# READY TO START

# FCC SCOTTISH ACTION FUND

Please read this document carefully.  It contains very important information that will help you move your project forward and enable you to claim the grant offered to you by WREN

This guide contains detailed instructions on how to claim your funding and submit the reports we need.  Please read it carefully and keep it safe so when you are ready to claim you will have the instructions you need.

## A. Funding Agreement

Your Funding Agreement confirms the grant we have agreed to fund, when and how you should claim your funding and any additional information you need to provide.

Your authorised signatory must sign both copies of your Funding Agreement and return one copy to us.

If you are unable to meet any of the Funding Agreement requirements you must contact your Grant Manager as soon as possible.

If your project changes in any way you must notify your Grant Manager as soon as possible and before any new work is carried out.

Your grant will not become active until you have signed and returned your Funding Agreement.

## B. Claiming your grant

Your Funding Agreement will state how many payments we expect to make and is based on the information you provided to your Grant Manager.  It will also reference what supporting details and information you need to provide with your claim.

Please note WREN cannot pay for any element of your grant without a valid invoice, and if we have agreed to reimburse you we will also need to see your proof of payment.

If you are unable to meet any of the claim requirements, please contact us as soon as possible. Depending on circumstances we can make changes to the agreed payment schedule, but this must be approved beforehand.

If you need to make changes to a budget heading or project cost, please contact us to discuss this before you incur any revised costs.   We will need to consider any changes to ensure the project remains compliant and depending what the changes are we may need to formally approve any change (or otherwise) and issue a Deed of Variation to revise our Funding Agreement.

You must submit your claims through our online grant management system, Grant Tracker. This is the same system you used to submit your application. Guidance on what you need to provide and how to submit a claim for funding follows together with an example of what we expect to see on an invoice.  It may delay the payment of your grant if the invoice you supply is not sufficiently detailed.

## C. Reporting

You must submit a report to accompany every claim you submit.   Interim reports are required until your final claim, when you should submit a final progress report, even if you are claiming your final WREN funding before the completion of your whole project.

Reports are available 4 weeks before they are due on our online grant management system Grant Tracker.  If you are unable to see a report available for completion on your portal, please let us know.

Please note if your report accompanies a grant claim you must provide photos of the work you are claiming for.

## D.    Post completion reporting

After your WREN funded project is complete we may require reports on the anniversary of completion.  The number of years we need to monitor your project is based on several factors including the level of WREN funding committed, whether any assets were purchased and whether any income is derived from our funding. The number of years we will need to monitor your project is detailed in your Funding Agreement.

## E.    Timescales

It is very important you contact us if you think your project timescales may slip.  **Your project must be completed, and your funding claimed within 12 months of our post board notification letter.**

If your project is not progressing as you would hope, please let us know.  We understand that not everything goes to plan, and it is important you let keep us up to date with your project's progress.  If you do encounter problems we may be able to help.

## F.    Publicising your Grant

We actively encourage you to publicise your project whether you mark project milestones, raise awareness of your works or celebrate achievements.   You may also want to publicise your project to encourage volunteers or community engagement.

When you undertake any project publicity or issue a release please remember to include reference to the funding WREN provided.  If appropriate your Grant Manager will also provide you with a relevant quote from a WREN spokesperson.

Please remember:-

- ✓ All project press releases and literature regarding your project must be forwarded to your WREN Grant Manager for approval before distribution or publication.

- ✓ Our logo is to be used on all signs, plaques and promotional material relating to your project.  Your WREN Grant Manager needs to be sent a proof of these before they are produced.  Our logo is available from them.

- ✓ If you do hold a celebration event, please let your WREN Grant Manager know as if possible someone from WREN would love to come along and help celebrate.

- ✓ If you tweet – we are **@WREN_news** and we would be delighted to hear from you on Twitter

- ✓ When referencing WREN, please include the following:

    - \*  ***WREN is a not-for-profit business that awards grants for projects from funds donated by FCC Environment through the Scottish Landfill Communities Fund.***

    - \*  And, finally, your funding was provided through ***WREN's FCC Scottish Action Fund***

# CLAIMING YOUR FUNDING

# FCC SCOTTISH ACTION FUND

These instructions explain how to submit a claim through our online grant management system Grant Tracker.   Please read through and decide which option you need to follow so when you are ready to claim, you know what you are required to do.

You will need to be the lead applicant to submit and claim your funding from WREN.  If you are not the lead applicant, you should contact your Grant Manager for advice before attempting to complete the claim.

Login to Grant Tracker and on your home page, click the "My Grants" link to display your active grants.

You can only submit a claim once your grant has been made "Active".  If you grant is not yet active, or is shown as "Pending Start Date", please contact your Grant Manager.



Click the
title of the grant you want to submit a claim for:

This will open the grant details page.



From here click "Claims" from the side menu.

This will display a list of existing claims, if you have already created any and will allow you to create a new claim.



Click the "Create Claim" link

Enter the dates of the period you want to claim funding for. The invoices you supply should be dated within this date range:



Click "Next"

This will take you to the Grant Claim form.

The first section provides information about your grant, the value of any claims made to date, the funding you will be claiming on this claim (which will show as £0 until you have added your first invoice), and the balance of funding left to claim. Do not worry about this now, you will need to check and confirm these details later before you submit the claim.

You can save and edit your claim any time up until you submit your claim.

**WHO ARE WE PAYING**

How you input your invoices depends on how many invoices you want to claim for and who we are paying:

**INSTRUCTION A – CHOOSE THIS OPTION IF:**

You only have one invoice to claim for on this form; or

You have multiple invoices for different contractors to claim for on this form <u>and your Funding Agreement states we are paying the contractor directly</u>.

**INSTRUCTION B – CHOOSE THIS OPTION IF:**

You have multiple invoices from the same contractor to claim for on this form, or:

You have multiple invoices to claim for on this form <u>and your Funding Agreement states we are reimbursing you as Grantee for invoices you have already paid</u>

**If you are unsure which to follow contact your Grant Manager for guidance before proceeding**

# INSTRUCTION A

Use this method if you have a single invoice or you have multiple payees.



Click on "New Invoice".  This will open a new window where you will be able to upload a copy of your invoice, input the details, who we are paying and what you are claiming for.

Firstly, input the details of your invoice, including contractors name and invoice number. Click "Attach" to upload a copy of your invoice:



If you have given us the details of who we will be paying already, click on the drop-down box and chose the correct payee. If you have not notified us, or their details are missing chose "New Payee" and input their name and their email address.

If you have chosen "New Payee" you will need to input their bank details



Note Bank Details are encrypted as soon as you submit your form.

Now enter the amounts you are claiming for against the relevant agreed project costs:



Add any notes or details if relevant.

When you have completed inputting the details and this form is complete click "Save and Close".

You will return to the Grant Claim form which will now look like this and the invoice you have just input will be listed.

**Claim Details**

Previous | Next | **Save** | **Save and Close** | **Print** 🖶

**Grant Claim Form - Community Programme**

Project title: Project Test - LG

Project Reference: CF-627

Project Start Date: 13 September 2017

Project Completion Date: 12 July 2018

*Before you submit this form please ensure the following, otherwise payment of your claim may be delayed:*
- *The Third Party Funding contribution to the landfill operator has been paid in full*
- *The form is complete and correct and is accompanied by the appropriate invoices*
- *You have provided WREN with the BACS details to effect payment to the right account*

Entrust Reference: 85969541.52

**Grant Claim Summary**

| | |
|---|---|
| Total Value Awarded from WREN | £15,000.00 |
| Total Value of WREN funding claimed to date | £.00 |
| Total Funding being claimed on this form | £4,700.00 |
| Balance of WREN funding still to be claimed | £10,300.00 |
| Do you intend to claim the balance of the Grant? | ⦿ Yes ◯ No • |
| Please indicate when the balance will be claimed? | August 2018          clear • |

*IMPORTANT NOTE – If you have indicated that you will not claim the balance of your grant by saying NO above, WREN will reallocate this amount to other projects and by submitting this form you have confirmed your agreement that no further claims will be made.*

**Grant Claim Breakdown**

| Contractor Name | Invoice Number | Claim Amount (£) | | |
|---|---|---|---|---|
| New Contractor | 000123654 | 4700.00 | Edit | Delete |
| | | **4700.00** | | |

New Invoice

**Certification**

I claim the amount detailed in this form from WREN in respect of costs and details stated in this grant claim form. I certify that, to the best of my knowledge and belief, the information provided is accurate, the expenditure has been properly incurred, and that no other grant has or will be claimed from WREN towards these costs.

I understand that I must complete a progress report to accompany the claim and failure to do so will result in my claim being delayed or returned.

☐ •

**Validation**

You must correct the following errors before you submit this claim for approval.
- Certification is required.

If you have another contractor's invoice you want us to pay click "New Invoice" and repeat the process until you have added all the invoices.

When you have added all your contractors' invoices and your claim is complete check to make sure the amount of the claim is correct



Confirm if you will be claiming any balance of funding still left to claim and when you expect to make your next claim.

It may be that this is your final claim and there is a small balance left which will not be claimed, if so, click "No". If this is not your final claim and you will be claiming all your funding, click "Yes".

Check the rest of the form is complete and correct, read the certification and tick to confirm you agree.



Click "Save" and, if you have completed all the required fields, your claim will be validated and be ready for submission:

Certification
I claim the amount detailed in this form from WREN in respect of costs and details stated in this grant claim form. I certify that, to the best of my knowledge and belief, the information provided is accurate, the expenditure has been properly incurred, and that no other grant has or will be claimed from WREN towards these costs.

I understand that I must complete a progress report to accompany the claim and failure to do so will result in my claim being delayed or returned.

☑ •

Validation

The Claim is now validated and ready to be submitted for approval.

**Submit For Approval**

Click Submit for Approval and your claim will be submitted for consideration by your Grant Manager.  Your claim will now appear in your list of claims:

Claims

| Reference | Reference | Claim Period From | Claim Period To | Claim Status |
|---|---|---|---|---|
| CF-627/071218/128 | 13/09/2017 | 13/09/2017 | Submitted | View |
| CF-627/071218/179 | 01/05/2018 | 05/07/2018 | Submitted | View |

Create Claim

# INSTRUCTION B

Use these instructions:

> You have multiple invoices from the same contractor to claim for on this form, or:

> You have multiple invoices to claim for on this form and your Funding Agreement states we are reimbursing you as Grantee for invoices you have already paid

Instead of uploading each contractor's invoice separately, as WREN will be making a single payment to a single payee for multiple invoices, you can upload an "Invoice Summary template", detailing all the invoices included in your claim.  When you submit your claim, you must email the copy invoices to your Grant Manager.

If you don't have an Invoice Summary template, email info@wren.org.uk or download a copy from our website http://www.wren.org.uk/downloads/claim-invoice-summary/view

Complete your invoice summary template with all the invoices you will be claiming for, inputting the contractors name, invoice number, description of work undertaken, how much the whole invoice is for and the amount you are claiming from WREN.  When you have added all the invoices onto your summary save it so you can upload it to support your claim.

On Grant Tracker Click on "New Invoice"



This will open a new tab.   Instead of inputting details of the contractor's name and Invoice number put "Multiple" and upload your Invoice Summary instead of an invoice.



If you have notified WREN of the payee click the drop down and choose the appropriate payee. If the payee is not there or you have not notified WREN complete the rest of the details with the Payee name and email and complete the Bank Details.

Bank details are encrypted as soon as your form is submitted.

Complete the total amount of funding you are claiming against the relevant project costs.

| Project Cost | | | | |
|---|---|---|---|---|
| **Description** | **Note** | **Item Total (£)** | **Unclaimed (£)** | **Claim (£)** |
| Project cost 2 | | 7000.00 | 7000.00 | 0.00 |
| Project Cost 1 | | 2000.00 | 2000.00 | 0.00 |
| Cost | | 6000.00 | 6000.00 | 0.00 |

Add any notes or details if relevant.

When you have completed inputting the details and this form is complete click "Save and Close".

You will return to the Grant Claim form which will now look like this. The amount of the claim should match the amount you are claiming on your invoice summary.

Grant Claim Form - Community Programme

Project title: Project Test - LG                    Project Reference: CF-627

Project Start Date: 13 September 2017          Project Completion Date: 12 July 2018

Before you submit this form please ensure the following, otherwise payment of your claim may be delayed:
- The Third Party Funding contribution to the landfill operator has been paid in full
- The form is complete and correct and is accompanied by the appropriate invoices
- You have provided WREN with the BACS details to effect payment to the right account

Entrust Reference:          85969541.52

Grant Claim Summary

| | |
|---|---|
| **Total Value Awarded from WREN** | £15,000.00 |
| **Total Value of WREN funding claimed to date** | £.00 |
| **Total Funding being claimed on this form** | £8,500.00 |
| **Balance of WREN funding still to be claimed** | £6,500.00 |
| **Do you intend to claim the balance of the Grant?** | ○ Yes ○ No • |

IMPORTANT NOTE – If you have indicated that you will not claim the balance of your grant by saying NO above, WREN will reallocate this amount to other projects and by submitting this form you have confirmed your agreement that no further claims will be made.

Grant Claim Breakdown

| Contractor Name | Invoice Number | Claim Amount (£) | | |
|---|---|---|---|---|
| Multiple | Multiple | 8500.00 | Edit | Delete |
| | | **8500.00** | | |

New Invoice

Confirm if you will be claiming any balance of funding still left to claim and if so, when you expect to make your next claim. It may be that this is your final claim and there is a small balance left which will not be claimed, if so, click "No". If this is not your final claim and you will be claiming all your funding, click "Yes".

Check the rest of the form is complete and correct, read the certification and tick to confirm you agree.



Click "Save" and, if you have completed all the required fields, your claim will be validated and be ready for submission:



Click Submit for Approval and your claim will be submitted for consideration by your Grant Manager. Your claim will now appear in your list of claims:



***Remember to email a copy of your Invoice Summary template and all the relevant invoices to your Grant Manager. We cannot start to process your claim until these have been received.***

# What we need an Invoice to include:

The word 'invoice' must be clearly displayed on the document. The invoice must include:

- A unique identification number (invoice number)
- Suppliers company name, address and contact information
- The company name and address of the customer being invoiced
- A clear description of what is being charged for (goods/services)
- The date the goods or service were provided (supply date)
- The date of the invoice
- The amount(s) being charged
- The total amount owed
- VAT amount if applicable – only VAT registered businesses can issue VAT invoices. If VAT registered the VAT number must be displayed on the invoice. The invoice should show Total amount excluding VAT, Total amount of VAT, Rate of VAT charged, Total invoice amount including VAT.
- If the supplying company is a limited company, the invoice must include the full company name as it appears on the certificate of incorporation.

Example:

<div align="center">

**THE BUILDING COMPANY**
The Street
The Town
County
Telephone No. 01234 666555  Email:
contractor@supplier.com
VAT Registration No. 23456789
Company No. 9876543

</div>

Village Hall Management Committee
The Street
Village
County

<div align="center">

## INVOICE

</div>

**Invoice Date:**    14 November 2017                                              **Invoice No:** 65


Work carried out at Village Hall to create new kitchen space and refurbishment of toilet facilities as detailed in quotation MBC16 dated 14 February 2017.

| | |
|---|---:|
| Toilet refurbishment works | 12,000.00 |
| Kitchen works including supplying and fitting new kitchen units and appliances | 5,000.00 |
| | 17,000.00 |
| VAT @ 20% | 3,400.00 |
| | £20,400.00 |

Payment within 30 days

Account Name:  The Building Company Sort
Code:          10-20-30
Account No:    00001111

# PROGRESS REPORT

# FCC SCOTTISH ACTION FUND

Your Funding Agreement will detail how many progress reports you are required to submit over the lifetime of your grant.   You will, as a minimum, be required to submit a report with every claim you submit.

You need to login to our grant management system, Grant Tracker, to submit progress reports.

When you have signed and returned your Funding Agreement and are ready to start your project will become "active" on Grant Tracker.  When you login to Grant Tracker your homepage will show your grant activities.   If you have a progress report outstanding it will be indicated in this list.  We have two types of progress reports, an "**interim**" report due as you progress your project and a "**final**" progress report due when the WREN project is complete and you want to claim your final funding.

On the home page you will see that you have a report awaiting completion:



Progress Reports become visible on the Grant Tracker portal 4 weeks before they are due.  The dates they become due is based on the information you provided to your Grant Manager.  If you cannot see a progress report and you need to complete one, please telephone your Grant Manager or Grant Administrator who will be able to check the dates and make sure it is available for you to complete.

Click the "Click here" link on the Home page, which will take you to the Grant details page:
Click on "Reports"



You will see reports you have submitted (if any), and reports which are now due, click on Edit

| | Type | Status | Available On | Required By | Received On | Contact Type | |
|---|---|---|---|---|---|---|---|
| ✅ | Interim | Complete (Approved) | 11 April 2018 | 09 May 2018 | 09 May 2018 | (any) | 📄 View |
| ⛔ | Interim | Required | 07 June 2018 | 05 July 2018 | | (any) | 📝 Edit |

If you cannot see a report but need to complete one to submit a claim, call us. It maybe we need to change the date the report becomes due.

# INTERIM REPORT

The interim progress report looks like this. You can save and edit the report at any point until you are ready to submit.

The report asks you for your Actual Start Date and (potential) Actual End Date – complete these so we know how you are progressing against your anticipated timings.

As this is an interim report, please let us know where you are up to with your project, what you have completed to date and, if you are submitting a claim at the same time, what work you are claiming for.

Click on "Add" to detail the work still left to complete:

Details of remaining work to be completed

Add ...

Add                                    ⤢ ✕

Description
[                    ] ⦿

Timescale
[          ]

Save    Cancel

You will need to provide a description of the work and an estimated timescale for that work to be completed.  Keep clicking add until you have detailed all outstanding work. If there are different elements to be completed, please do not group them together into a single line.  Your report will be returned, and any claim will be delayed.

When you have completed this page, it should look similar to this. Click next

**Project Progress**    Previous  Next  Save and Print  Save and Close

Use this form to notify us of the development of your project to date, or since your previous report.

| Project title: | Test Project LG 1 | WREN Reference No: | CF-668 |
| Start Date: | 09 May 2018 | End Date: | 05 January 2019 |

Actual Start Date:  [14/05/2018]          Actual End Date:  [30/11/2018]

Please provide a comprehensive description of works to date

✂ 🗐 📋 📋 | ↶ ↷  B  I  U  x₂ x²  ☰ ☰  ▦  Ω | ✐ 🔍 🔍 | ⛶

The walls between the kitchen and foyer have been removed and new ones built to create the new meeting space.  The electrics have all been completed and the new boiler is in.

Work to the kitchen is ongoing, with new cupboards installed, but we are still awaiting for the white goods to be delivered and the fitted.

Work has progressed well to create the new entrance ramp and this is now complete.

Paragraphs: 4, Words: 72/500

Details of remaining work to be completed

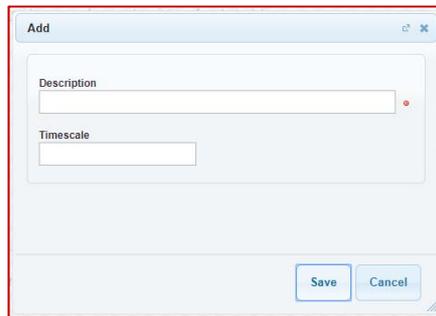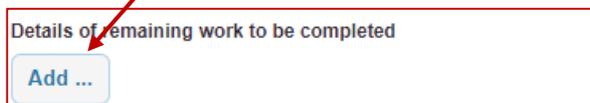| Description | Timescale | | |
|---|---|---|---|
| Fitting carpets | 31/08/2018 | Edit | Delete |
| Painting and decorating | 19/07/2018 | Edit | Delete |
| Landscaping outside | 14/09/2018 | Edit | Delete |
| Kitchen equipment | 19/07/2018 | Edit | Delete |

Add ...

Please confirm whether the building/amenity is available for full use/access by the public at this time
○ Yes  ⦿ No ⦿

Please estimate when this will occur
[01/12/2018]

You will then need to complete details of any publicity you have undertaken about your project.

If you have not undertaken any to date, don't worry, just complete what you can.

**Publicity Details**  Previous | Next | Save and Print | Save and Close

It is important that you provide details of all publicity generated by your project.

Please respond to the relevant form of publicity undertaken on your project, and provide further details of any additional publicity that will be undertaken at a later date.

Please do not upload or send us copies of press clippings as this will breach copyright law. You can upload details of any press releases you issued, and if your project was mentioned in your local papers please provide details of the publication and date.

**Have you undertaken any publicity activities for your project?**
○ Yes ○ No ●

**Are you intending to undertake any future publicity activities for your project?**
○ Yes ○ No ●

Depending if you click Yes or No to the questions, additional fields will appear to ask for more details.

You will need to upload photos of your project's progress to date. We must have photos of all elements of the project you are claiming funding for

Please upload photo(s) of the project to date

| Project Progress Photograph | Description | | |
|---|---|---|---|
| PHOTOS (2017_09_04 12_00_59 UTC)(3).docx | Photos of new walls and meeting room | Edit | Delete |
| PHOTOS (2017_09_04 12_00_59 UTC)(4).docx | Photo of kitchen cabinets 1 | Edit | Delete |
| PHOTOS (2017_09_04 12_00_59 UTC)(5).docx | Photo of new boiler | Edit | Delete |
| PHOTOS (2017_09_04 12_00_59 UTC)(6).docx | Photo of new kitchen cabinets 2 | Edit | Delete |

Add Photograph... ●

Keep clicking "Add Photograph" until you have uploaded all the photos relevant to your report and claim

**Additional Comments**
Please detail anything you think we should be aware of including any problems you have encountered.

Everything is going to plan, we hope that the outside landscaping will be completed in time for Christmas.

Paragraphs: 2, Words: 18/300

**Disclaimer**

☑ I confirm that the information detailed in this document accurately reflects the current position in relation to this project. ●

Please click on Next to validate and submit your Progress Report

Previous | Next | Save and Print | Save and Close

Add any additional comments, read and check the Disclaimer at the bottom and click Next.
If you have completed all mandatory fields correctly your report will then show:

Click "Submit Form" and your interim progress report will be submitted ready for your Grant Manager to review.

Your report will show as submitted on your Progress Report page.



You can save and close, print and edit your progress report at any time prior to submission.

Your Grant Manager will review your report and if anything further is needed, they will return the report to you to amend, and when complete, resubmit.

An interim progress report is completed every time you submit a grant claim. When you are ready to submit your final claim for funding, you are required to complete a Final Progress Report.



If you are unable to see your final report please contact us so we can amend the report dates.

# FINAL REPORT

The final progress report looks like this, and has the following sections:

- ➢ Project Summary
- ➢ Impact and Performance
- ➢ Publicity Details
- ➢ Financial Information
- ➢ Applicant Survey
- ➢ Validation Summary

You can save and edit the report at any point until you are ready to submit.

The report asks you for your Actual Start Date and Actual End Date – complete these so we know the final dates for your project.

You are asked to provide a comprehensive description of the work you undertook. We need to know what your final project included. Consider the project description in your application and if there are new elements or omitted elements, provide details and explain why.

Please provide a comprehensive description of the work completed on your project. If appropriate please include information about elements which did not go as planned or which were delivered over and above expectations.

You must put details in here which sufficiently describe all the work you carried out in order to complete your project generally,k and specificially the elements you asked us to fund. You can include details about what went well and what didn't go so well. If you had to do any additional work or whether work you had planned for turned out to be not needed.

This is important as we need to be able to tell our Regulators if requested.

If your project is not yet complete, just the elements funded by WREN, explain this and given timescales for the completion of the whole project. You may need to complete a further report when your project finally completes.

Paragraphs: 3, Words: 119/1000

IMPORTANT: Please attach photographs of your completed project.

| Photograph attachment | Description | | |
|---|---|---|---|
| PHOTO finished project.docx | Photo of opening event 1 | Edit | Delete |
| PHOTO finished project(2).docx | Opening event 2 | Edit | Delete |
| PHOTO finished project(3).docx | Completed kitchen | Edit | Delete |
| PHOTO finished project(4).docx | completed hallway and entrance | Edit | Delete |
| PHOTO finished project(5).docx | New meeting room | Edit | Delete |
| PHOTO finished project(6).docx | Entrance ramp and landscaping work | Edit | Delete |

Add Photograph...

Click on "Add Photograph" and follow the prompts to attach and upload your photo. You can click and add as many photos as you need to represent your completed project.

To authorise your final claim, we need to have photographs of your completed project generally and, specifically, we will need photos of the completed elements funded by WREN. If you do not provide sufficient or specific photos your claim may be delayed.

You need to tell us the difference your project has made then click next to move to the next section.

How has your project made a difference? Please consider benefits to your community and/or environment.

In your original application you told us about what you hoped your project would achieve and the difference you thought it would make to your community. It may be early days but it is still important to let us know how well your project is doing in meeting those goals.

Paragraphs: 1, Words: 50/1000

The next section is required by our Regulators. We need to provide them with details about how we spend our money, and the impact of the projects we fund. It is therefore important that you complete this section as fully as possible.

You may be asked to provide further details when you click on the yes/no questions.

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**Impact and Performance**     Previous | Next | Save and Print | Save and Close

The information requested below is required by ENTRUST (The Regulator of the Scheme) in order for them to report on the impact and performance of the Landfill Communities Fund.

**Value for Money: project sustainability**

Will any income be generated by the project?
○ Yes ○ No •

Has the project reduced the total utility costs of the structure, building or amenity (e.g. through reduced energy consumption, energy efficiency measures or energy generation)?
○ Yes ○ No ○ Not applicable •

Have any new jobs been created and/or existing jobs maintained as a result of the project?
○ Yes ○ No •

Please estimate the number of visits to the project site each year prior to the project.
(Please note that this counts every visit. E.g. 1 person visiting the project site 10 times in a year counts as 10 visits.)

[                                        ] •

Please estimate the number of visits to the project site after the project has completed.
(Please note that this counts every visit. E.g. 1 person visiting the project site 10 times in a year counts as 10 visits.)

[                                        ] •

**Value for Money: achieving the intended outcome**

Did the project achieve its aims?
○ Yes ○ No •

Do you consider that this project has improved the lives of people living in the community of the project and/or achieved environmental benefits?
○ Yes ○ No •

Do you consider this project directly brought together people in the community of the project who are from different backgrounds and who otherwise would not have been brought together?
○ Yes ○ No •

If you entered yes to any of the above 3 questions, please provide more details in your response to the question below.

**Is there any additional information you would like to provide about this project?**

✂ 🗐 📋 🗛 | ↺ ↻ B I U x₂ x² ⠿ ⠿ ▦ Ω | ✦ 🔍 ✂ | ⤢

[                                                                                ]

Paragraphs: 0, Words: 0/1000

Previous | Next | Save and Print | Save and Close

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The last question is important as these details are provided to our Regulators to help measure the impact of the scheme.

**Is there any additional information you would like to provide about this project?**

Here you can add details about how your project has improved lives and brought people together. These details are provided to our Regulators as they are keen to know how the Landfill Communities Fund can improve communites.

Paragraphs: 1, Words: 37/1000

Click next and you will be taken to the Publicity Details section:

**Publicity Details**

It is important that you provide details of all publicity generated by your project.

Please do not upload or send us copies of press clippings as this will breach copyright law. You can upload details of any press releases you issued, and if your project was mentioned in your local papers please provide details of the publication and date.

Did you undertake publicity for your project?
○ Yes ○ No •

Depending if you click yes or no you will need to answer a number of questions and provide details. If relevant you can upload attachments. Please do not upload press clippings as this will breach copyright law.

If you have not yet undertaken any publicity as your project is not fully complete just answer the questions you are able to and detail the publicity you hope to undertake in the future.

Click next to go to the Financial Information Section.

Here you will need to provide details of your final budget. We need to see how this compares with the budget we agreed, and which was included in your Funding Agreement. A copy of the budget is shown at the top of the page to remind you what it was:

**Agreed Project Budget**

| Description | Total Cost (£) | Amount Requested from WREN (£) |
| --- | --- | --- |
| Project Cost 2 | £52,000.00 | £20,000.00 |
| Project Cost 1 | £5,000.00 | £0.00 |
| Project Cost 3 | £26,800.00 | £20,000.00 |
| | £83,800.00 | £40,000.00 |

You must provide sufficient details and information so that we can compare your final budget with our agreed project budget. We need to have this so we can show our Regulators how the funding was spent, what the total project cost was, and what, if any, other funding was used. If your project costs detailed at the top of the page has 3 lines of costs, we need to see those same three lines of costs, together with other elements which may have been added to your project as it progressed, even if the other elements were not funded by WREN.

Click on "Add" to add a line of costs to your final budget:

**Please give a full breakdown of all costs incurred on your project**
You should include all the cost descriptions as shown on the Agreed Project Budget above even if the cost was not funded by WREN or the cost was removed (show as zero). You must make sure your breakdown includes everything you spent on your project or this report will be returned and any final payment delayed.

Add ...

**Funding from Other Sources**
Please list all the grants and funding you received for your project, including your own fundraising.

Add ...

Add a budget description and the amount you spent.

Please note you should match the project headings we agreed shown in your Funding Agreement and detailed above.

Even if your project costs are the same as those shown above you will still need to complete this section.

You need to continue to add costs until you have provided a full breakdown of costs for your project.

**Please give a full breakdown of all costs incurred on your project**
You should include all the cost descriptions as shown on the Agreed Project Budget above even if the cost was not funded by WREN or the cost was removed (show as zero). You must make sure your breakdown includes everything you spent on your project or this report will be returned and any final payment delayed.

| Description | Amount | | |
|---|---|---|---|
| Project Cost 2 | 52,500.00 | Edit | Delete |
| Project Cost 1 | 6,000.00 | Edit | Delete |
| Project Cost 3 | 26,800.00 | Edit | Delete |
| Project Cost 4 - unexpected | 2,500.00 | Edit | Delete |
| | £87,800.00 | | |

You will need to provide details of any other funding you have received for your project, including your own fundraising. If you obtained grants from a number of organisations, please do not add them together as a single entry. Click Add to input other funders.

**Funding from Other Sources**
Please list all the grants and funding you received for your project, including your own fundraising.

Add ...

Use the drop down box to choose the type of funding you are adding: WREN, Own Funds, In kind, or other.

| Add | ⤢ ✕ |
|---|---|
| **Type of Fund Source** | |
| Other ▼ | |
| **Organisation** | |
| | |
| **Amount** | |
| 0.00 | |
| | Save  Cancel |

If other add details of the organisation who provided the funding and the amount they provided:

**Funding from Other Sources**
Please list all the grants and funding you received for your project, including your own fundraising.

| Type of Fund Source | Organisation | Amount | | |
|---|---|---|---|---|
| WREN | | 40,000.00 | Edit | Delete |
| Own Funds | | 10,000.00 | Edit | Delete |
| Other | Lottery Funding | 30,000.00 | Edit | Delete |
| Other | Private Donor | 7,000.00 | Edit | Delete |
| Other | Parish Council | 700.00 | Edit | Delete |
| | | £87,700.00 | | |

Add ...

Keep clicking "Add" until your funding package total matches the amount you have added to show your final total project costs.

Add any additional comments you want to make about your project, including any problems you may have encountered and then read and check the declaration at the foot of the page.

☐ I/We confirm that to the best of my/our knowledge and belief, the information supplied on this form is complete and correct and accurately reflects the status of this project. 

☐ I/We will ensure that WREN is provided with any additional details which may affect this project, or the general public's access to the project, and will be willing to supply additional information if requested. 

Previous  Next  Save and Print  Save and Close

Click Next

As part of our continuing efforts to improve our systems we would like to know your views. Please complete the Applicant Survey, adding any comments you would like to make about the application, grant claim or payment process.

When you click Next your form will be validated to ensure you have answered all the questions necessary. When your form is ready for submission, your Validation Summary will show:
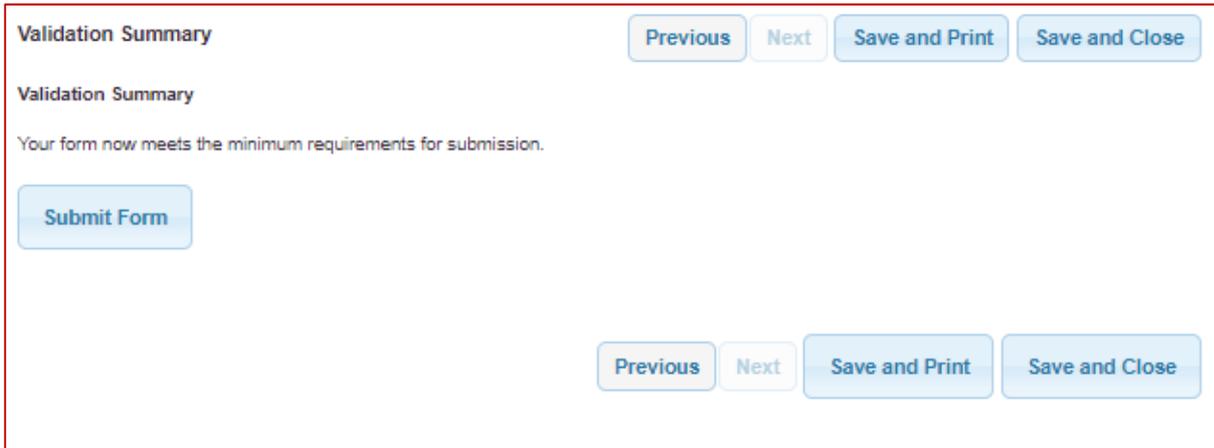


Click Submit Form and your Report will be submitted and ready for review by your Grant Manager.



If your Grant Manager needs additional details or information, or your costs or other funding do not reflect the costs you previously told us, we can return the form for you to amend and resubmit.