The Northern Powergrid Foundation: Quarterly Monitoring Report

The Northern Powergrid Foundation (the Foundation) wishes to understand how your project is progressing at different stages throughout the process. Completing this report will help us to understand how we can better support you during this process and work towards ensuring project outcomes are achieved and impact is demonstrated.

Please use, wherever possible, the online portal to prepare and submit the Quarterly Monitoring Report.

Please address questions to foundation@northernpowergrid.com

Remember to attach to the report

- **Project progress photographs**
- **Media content**
- **Quotes from the community**

Please note this is an example: quarterly reports may change from time to time and per grant.

* Denotes mandatory

1. Project Details					
Name of Organisation*	Name of organisation				
Project Address*	Address line 1				
	Address line 2				
	Town / City				
Postcode*	Postcode				
What is the purpose of the Project? *					
Include information on how the project may support the community in line with the Northern Powergrid Foundation's priority areas: energy resilience, vulnerability, fuel poverty, levelling the rural divide, innovation, social support, collaboration or charities.					
Grant Awarded Date*	*dd/mm/yyyy*	**Project Build Start Date***	*dd/mm/yyyy*	**Project Build End Date***	*dd/mm/yyyy*
Please provide an overview of project progress to date *Recommended word court 250-500 words**					
Please include information on the purchase of any equipment, any updates on installations, permissions obtained etc					

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Please use this section to highlight any successes or challenges you have faced during this reporting period? This may be successes which have enhanced your project or challenges which have slowed progress *Recommended word count 250-400 words**
What have these challenges been & what have you done to mitigate these? What successes have you faced which have enhanced or developed your project above your original expectations.
Do you believe your project is on track to meet its purpose and vision? *Recommended word count 200-400 words* *
Refer back to the original reason for the grant & provide an update against this purpose & vision
Please tell us anything you have learned about your project during this reporting period that may benefit other grant recipients who are delivering similar projects? *Recommended word count 200-500 words* *
This could be anything relating to the process including; obtaining permissions, securing contractors, disruption caused by the ongoing work etc
During this reporting period, has your project gained any publicity in terms of press coverage? If yes, please provide any links or photographs*
Detail all publicity of the project including links & photographs
Do you feel you need any additional support to deliver your project, from either the Northern Powergrid Foundation, the Board of Trustees, or another key partner*

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2. Project Costing	
How much of your grant funding have you spent to date? *	**£**
Please provide an itemised breakdown of costs & purchases to date*	
Include a detailed list of the items that the grant funded and the costs.	
Do you believe your project is on target to spend the full grant amount*	**Yes / No**
If no, please give details of why you think this is?	
Do you believe your project will encounter any significant changes that the Foundation should be made aware of? *	
Reflect any changes made to your project as it progressed from application to delivery, if any.	

3. Supporting Information & Declaration	
I have provided project progress photographs *	**Yes / No**
I give permission for the Foundation to use photographs* (*Photographs may be used for publicity purposes across digital & social media platforms owned by the Northern Powergrid Foundation as well as across press releases which might be picked up by local/national media)*	**Yes / No**

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3. Supporting Information & Declaration

Form completed by*	*Full name*
Mobile number*	*Mobile number*
Email address*	*Email address*

Declaration

Please note that information about the Grant may be shared with third parties, including regulators, on an anonymous basis. Personal information will not be passed to any third party, other than to other parties in the Northern Powergrid Foundation's group for the purpose of supporting the administration and operations of the Northern Powergrid Foundation. Further details regarding the ways in which the Northern Powergrid Foundation processes personal data can be found in its privacy policy, a copy of which can be found at ~~www.northernpowergridfoundation.com/privacy-policy~~www.northernpowergridfoundation.org.uk/privacy-policy.

I understand that any personal information I provide in this quarterly report will be held in accordance with the principles and requirements in Applicable data protection legislation (including the Data Protection Act 2018 and the UK GDPR). I understand that any personal information collected by the Northern Powergrid Foundation will be used for the purposes of understanding my grant funded project, communicating with me directly as the primary contact for the project, and to administer, monitor and evaluate the grant.

I declare that the contents of this Project Completion Report are true.*	☐
I declare that the application has been reviewed and approved by a human and that any AI-generated content has been verified	
I am happy that this information can be shared on the Foundation website.*	☐
I understand that I am required to retain accurate and up to date accounts and records of the receipt and expenditure of the Grant and shall make the same available to The Foundation upon The Foundation's written request. *	☐

Name*	*Full name*	**Date***	*dd/mm/yyyy*

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