**RGF Monitoring and Grant Claims**

Successful RGF bidders will need to complete and provide monitoring reports on a quarterly basis, which will be a requirement set out in the grant offer letter. There is a monitoring report in the form of a spreadsheet on expenditure, grant draw down and jobs delivery and a second one on overall delivery progress for the project. These are available below.

Grant claims can be made each quarter and attached to the monitoring reports, using the claim form provided below. Guidance documents for recipients of RGF are also provided which will explain monitoring requirements, how to complete the forms and the principles behind the RGF risk and issue management policy. Recipients will need to provide an update on any key delivery issues and risks as part of the monitoring report on delivery progress.

* [RGF Quarterly Monitoring report template for delivery progress (DOC, 143 Kb)](http://www.bis.gov.uk/assets/biscore/economic-development/docs/r/11-1322-rgf-monitoring-report-project-progress.doc)
* [RGF Quarterly Monitoring report template for finance and jobs (XLS, 5.0 Mb)](http://www.bis.gov.uk/assets/biscore/economic-development/docs/r/11-1323-rgf-quarterly-monitoring-template.xls)
* [RGF grant claim form (DOC, 172 Kb)](http://www.bis.gov.uk/assets/biscore/economic-development/docs/r/11-1320-rgf-claim-form.doc)