**Ocean Community Empowerment and Nature (OCEAN) Grants Programme Mid Year Report**

This template is for all OCEAN Community and Partnership projects.

The Mid Year Report is due 31st October every year and should provide an update of progress since the last Annual Report (i.e. the period of April - September).

**Submit the completed report to** **reports@oceangrants.org.uk** **including your project reference in the subject line by 31st October. You should submit the report in MS Word format only.**

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

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| **SECTION 1. PROJECT DETAILS** |
| 1.1 | Project Reference |  |
| 1.2 | Project Title |  |
| 1.3 | Project Country(ies) |  |
| 1.4 | Project start and end date |  |
| 1.5 | Project website/social media (if applicable |  |
| 1.6 | Total OCEAN budget (£) |  |
| 1.7 | Lead Organisation |  |
| 1.8 | Partner Organisation(s) |  |
| 1.9 | Report Author(s) |  |
| 1.10 | Report Date |  |

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| **SECTION 2. PROGRESS IN PAST 6 MONTHS** |
| 2.1 | **Describe progress towards each Output over the last 6 months** (April – September). Include information about activities completed under each output, and if they are on track compared to what is in your latest agreed Workplan. |
| [Max 800 words] |
| 2.2 | **Describe any problems or challenges the project has faced in the last 6 months.** What impact could they have on the project, and do they affect the budget, workplan, or likelihood of achieving current targets? |
| [Max 300 words] |
| 2.3 | Have any of these issues been discussed with NIRAS and if so, have changes been made to the original agreement? |
| Discussed with NIRAS | Yes/No |
| Change Request submitted: | Yes/No |
| Change Request reference: | [if applicable] |
| 2.4 | **Describe how you have addressed any feedback from your last Annual Report.** Remember to submit any requested materials as annexes to this report. |
| [Max 800 words] |
| 2.5 | Do you have any other feedback about OCEAN grant administration processes that you would like to discuss with OCEAN? |
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| **SECTION 3. RISK MANAGEMENT** |
| 3.1 | **Update the Project Risk Register and Issues Log and Submit with this report.** Please review all the risks detailed in your risk register and provide an update on each existing risk in the “Updates – What’s Changed this Quarter” column in the risk register. The new entry should be dated, and all previous entries should be left in the cell for a historical record with the most recent entry at the start of the cell.If there has been no change to the risk in the past six months, please write “No Updates” so that we can understand where there haven’t been any changes. The Updates column does not need to be completed for any new risks that have been added to the risk register in this period. An example can be found in the guidance worksheet in the Risk Register Template.Please ensure to attach the project risk register with your report, so that this can be reviewed as part of the report review process. |
| 3.2 | **Summary of project risk this period:** What has changed this reporting period? Has the risk profile of the project changed? Has there been an increase or decrease in risk ratings? Have you taken mitigation actions and have they been effective in reducing the risks? |
| [Insert narrative here - max 250 words] |
| 3.3 | **Summarise actions taken to prevent sexual exploitation, abuse and harassment:** What mitigations have been put in place to prevent SEAH? Is all mandatory training up to date? Describe how the project has prevented or responded to risk of SEAH in the past 6 months.  |
|  | [Insert narrative here - max 250 words] |

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| **SECTION 4. PROJECT FINANCES** |
| 4.1 | Please expand and complete Table 1 using the key budget headings. Detail what has been claimed and has been spent in this annual year so far (i.e. Q1 & Q2: April – September). Detail the variance (i.e. % difference between what was claimed vs what was spent). |
| **Budget Heading** | **OCEAN Funds Claimed in Q1 & Q2****2025/2026 (£)** | **OCEAN Funds Spent in Q1 & Q2** **2025/2026 (£)** | **Variance****%** |
| Staff costs |       |       |       |
| Consultancy costs |       |       |       |
| Overhead Costs |       |       |       |
| Travel and subsistence |       |       |       |
| Operating Costs |       |       |       |
| Capital items |       |       |       |
| Others |       |       |       |
| **TOTAL** |  |  |  |
| **Explain any significant variance in spending below:** |
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| 4.2 | **Do you expect any significant variance in spend by the end of the financial year (ending 31st March 2026)?** If >10% change is needed to any budget line within a Financial Year, prior agreement from Defra is required, noting that approval is not guaranteed.  |
| Yes/No[Explain here if relevant] |
| 4.3 | **Do you expect to have any underspend in your total budget for this financial year (ending 31 March 2026)?** If yes, how much? |
| Yes/NoEstimated underspend: £ |
| Please remember that any funds agreed for this financial year are only available to the project in this financial year, and any underspend will be surrendered. In exceptional circumstances, for example where conflict or natural disasters have an impact on your ability to deliver, there may be some flexibility over budget changes. If you anticipate significant underspend due to justifiable changes within the project, please submit a Change Request before 31st January. There is no guarantee that Defra will agree changes to the budget so please ensure you have enough time to make appropriate changes to your project if necessary. |

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| **SECTION 5. Communications & Engagement** |
| 5.1 | **Networking Opportunities:** OCEAN facilitates grantees to meet up at relevant in-person events where possible. If applicable, detail any events or conferences you are planning to attend in the next 6-12 months that might be relevant to other OCEAN grantees. |
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| 5.2 | **OCEAN Communications Opportunities:** Do you have any news, achievements, photos or media outputs which OCEAN can help to share in the newsletter or on social media? If yes, please provide detail and links below and attach any relevant materials when submitting this report. |
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## **Checklist for Submission**

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| **Action** | **Check** |
| Complete all sections of the report template |  |
| Update and attach the Project Risk Register. Remember to review the risks, the delivery chain risk map and the issues log. |  |
| Address feedback from the Annual Review and attached any additional requested materials |  |
| Check that details in Section 4 Project Finance match with Claims |  |
| Attach or send links to any photos, videos or other media for OCEAN to share through its communications channels. |  |

##  **ANNEXES**

* Remember to submit your updated Risk Register with this report.
* List any additional materials that you are submitting
	+ E.g. materials requested in Annual Review Feedback.
	+ Photos, videos or other media to share on OCEAN’s communications channels