

## Darwin Plus Local Fund

Project reporting - Training Session - 6 November 2023

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# AGENDA

- Housekeeping
- A walk through the reporting template
- Top tips for filling in the report
- Q&A sessions



Poll No 1: Have you already looked at the reporting template?

# The online reporting template

- Please use the online form available on Flexi-Grant. Word documents will not be accepted! The form is also available via the Darwin Plus website.
- All projects must report within one month of their project end.
- Reports from Darwin Plus Local Round 1 and 2 are due one month after the end of the project. For most projects this will be in April 2024 at the latest!
- Final payment/claim for your project is dependent on the completion and acceptance of this final report.
- You can use the Word template then copy and paste your answers into the online form.

# The online reporting template

- Every project needs to complete the '**essential**' sections (sections 1,2, 3 and 7). All 'essential' sections are marked with an asterisk.
- **Sections 4-6 are optional.** We would encourage you to complete all sections if you have appropriate/relevant information because it helps demonstrate how your project has contributed to the portfolio. If you do not complete sections 4-6 you **still need to fill in n/a** otherwise the form shows as incomplete.
- Once you have completed all sections of the form a '**Submit report**' button will become available. Please note that all collaborators must have marked their inputs as complete or this button will not appear.

# The online reporting template

Number	Page	Est. time to complete	Status	Required documents	
1	Darwin Plus Local Project Information (Essential)		Not Started		Start
2	Project Outcomes (Essential)		Not Started	0 / 1	Start
3	Project Finance (Essential)		Not Started		Start
4	Contribution of Project to Darwin Plus Programme Objectives		Not Started		Start
5	Project Partnerships, Wider Impacts and Contributions		Not Started		Start
6	Communications & Publicity		Not Started	0 / 1	Start
7	Darwin Contacts		Not Started		Start

## Poll No 2: Is the pace right for you?

Let's have a look at the online form at  
<https://itsi.flexigrant.com/>





# Top tips

- Look at the reporting template as soon as possible so you know what we are asking you to report against – collecting information as you go helps with reporting.
- Read your application back – this is what your reporting will be compared against.
- Read the question before *and* after writing your answer – check you have answered it properly!
- Ask a “critical friend” to review your draft report – does it make sense to someone unfamiliar with your project?
- We really encourage you to provide evidence. Please clearly name and cross-reference this.
- If you are drafting in Word, check it all copies across into Flexi-Grant!



Q& A session: Please put your questions into the Q&A box

# Contact us

If you have any questions regarding the application process please contact:

[DarwinPlusLocal@jncc.gov.uk](mailto:DarwinPlusLocal@jncc.gov.uk)

If you have any technical questions regarding the Flexi-Grant portal please contact:

[BCF-flexigrant@niras.com](mailto:BCF-flexigrant@niras.com)

