**Executive Summary**

**Organisation:** [name]

**Quarter:** 1/2/3/4/5/6/7/8 [delete as appropriate]

**Dates:**  [e.g. November 2018 to January 2019]

|  |
| --- |
| **Summary of the quarter – highlighting progress to date, successes and challenges:** |
|  |
| **Case study from this quarter:** |
|  |

**Progress Monitoring Table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OUTCOMES** | **INDICATORS** | **TARGET NUMBER** | **NUMBER THIS QUARTER** | **NUMBER TO DATE** |
| [as per grant acceptance form] |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Additional comments / explanation:**