

Innovation and Development Fund Interim Report

**Project Details**

|  |  |
| --- | --- |
| Institution |  |
| Project Title |  |
| Project Manager contact details (name, email, address and telephone number). |  |

**Award Expenditure**

1. **How much was awarded from the Innovation and Development Fund?**

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1. **How much of the grant has been spent to date?**

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1. **Please list your expenditure so far.**

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| --- | --- | --- |
| **Date** | **Item** | **Cost** |
|  |  |  |
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|  |  |  |

**Summary of progress**

*Please use this space to provide any additional information*

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|  |

**Project Plan**

*Please list the project milestones agreed as conditions of grant and report progress against them.*

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| --- | --- | --- |
| **Milestone** | **Progress** | **Remedial Action If Required** |
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**Problems and Solutions**

*Please list any problems encountered and the solutions to them.*

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| --- | --- | --- |
| **Problem** | **Solution** | **Notes** |
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**Declaration**

*The information provided in this interim report is current to the best on my knowledge.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position** |  | **Date** |  |

Please return this form and evidence of your grant spend to [info@scottishlibraries.org](mailto:info@scottishlibraries.org)