that we’ll ask you to submit this form six months after your grant starts. If you have a multi-year grant, we’ll request updates at regular six-month intervals.

Thank you.

Question	Guidance notes
1. Which option best describes how well your project has progressed since it started?	Choose from: • Progress on track – go to Q5. • Unexpected problems solved and progress back on track. • Progress slow- unexpected problems being addressed. • Major problem(s) encountered.
2. Do you expect the work supported by our grant to be completed on time?	• YES – go to Q4. • NO – go to Q3.
3. When do you realistically expect to complete your project?	As you have indicated that your work is not progressing as planned, we will be in touch to discuss the challenges you are facing and how these are impacting delivery. In the meantime, we would appreciate it if you could provide a realistic estimate for when you expect to complete the work we have contributed to. This information will help us prepare for our conversation. Please feel free to be cautious – it's always better to allow more time than you think you might need. Go to Q4.

Question	Guidance notes
4. Please provide a brief explanation of the issues you have encountered with your project delivery and how you are addressing them.	If you've notified us that you are experiencing difficulties, please provide a brief summary here. Our team will then get in touch to discuss the next steps with you.
5. <i>(Optional)</i> Is there any information you would like to share about your project now? Maybe your project is progressing even better than expected or you have reached an important milestone?	Please don't worry if you don't have anything specific to report at this stage. We do not expect any detailed feedback on your work at this point, but we wanted to give you the opportunity to share any updates if you wish.