

**Interim report template**

Reporting must be completed using our online application platform. You may find it easier to complete this template first, then cut and paste your answers into the system.

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| What have you achieved so far and what progress on activity have you made?  Up to 400 words |
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| What have been the challenges so far?  Up to 300 words |
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| What have you learnt so far?  Up to 300 words |
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| How has the project contributed to the digital capability and/or provision of your service so far?  Up to 400 words |
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| If applicable, have there been any partnership developments?  Up to 200 words |
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Income for this activity

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| --- | --- | --- | --- |
|  | Original income | Income to date | Income notes |
| Grant programme award | £ | £ |  |
| If applicable, any other income received for this project | £ | £ |  |

Expenditure for this activity

|  |  |  |  |
| --- | --- | --- | --- |
|  | Original  expenditure | Expenditure  to date | Expenditure notes |
| Asset purchases e.g. hardware | £ | £ |  |
| Creating/purchasing initial content | £ | £ |  |
| Internal staff working directly on the creation of the asset | £ | £ |  |
| External professional services used to directly create the asset | £ | £ |  |
| Other capital costs | £ | £ |  |
| If applicable, other cost | £ | £ |  |