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| Scottish Government School Library Improvement Fund Interim Project Report |  |

***Project Details***

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| --- | --- |
| Local Authority |  |
| School Name(s) |  |
| Project Title  |  |
| Please provide contact details for the project manager (name, address, telephone and email) |  |

***Award Expenditure***

|  |  |
| --- | --- |
| How much was awarded from the Scottish Government School Library Improvement Fund? |  |
| How much of the grant has been spent to date?  |  |
| Please list expenditure to date  | Item  | Cost  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total  |  |  |

***Summary of Progress***

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| --- |
| Please use the space below to summarise progress on the project to date.  |
|  |

***Project Plan***

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| Please list the project milestones and report progress against them. |
| **Milestone** | **Progress** | **Remedial action (if required)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Challenges and Solutions***

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| Please list any challenges that have affected the original project plan, and note the solutions that have been identified in each case. |
| **Challenges** | **Solution**  | **Notes**  |
|  |  |  |

***Declaration***

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| The information provided in this final report is correct to the best of my knowledge **Project Manager**  |
| Name  |  | Signature |  |
| Position  |  | Date  |  |

**Key Contact (if different from above)**

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