

SI Grants: Reporting & Requirements

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How do LAs know about the deadlines?



Grant requirements & reporting templates are included in the Grant Offer Letter signed by LAs



There is a link to a summary of deadlines in the letter too, which can be found [here](#)



A reminder of each upcoming deadline is emailed to Activity Leads a month before its due from Sigrants@ndti.org.uk



Regional Leads will send not report forms or details to LAs (unless as a simple reminder or to follow up a missed deadline)

Year 2 Reporting Timeline



When?

Mon 05 June 23:
Grant Offer Letter

Fri 30 June 23:
Quarterly Report 1

Fri 29 Sept 23:
Quarterly Report 2

Fri 29 Sept 23:
DfE Spot Check

Fri 22 Dec 23:
Quarterly Report 3

Fri 29 Feb 24:
End of Year
Progress Report

Fri 26 April 24:
Certificate/
Statement of Grant
Usage

What?

Complete annexes including the Grant Claim Form, or annex D (ii), and return by email

Provide a short summary of activity from Apr to Jun 23

Provide a short summary of activity from Jul to Sept 23

Provide action plan & evidence of spend

Provide a short summary of activity from Oct to Dec 23

Provide a detailed report of activity & outcomes for Year 2 from Apr 23 to Mar 24

Certify that grant spend was in accordance with T&CS

Declare & return any underspend

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Requires auditor or CFO sign off

How?

Letter emailed to LAs for completion & returned to Sigrants

Complete online form

Complete online form & transfer funds

Email documentation to Sigrants

Complete online form & transfer funds

Complete online form & return funds

Complete template & email to Sigrants

Other requirements for LAs



Grant recipients also agreed to:

What?	How?	When?
Complete a re-run of the Baseline Survey to capture SI, employer and job coach data	Online form to be sent from Sigrants for LAs to complete	To be confirmed (likely to be late autumn)
Complete regional network feedback forms	Online form sent out by Regional Leads	After each regional network meeting
LA support feedback	Free text within quarterly reports	Quarterly report deadlines
SEND Employment Forum surveys	Online form to be sent from Sigrants, LAs will need to share this with their forums	To be confirmed
Action Plan	Using the template provided & working with Regional Lead <i>Only requested by Sigrants for a spot check, otherwise this is never submitted to Sigrants</i>	A live document to be updated & actioned