

ENDANGERED ARCHIVES PROGRAMME

APPENDIX 1: INTERIM REPORT

This form should be used to report on progress as scheduled in the Grant Agreement (Schedule 2).

Please submit this form before the scheduled payment date and only once the content and metadata have been signed off by the EAP team. Grant payments will not be made until a satisfactory report has been received.

This form may also be used to accompany a Change Request; please expand on Questions 3, 4 and 5 in the space provided for Question 6.

*Please submit this form as a PDF or Word document, re-naming it with the EAP reference, project lead and report number as follows: **EAPxxxx_[name]_interim_report_[number]** and email to endangeredarchives@bl.uk*

1 Grant details

Name of Project Lead

Project title

Type of grant
(pilot/major)

Start and end dates
(mmm/yy – mmm/yy)

Reporting period
(from – to)

Report number
(1, 2 or 3)

2 Statement of expenditure to date

Please summarise using the budget headings in your Grant Agreement. Provide figures in GBP ONLY. Use whole numbers. Add any relevant notes in the box provided on the last page.

	Amount awarded (£)	Expenditure to date (£)	Outstanding (£)
Fees & salaries			
Equipment & consumables			
Travel & subsistence			
Training costs			
Other costs			
TOTAL			

3 The content

Metadata:
Signed off by Curator

Date submitted _____ Date approved _____

Sample content:
Signed off by Curator

Date submitted _____ Date approved _____

Please cover the following (max 300 words – do not expand the box):

- 1. number of items digitised and number of files delivered;*
- 2. percentage of the content that has been digitised so far;*
- 3. number of new entries on the metadata template since last submission.*

How much remains to be done? If there is a delay, how do you propose to address it? Summarise any relevant email exchanges with the EAP team.

Appendix

4 The project team

Please include the following: (c.200 words) if there have been any changes to the team as named on the proposal, or any gaps; how you intend to fill these and what impact this might have on the project timetable. What training has taken place or is planned? Summarise any relevant email exchanges with the EAP team.

Appendix

5 The project plan

In c.350 words please cover the following:

1. *rights and access;*
2. *any delays so far and how they have been addressed;*
3. *any anticipated changes to the plan and how you propose to keep on track.*

APPENDIX 1

6 Please use the space below for any further comments or thoughts about the project so far

*If you are using this form to accompany a **Change Request Form** please summarise below the need for any change to the project, but note that you need approval from the EAP team BEFORE making any changes to your project. Continue overleaf if necessary.*

APPENDIX 1



I confirm that the information provided in this report is accurate and up to date.

Signature of Project Lead

Date

Countersigned by a representative of the Host Institution

I confirm that this is a true reflection of the status of the project and accurate statement of expenditure to date of funds awarded under the Endangered Archives Programme

Signature

Date

Name

**Email
address**

**Position in
Institution**

Institution