**OCEAN Community Empowerment and Nature (OCEAN) Grants Programme Annual Report – Under £100k**

This template is for all OCEAN Community and Partnership projects with a grant value up to £99,999. Please ensure you select the correct template for your project.

The annual report is due 30th April every year and should report project results from the past financial year (1st April – 31st March). Annual Reports will be published on the OCEAN website. You should let us know if there is any confidential or sensitive information that you do not wish to be shared on the OCEAN website when submitting the report.

**Submit the completed report to** [**reports@oceangrants.org.uk**](mailto:XXX@oceangrants.org.uk) **including your project reference in the subject line by 30th April 2025. You should submit the report in MS Word format only.**

You may contact the Helpdesk at – [helpdesk@oceangrants.org.uk](mailto:helpdesk@oceangrants.org.uk) - if you need any further guidance on how to complete the report.

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| **SECTION 1. GRANTEE DETAILS** | | |
| 1.1 | Project Reference |  |
| 1.2 | Lead Organisation |  |
| 1.3 | Partner Organisation(s) |  |
| 1.4 | Reporting Period  (mm/yyyy - mm/yyyy) |  |
| 1.5 | Report Author(s) |  |
| 1.6 | Report Date |  |
| 1.7 | Previous Annual Report Score (if applicable) |  |

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| **SECTION 2. PROJECT DETAILS** | | |
| 2.1 | Project Title |  |
| 2.2 | Start Date (dd/mm/yyyy) |  |
| 2.3 | End Date (dd/mm/yyyy) |  |
| 2.4 | Project Country(ies) |  |
| 2.5 | Region(s) or district(s) in country(ies) of implementation |  |
| 2.6 | Project budget total (incl. matched funding) |  |
| 2.7 | OCEAN budget total |  |
| 2.8 | Project budget this financial year (incl. matched funding) |  |
| 2.9 | OCEAN budget this financial year |  |
| 2.10 | Project website and/or social media (if applicable) |  |

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| **SECTION 3. PROJECT BENEFICIARIES (direct only)** | | | | | |
| 3.1 |  | **In-year** (number of new people supported in this reporting period) | **Cumulative** (number supported to date – total of all project years to date) | **Next Year** (number of new people the project will support next reporting period) | **Target**  (total number supported by end of project) |
| Total number of people directly supported |  |  |  |  |
| 3.2 | **Briefly describe the key beneficiary group(s) targeted by the project.** Include information on their social, economic, and /or indigenous status as it relates to multi-dimensional poverty and/or climate vulnerability. If the information is available, break down the number of people by sex[[1]](#footnote-2), age[[2]](#footnote-3), IPLC status[[3]](#footnote-4), and/or disability status[[4]](#footnote-5). | | | | |
| [Description here - max 250 words] | | | | |

**SECTION 4. PROGRESS ON OUTPUTS**

Report on how progress has been made towards the project Outputs and how likely the project is to achieve them by its close. Address each Output in turn, identifying any baseline conditions and the change recorded to date. Support comments with evidence and refer to the project logframe indicators to demonstrate progress.

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| **Output 1** | **[insert Output 1 statement here]** | |
| **Output 1 Progress:** Describe the progress made towards achieving this output in the reporting period. Ensure to reference the indicators for this output as outlined in your logframe, and report on the progress of related activities, as identified in your project workplan. Describe any differences between actual results and targeted results, and any actions needed to stay on-track. | | |
| [Output 1 progress narrative here - max 400 words] | | |
| **Output 1 Self-score** | | Choose an item. |
| **Output 2** | | **[insert Output 2 statement here]** |
| **Output 2 Progress:** Describe the progress made towards achieving this output in the reporting period. Ensure to reference the indicators for this output as outlined in your logframe, and report on the progress of related activities, as identified in your project workplan. Describe any differences between actual results and targeted results, and any actions needed to stay on-track. | | |
| [Output 2 progress narrative here - max 400 words] | | |
| **Output 2 Self-score** | | Choose an item. |
| **Output 3** | | **[insert Output 3 statement here]** |
| **Output 3 Progress:** Describe the progress made towards achieving this output in the reporting period. Ensure to reference the indicators for this output as outlined in your logframe, and report on the progress of related activities, as identified in your project workplan. Describe any differences between actual results and targeted results, and any actions needed to stay on-track. | | |
| [Output 3 progress narrative here - max 400 words] | | |
| **Output 3 Self-score** | | Choose an item. |
| **Output 4** | | **[insert Output 4 statement here]** |
| **Output 4 Progress:** Describe the progress made towards achieving this output in the reporting period. Ensure to reference the indicators for this output as outlined in your logframe, and report on the progress of related activities, as identified in your project workplan. Describe any differences between actual results and targeted results, and any actions needed to stay on-track. | | |
| [Output 4 progress narrative here - max 400 words] | | |
| **Output 4 Self-score** | | Choose an item. |
| **Output 5** | | **[insert Output 5 statement here]** |
| **Output 5 Progress:** Describe the progress made towards achieving this output in the reporting period. Ensure to reference the indicators for this output as outlined in your logframe, and report on the progress of related activities, as identified in your project workplan. Describe any differences between actual results and targeted results, and any actions needed to stay on-track. | | |
| [Output 3 progress narrative here - max 400 words] | | |
| **Output 5 Self-score** | | Choose an item. |

**SECTION 5. PROGRESS ON OUTCOME**

Report on how progress has been made towards the project Outcome and how likely the project is to achieve it by its close. Comment on the progress towards each of the poverty reduction, marine environment protection, and GEDSI targets identified in your project logframe. Address each in turn, identifying any baseline conditions and the change recorded to date. Support comments with evidence and refer to the project logframe indicators to demonstrate progress.

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| **Outcome** | **[insert Outcome statement here]** |
| **PROGRESS TOWARDS OUTCOME**  Describe the project’s progress towards its poverty reduction targets (P.1, P2 etc), marine environment targets (E.1, E.2 etc), and GEDSI targets (G.1, G.2 etc) in this reporting period. | |
| [Outcome progress narrative here – max 600 words] | |
| Outcome Self-score | Choose an item. |
| Overall self-score of project performance this year | Choose an item. |

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| **SECTION 6: OCEAN STANDARD INDICATORS** | | | | | | | |
| 6.1 | **OCEAN Standard Indicators Report Table.** Where possible, provide details against the Standard Indicators listed below. If you think you would be able to report against any OCEAN Standard Indicators not listed here, you can add additional rows as needed. See the OCEAN Standard Indicator Guidance for a full list. Please ensure that you do not double-count people or organisations who attend multiple trainings. | | | | | | |
| **OCEAN Indicator**  **Reference** | **Indicator** | **Units** | **Disaggregation** | **Total this reporting year (new only)** | **Total Achieved to Date** | **Total Planned to end of Project** |
| 5 | Number of people in eligible countries who have completed structured and relevant training | Number of people | Men |  |  |  |
| 5 | Number of people in eligible countries who have completed structured and relevant training | Number of people | Women |  |  |  |
| 7 | Number of local or national organisations with enhanced capability and capacity | Number of organisations | Local |  |  |  |
| 7 | Number of local or national organisations with enhanced capability and capacity | Number of organisations | National |  |  |  |
| 8 | Number of best practice guides and knowledge products published and endorsed | Number of products | Details in Annex A |  |  |  |

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| **SECTION 7. LEARNING** | |
| 7.1 | **Achievements:** Describe the main achievements or innovations this year. What worked well and why? How did you make the most of any opportunities that came your way? |
| [Insert narrative here - max 250 words] |
| 7.2 | **Challenges:** Describe the main challenges this year. How did you adapt to overcome them? Is there any support you need from OCEAN? |
| [Insert narrative here - max 250 words] |
| 7.3 | **Learning & Knowledge transfer:** Have you actively shared learnings and knowledge generated from your project to others this year? What have you learned from other grantees or wider stakeholders this year? Has it led to any changes in your project? |
| [Insert narrative here - max 250 words] |
| 7.4 | **GEDSI:**  What barriers for participation have you identified for women, youth, people with disabilities, or other marginalised community members? What has worked, or has not worked, to address these barriers? |
| [Insert narrative here - max 250 words] |

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| **SECTION 8. SAFEGUARDING** | | |
| 8.1 | Has your Safeguarding Policy been updated in the past 12 months? | Yes/No |
| 8.2 | Have any concerns been reported in the past 12 months? Were they reported to the relevant Defra email address?   * Fraud and error concerns: [fraudanderror@defra.gov.uk](mailto:fraudanderror@defra.gov.uk) * Safeguarding concerns (including SEAH): [ODA.Safeguarding@defra.gov.uk](mailto:ODA.Safeguarding@defra.gov.uk) * Other concerns: OCEAN Secretariat: [OCEAN@defra.gov.uk](mailto:OCEAN@defra.gov.uk) | Yes/No  [If yes, please provide details but please do not provide any sensitive data] |
| 8.3 | Does your project have a Safeguarding focal point? | Yes/No  [If yes, provide their name and email] |
| 8.4 | Has the focal point attended any formal training in the last 12 months? | Yes/No  [If yes, provide date and details of training] |
| 8.5 | What proportion (and number) of project staff have received formal training on Safeguarding? | Past: % [and number]  Planned: % [and number] |
| 8.6 | Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Have you strengthened any approaches in line with CAPSEAH/IASC/CHS standards? Please ensure no sensitive data is included within responses. | |
| [Insert narrative here - max 250 words] | |
| 8.7 | How have you raised awareness with the communities you work with of whistleblowing and/or complaints procedures in the past 12 months? What do you plan in next 12 months? | |
| [Insert narrative here - max 250 words] | |

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| **SECTION 9. GENDER EQUALITY, DISABILITY AND SOCIAL INCLUSION** | | |
| 9.1 | Provide an assessment of where you think your project sits on the Gender Equality, Disability and Social Inclusion (GEDSI) scale provided below. Refer to the [GEDSI guidance](https://oceangrants.org.uk/applicant-resource/gender-equality-disability-and-social-inclusion-gedsi/) for more detailed descriptions of each level in the scale. | |
| **GEDSI Scale and Description** | **Put X where you think your project is on the scale** (choose only one) |
| **Unaware:** Does not acknowledge the role of gender and social dynamics for exclusion and marginalisation. May unintentionally exacerbate inequalities or perpetuate harmful norms. |  |
| **Responsive:** Addresses basic needs of and barriers for women, people with disabilities, and other marginalised groups, aiming to reduce gender and social inequalities. |  |
| **Empowering:** Reduces gender and social inequalities and empowers community members by increasing equitable access to assets, resources, and capabilities for women, people with disabilities, and other marginalised groups. |  |
| **Transformative:** Addresses unequal power relationships and seeks institutional and societal change. Designed around a fundamental aim of addressing root causes of gender and social inequality |  |
| 9.2 | **Supporting Evidence:** Explain why you chose the GEDSI level above. This could include specific activities, data, reports, or any information that demonstrates how the project has integrated gender equality, disability and social inclusion principles and contributes to increased representation and participation of women, people with disabilities and other marginalised groups. | |
| [max 300 words] | |

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| **SECTION 10. PROJECT FINANCES** | | | | | | |
| 10.1 | Please expand and complete Table 1 using the key budget headings. If all receipts have not yet been received, please provide indicative figures and clearly mark them as Draft. The Actual claim form will be taken as the final accounting for funds. This should be submitted after the Annual Report has been submitted. | | | | | |
| **Project spend (indicative) since last Annual Report** | **This FY Total Grant Award (£)** | | **This FY Total OCEAN Costs (£)** | | **Variance %** |
| Staff costs |  | |  | |  |
| Consultancy costs |  | |  | |  |
| Overhead Costs |  | |  | |  |
| Travel and subsistence |  | |  | |  |
| Operating Costs |  | |  | |  |
| Capital items |  | |  | |  |
| Others |  | |  | |  |
| **TOTAL** |  | |  | |  |
| 10.2 | **Explain any significant variation in expenditure.** Where this is +/- 10% of the budget, have these changes been discussed with and approved by OCEAN? | | | | | |
| [Explain here if relevant] | | | | | |
| 10.3 | **Project mobilised or matched funding during the reporting period (1 Apr – 31 Mar)** | **Amount secured to date** | **Amount expected by project end** | | **Sources** | |
| Matched funding leveraged by the partners to deliver the project (£) |  |  | |  | |
| Total additional finance mobilised for new activities occurring outside of the project (£) |  |  | |  | |
| 10.4 | **Asset register:** If relevant, provide details of any Assets either acquired or improved using your OCEAN Grant in an asset register. Attach your asset register when submitting this report. | | | | | |
| Asset register updated? [Yes/No/Not applicable] | | | | | |

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| **SECTION 11. RISK MANAGEMENT** | | |
| 11.1 | Update and return your Risk register with this Annual Report. Enter the 6 risks as identified in your application and capture any new or emerging risks that you have identified since submitting your application. Use the updates column in the risk register to provide an update on the risk. | |
| 11.2 | Have there been any new/emerging risks in the reporting period? | Yes/No,  [Ensure to provide details in Risk Register] |
| 11.3 | Have there been changes to the delivery chain risk map? | Yes/No,  [Ensure to provide details in Risk Register] |
| 11.4 | Have there been changes to the issues log? | Yes/No,  [Ensure to provide details in Risk Register] |

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| **SECTION 12. OCEAN COMMUNICATIONS & VISIBILITY** | |
| We may use material from this section to promote the achievements of OCEAN and OCEAN projects. This may include publication in the OCEAN newsletter, OCEAN’s social media platforms, or on the OCEAN website. | |
| 12.1 | **OCEAN Visibility:** In what ways did you recognise OCEAN and UK International Development funding this reporting period? (e.g. through use of logos, acknowledgments, etc) |
| [Insert narrative here - max 200 words] |
| 12.2 | **Active Participation in Events:** Did you actively share any knowledge, evidence or learnings generated through the project in this reporting period? |
| Yes/No  [If Yes, ensure to provide details in the Annex] |
| 12.3 | **Presentation & Networking Opportunities:** Are you planning to present your project or results at any events in the next 12 months that you would like OCEAN to share with other grantees and networks? |
| Yes/No  [If yes provide details e.g. Event name, location, date] |
| 12.4 | **OPTIONAL: Exceptional Outcomes and Achievements:** Do you have any excellent or exceptional outcomes or achievements from this project that you would like us to showcase? Provide a brief summary. |
|  | I agree for OCEAN to edit and use the following for various promotional purposes (please leave this line in to indicate your agreement to use any material you provide here).  [Insert narrative here - 400 words max] |
| 12.5 | **OPTIONAL: Communications materials:** Have you included any high resolution photos or videos, online articles, press coverage or other materials that OCEAN can use and/or promote? |
| Yes/No  [If Yes, ensure to provide materials or links to materials in Annex C] |

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| **SECTION 13. REQUIRED SUPPORTING MATERIALS CHECKLIST** | |
| **Item:** Please attach and send all supporting material with your completed annual report. | **Attached?** |
| Project Logframe (latest agreed version) | Y/N |
| Project Risk Register (updated) | Y/N |
| Project Asset Register (if applicable) | Y/N |
| Supplementary evidence of progress | Y/N |

## **ANNEXES**

| **Annex A. Table of Knowledge Products** (e.g. research publications, published data, conservation action plans, stakeholder consultation reports, training & educational materials, policy briefs and advocacy tools, data repositories & databases, tools and models for decision making, best practice guidelines). Add rows as needed | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** | **Type**  (e.g. database, research publication, etc) | **Author (s)** | **Publishers**  (Name, City, Country) | **Date** | **Language(s)** | **Available from**  (e.g. weblink or publisher if not available online) |
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| **Annex B. Table of Events/Presentations** (active sharing of knowledge, evidence & learnings generated through the project). Add rows as needed. | | | | | | |
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| **Title & Presenter(s)** | **Type** | **Audience** | **Location** | **Date** | **Language(s)** | **Available from**  (link if available online) |
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| **Annex C. Table of communications materials** (including, but not limited to, promotional items, videos, social media posts, traditional media coverage and digital communications – including online articles, blogs etc.) Add rows as needed. Ensure any images or videos not available online are sent as separate files and not embedded in the body of the report. | | | | | | |
| **Title or File Name** | **Type** (Image/Video/Graphic/social media post/press release) | **Caption** (description, country, credit) | **Social Media accounts/website to be tagged (if applicable)** | **Consent of subjects received** (Yes/No/NA) | **Language(s)**  **(if applicable)** | **Available from**  (link if available online) |
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1. Provide a breakdown of either male, female or men, women as relevant. We do not collect or publish sex-disaggregated data using more than two categories for safeguarding and data quality reasons. Where a beneficiary’s gender, transgender, intersex or non-binary status is known, classify according to their gender identity where a ‘male’ or ‘female’ designation fits with this. [↑](#footnote-ref-2)
2. Age categories include Children (age 0-14), Youth (age 15-24), Adults (age 25-64), Elders (age 65+). [↑](#footnote-ref-3)
3. People with Indigenous Peoples and Local Communities (IPLC) status i.e. individuals who self-identify as indigenous or as members of distinct local communities, particularly those who “maintain an intergenerational historical connection to place and nature through livelihoods, cultural identity, languages, worldviews, institutions, and ecological knowledge” - [IPBES 2020](https://www.ipbes.net/glossary-tag/indigenous-peoples-and-local-communities). [↑](#footnote-ref-4)
4. Considering the complexity of defining and measuring disability, and, in certain cultures, the sensitivity attached to people identifying as having a disability, the UN Statistical Commission have established the [Washington Group questions](https://assets.publishing.service.gov.uk/media/5b6973b4ed915d2bc3eac79f/Disability-Measurement-Monitoring-Washington-Group-_Disability-Questions-easy-read.pdf) to produce better information about people with disabilities. There are six questions that allow people to answer in relation to their difficulty in performing certain activities rather than enquiries that directly address whether they have a particular disability. Anyone who answers ‘a lot of difficulty’ or ‘cannot do at all’ to 1 or more of the 6 questions should be counted as “with disability”. Anyone who answers ‘no difficulty’ or ‘some difficulty’ to all 6 questions is not counted in this category. [↑](#footnote-ref-5)