

LA6 Community Grants Monthly Monitoring and Risk Analysis Report

Please complete for each month your project is delivering and return by the last working day of the month to LA6communitygrants@gateshead.gov.uk. If you are delivering more than one project, you must submit this report for EACH project individually.

General Information			
Organisation Name			
Local Authority Delivery Area			
Project Name			
Contact Name			
Tutor(s) Name			
Project Start Date		Project Planned End Date	

Summary of Project <i>use this space to give a summary of your delivery this month</i>

Participant Recruitment, Retention and Progression <i>this section reports on your learners</i>			
Target number of learners (as stated on Grant Agreement)		Actual number of learners enrolled to date	
<p>Please tell us about your learners; how you recruited them, which target groups they meet (Inactive or unemployed, 50+, BAME, Female, LDD) and how they are developing in their learning. Is there any good news you can share about the learner? Do you have any concerns regarding their retention/progression? How do you plan to resolve this? Is there a clear progression plan for the learner? Have you utilised Participant funding to make a purchase, or support this learner in some other way unique to them?</p> <p>Please give a pen picture of each learner below. Please refer to each learner currently enrolled using their INITIALS ONLY. If you are engaging more than 10 learners, please add additional rows below.</p>			
Learner progress			
Learner 1:			
Learner 2:			
Learner 3:			
Learner 4:			

Participant Recruitment, Retention and Progression *learner progress continued*

Learner 5:

Learner 6:

Learner 7:

Learner 8:

Learner 9:

Learner 10:

Participant Recruitment, Retention and Progression RAG Rating

Please rate the level of risk for recruitment, retention and progression of participants by placing an **X** in the relevant box:

Red – the project is at high risk of not recruiting, retaining or progressing the number of participants as stated on the grant agreement.

Amber – the project is at medium risk of not recruiting, retaining or progressing the number of participants as stated on the Grant Agreement.

Green – the project is low risk, and I am confident we will recruit, retain and progress the number of participants stated on the Grant Agreement.

Red

Amber

Green

Participants: Resolving Concerns and Support Required or Sharing Good Practice

If you have rated your project as **Amber** or **Red**, please detail how you plan to address these concerns, and how the LA6 Team can support you:

If you have rated your project as **Green**, do you have any examples of good practice you can share:

Financial Recording <i>this section reports on your overall project spend to date</i>			
Total Funding Awarded as stated on Grant Agreement		£	
Delivery Funding <i>total</i>	£	Capacity Building Funding <i>total</i>	£

Total spend to date:	£
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Summary of spend to date					
Staffing		Participants		Other costs	
Dates, Name and Role	£ Amount	Learner Initials	£ Amount	Item	£ Amount
Total	£	Total	£	Total	£
Total spend to date					£

Equality, Diversity and Inclusion, Safeguarding and Prevent, Health and Safety

Please tell us about any concerns you have about the above, and how you have addressed them, or any good news stories or best practice you can share:

Sustainable Development

Please tell us how you are ensuring your organisation, staff, volunteers and participants are contributing to sustainability, for example minimising waste and energy consumption.

Thank you for completing this report. If you have any questions or support needs, please contact the LA6 Team:

LA6communitygrants@gateshead.gov.uk