**Six month update: Form**

Our six month update is a light touch check in which ensures that you and Comic Relief have a shared understanding of how your grant is progressing. It is also an important prompt for you to make sure that you have let us know about any changes to your organisation or the project.

Guidance for each of these questions can be found under the ‘6 month update guidance’ document here (it is the same for all levels of reporting): <https://www.comicrelief.com/funding/managing-your-funding/documents>

We aim to provide you with our feedback on progress to date within four weeks of receiving your update.

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| Grant summary |
| Grant ID: |  |
| Organisation name *(grant holder)*: |  |
| Partner organisation(s) *(if applicable)*: |  |
| Project title: |  |
| Project location/s: |  |
| Project start date *(as specified in the COGs)*: |  |
| Point in the grant: | *e.g. 6 months, 18 months, 30 months etc.* |
| Period covered by the report: | *e.g. March 2017 – Sept 2017* |
| Duration of entire grant *(in months)*: |  |
| Total value of grant provided by Comic Relief (GBP): | £ |
| Contact person who submitted the form: |  |
| Date this form was submitted: |  |

1. **Project update**

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| Please summarise what you have done in the past six months and whether you feel you are on track with delivery of your project (200 words) |
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| What have been your key successes in the past six months? (200 words) |
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| What challenges have you faced? How have you addressed – or how do you plan - to address these? (200 words) |
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|  Is there anything else you would like to tell us about? (100 words) |
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1. **Keeping us informed**

We understand that over the lifetime of any grant you’re likely to encounter a range of unexpected issues.

As part of our conditions of grant we ask grant holders to let us know immediately when significant issues arise, so we can work to support you. You should do this as soon as issues come up. However, every six months, we also ask all grant holders to answer the simple questions below to ensure significant issues aren’t missed.

Comic Relief has a lot of experience in supporting grantees through changes and challenges so there may be ways we can help you minimise the effect these changes have on your grant. If you flag anything which we need to follow up on, then your grant owner will get in touch.

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| **Statement** | **Yes** | **No** |
| Has your organisation experienced any negative publicity? |  |  |
| Are you aware of any allegations that any part of your funding has been misused? |  |  |
| Have there been any changes to your Trustees or your senior management team? |  |  |
| Have there been any significant changes to key staff working on your grant (particularly where the post/s are funded by Comic Relief)? |  |  |
| Have there been any changes to your organisation’s finances (or those of any partner organisations for the grant) which could impact on to the delivery the funded work? (for example, loss of important income source, deficit in previous financial year, unexpected costs incurred) |  |  |
| Have legal proceedings been instigated against your organisation or any partner organisations for the grant? |  |  |
| Has your organisation, or any partner organisations for the grant, experienced any safeguarding incidents? |  |  |
| Have you made any serious incident reports to statutory regulators (for instance, to the Charity Commission, Registrar of Companies, Office of the Scottish Charity Regulator, Information Commissioner’s Office, the Fundraising Regulator or any NGO regulator)? |  |  |
| For any statements where you have ticked “yes”, please briefly explain what has happened – *200 words* |
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