

SI Grant: Year 3, Quarterly Report - Q1 & Q2

April - September 2024 Activity (Due Monday, 30th of September)

This document is for reference only; please use the online form to submit your final [Quarterly Report - Q1 & Q2](#) by close of play on Monday, 30th September 2024.

Grantee Information

- Unique grant reference
- LA region
- Grantee organisation [Local Authority name]

Summary of Activity

- Details of relevant outputs [A short summary or bullet points detailing your work around Supported Internships and the Internships Work from April to the end of September 2024]
- Is there anything else you'd like to tell us? [For example: things within the programme that are working well / any concerns you have / any support you'd like from the Internships Work team etc. ?]

Action Plan Progress

The Internships Work Action Plan template and video guide can be found online and in Annex R (ii) of your Grant Offer Letter: <https://www.ndti.org.uk/resources/publication/internships-work-action-plan>

- Have you shared and discussed your Action Plan with your NDTi Regional Lead?
- Add any comments you'd like to share about the drafting and/or implementation of your Action Plan and details of any support you need with particular outcomes.

SEND Employment Forum

Reminder: the suggested Terms of Reference (including details of membership) for your SEND Employment Forum can be found in the Resource Pack for LAs here: <https://www.ndti.org.uk/resources/publication/internships-work-resource-pack-for-local-authorities>

- How would you describe the progress of your LA's SEND Employment Forum? Do you have any particular concerns?

- **Are you confident you have the right people attending your SEND Employment Forum?**
- **Are you following the suggested terms of reference for your SEND Employment Forum?**
- **What is the date of your next SEND Employment meeting?**
- **Add any comments you'd like to share about your SEND Employment Forum and/or details of any support you need**

Underspend

Important Note About Underspend: As outlined in your Grant Offer Letter, grant funds cannot be carried over financial years. This means your Year 3 grant allocation needs to be spent in full by the end of March 2025.

If you cannot spend your full allocation, we request that it is identified, declared and returned as soon as possible (please do not wait for the latest deadline of 28 February 2025).

As a programme, any underspent grant funds can be redirected through the Priority Grant Process (see Annex P (ii) in your Grant Offer Letter). This will allow for underspend to be utilised by other LAs taking part in the programme, as opposed to being reabsorbed by the Department for Education at the end of the financial year. Ultimately, is it better that the grant money is used to increase opportunities for Supported Internships across the country as this is our shared aim.

In this next section, please declare whether you have identified any underspend or not. At this stage, you have two options regarding underspend:

- If it is not going to be possible to spend your Year 3 allocation in full, the underspend will need to be **returned as soon as possible** so it can be added to the Priority Grant pot. If you select this option, NDTi will send you the details for this process.
- If you would like to **repurpose your underspend** (i.e., use it for a different purpose than what was in your grant claim), this may be possible with approval from NDTi. If you select this option, NDTi will be in touch to agree next steps.

- **Have you identified any underspend for your Year 3 grant?**
- **How much underspend have you identified? [Pls give your response in £s]**

Declaration

- **“I declare that the information provided in this report is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the grant being terminated and previous payments recovered, or future grant applications refused.”**
- **Submission date**
- **Submitter’s name**
- **Submitter’s email address**