<u>Lincoln Town Deal</u>
<u>Project Monitoring Report</u>

Project Name:	
Claim Period:	

1. The Project

1.1 Project Delivery

Please provide an update regarding the progress/ delivery of the project. Please provide any details/ explanations for over/ underperformance against the business case and the GFA. For capital projects please provide an update on the physical progress of the scheme.

1.2 Milestones

Please tell us whether:

- You are anticipating any changes to the milestones as set out in the Grant Funding Agreement?
- Do you expect any other delays with the project (not mentioned above), if so why, and what impact will this have on the delivery of the project?

1.3 Project Changes/ Developments

Please tell if there have been, or are likely to be, any changes to the project (in addition to anything mentioned above) compared to what was set out in the Business Case and the GFA. This could include:

- Changes to the vision or objectives of the scheme
- Changes in project partners/ new stakeholders coming on board
- Changes to how the project is being delivered

1.4 Summary of Planned Activities for the Next Claim Period

Please provide details of the future activities planned for the next claim period.

1.5 Risks

Please provide details on any significant risks faced by the project and how these are being mitigated.

2.0 Finances

Please complete the required Financial Annex provided as part of the GFA.

2.1 Financial Performance

Please provide an update on the financial performance of the project, including:

- Any changes to the way the funding is being spent compared to what was set out in the Business Case and GFA
- Any reasons for under/ over performance

2.2 Match Funding

Please provide a brief update on the match funding position for the project, including:

- Any changes to the match funding profile set out in the Business Case and the GFA
- Any new sources of match funding

Please complete the table below to show the current match funding financial position. *Please list each match funder separately in a new row.*

Type of Funding	Match Funder	Match Funding received this claim period (£)	Cumulative Total to date (£)	Contracted Value (£)
Public/ Private/ Third Sector *(delete as appropriate)*	*(name of match funder to be inserted)*			
Public/ Private/ Third Sector *(delete as appropriate)*	*(name of match funder to be inserted)*			
Please add or delete rows as needed				
Total				

3.0 Outputs and Impacts

The table below sets out the outputs for the project as set out in the GFA. *Note: to be populated by CLC and tailored to each project following completion of Business Case/ GFA.*

Please complete the table to show the outputs achieved in the last claim period, the cumulative outputs achieved to date and the balance left to be achieved. Please also provide a brief description of how each output has been achieved, for example for jobs created, what are these jobs and how have they been created.

CORE Outputs Phase 2	Total contracted outputs as set out in GFA	Outputs claimed this grant period	Cumulative claimed to date	Balance to claim	Brief description of how the output has been achieved
The number of temporary jobs (FTE) supported during project implementation	N/A				
The number of full-time equivalent (FTE) permanent jobs created	*To be completed by CLC post Business Case and GFA*				
The number of full time equivalent (FTE) permanent jobs safeguarded	*To be completed by CLC post Business Case and GFA*				
Total user numbers/ visitors/ increased footfall	*To be completed by CLC post Business Case and GFA*				
TBC post Business Case/ GFA	*To be completed by CLC post Business Case and GFA*				
TBC post Business Case/ GFA	*To be completed by CLC post Business Case and GFA*				

3.1 Additional Outputs and Outcomes

In addition to those reported above, has your project achieved any other outputs or outcomes?

3.2 Inward Investment

In addition to the outputs that the project has reported, has your project generated or attracted any inward investment into the area? This could include businesses locating near to your facility as a direct result of the investment, new shops/ retail attracted as a result of public realm investment, or new homes being developed as a result of new road infrastructure projects?

3.3 Social Impact

Please tell us about any social impacts that the project has had, including:

- Any community activities/ volunteering opportunities/ learning/ apprenticeships etc
- Any other social impacts achieved by the project
- Any mechanisms employed on the project to promote equality, diversity and human rights
- Any lessons of good practice to share with other schemes?

3.4 Carbon Reduction/ Environmental Impacts

Please tell us a little about how the project has supported/ achieved carbon reductions, or is working to reduce its environmental impacts. Do you have any lessons of good practice to share with other schemes?

4.0 Partnerships and Local Engagement

Please tell us about any other partnerships/ community collaborations and local engagements that the project has established. Tell us about any benefits that this has brought, and how this will help to support and guide the project.

5.0 Additional Project Information

Please feel free to provide any other relevant information or details with regards to the project.

6.0 Authorisation

Report completed by: ………………………………

Designation: ………………………………

Date: ………………………………

Signed: ………………………………

Approved by: ………………………………

Designation: ………………………………

Date: ………………………………

Signed: ………………………………