# RPW PROGRESS REPORT

**A progress report must be completed and submitted with every claim. You will not be able to submit your claim without it.**

Progress reports must be uploaded to WEFO Online. You can complete it electronically (copy it to another document) or complete it by hand and scan it.

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| **Sponsor Name:** |  |
| **Project Name:** |  |
| **Case ID:** |  |
| **Claim Period:** |  |

1. **Progress report** - This should include a short summary of the project progress, activity and achievements to date, including any particular milestones or results achieved, and any unexpected challenges or delays and how they are to be overcome

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**2. Publicity** – Please provide details of how this project has been publicised in accordance with the Welsh Government guidelines (please refer to your Grant Approval letter)

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**3. Special conditions** – If you have special conditions in your grant approval letter please use this section to provide progress. Note that failure to report progress and or meet any special conditions will result in suspension and possibly clawback of grant

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**4. Assets**

Please provide the serial number of any assets acquired that are included in eligible costs claimed

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