



THE SORGHUM TRUST

ANNUAL PROGRESS REPORT - CONTINUATION PROJECT

To be completed for each Sorghum Trust-funded project seeking continuation funding. The report should account clearly for progress against the approved objectives, milestones, deliverables and budget.

A. PROJECT DETAILS

Title of Research Project:	
Applicant / Institution:	
Lead Researcher / Project Leader:	
E-mail Address:	
Telephone Number:	
Current Funding Year:	
Original Project Start Year:	
Projected Final Project Year:	
Total Project Duration (years):	
Approved Sorghum Trust Funding - Current Year:	(VAT INCLUSIVE)
	(VAT EXCLUSIVE)
Funding Requested from the Sorghum Trust - Next Year:	(VAT INCLUSIVE)
	(VAT EXCLUSIVE)
Percentage Increase / Decrease Requested:	
Are changes proposed to the approved project? (Yes/No):	

B. PROGRESS AGAINST APPROVED PROJECT

1. Executive summary of progress

Summarise the main work completed, key findings, progress achieved and principal challenges during the reporting year. Maximum 250 words.

2. Progress against objectives and aims

Report against each approved objective. Indicate whether it was achieved, partially achieved, delayed or not achieved, and explain any variance.

3. Deliverables and milestones

Report against the deliverables and milestones approved in the original application and Gantt chart. Include evidence or means of verification and reasons for any delay or non-achievement.

[illegible]

4. Results and findings to date

Provide a concise account of the main results obtained during the reporting year. Include tables, figures or supporting data where appropriate.

[illegible]

5. Changes to the approved project

Describe any actual or proposed changes to the scope, methodology, timing, personnel, locations, deliverables or budget. Explain why the change is necessary and its likely impact on project outcomes.

[illegible]

C. OUTPUTS AND INDUSTRY BENEFIT

6. Scientific, technical and industry outputs

Output category	Details / full reference	Status / date
Scientific papers		
Technical reports		
Articles / industry publications		
Conference contributions		
Technology transfer / extension		
Procedures / methods / databases / tools		
Other outputs		

7. Human capacity development

Report on students, bursaries, internships, postgraduate training or other capacity-development supported through the project. Include names or numbers, level of study, institution, progress and funding where relevant.

8. Benefit to the South African sorghum industry

Explain how the work completed to date contributes to the relevant Sorghum Trust objective(s) and the expected benefit to the sorghum industry or its stakeholders.

D. PROJECT MANAGEMENT, RISK AND LESSONS

9. Personnel, management and operational matters

Identify any personnel, institutional, procurement, infrastructure or management issues that materially affected progress.

10. Risks and mitigation

Update the principal project risks and indicate what mitigation measures were implemented or are proposed for the next funding year.

11. Lessons learned

Record any material lessons from the reporting year that should inform the next phase of the project.

12. Expenditure against approved budget - current year

[illegible]

State the amount of any unspent or surplus Trust funding remaining from the current or previous funding years and explain the reason and proposed treatment.

[illegible]

14. Budget requested for next funding year

Provide the detailed budget requested for the next funding year, together with co-funding and justification. Clearly identify capacity-building costs, capital expenditure and overseas travel.

Budget item	Project total	Requested from Trust	Other funding	Justification / calculation

15. Other contributors and co-funding

Update the names of other contributors or funders and the nature/value/status of their contributions.

Name	Institution	Nature of Contribution	Description of contribution

F. WORK PLAN FOR NEXT FUNDING YEAR

16. Planned activities, deliverables and milestones

Set out the work planned for the next funding year and link it to the approved objectives and remaining project deliverables.

17. Updated Gantt chart

Attach or insert an updated Gantt chart showing activities, milestones and deliverables for the remainder of the project.

G. CONCLUSION AND RECOMMENDATION

18. Conclusion and comments

Summarise the overall status of the project and any matters the Sorghum Trust should consider in assessing continuation funding.

H. DECLARATION AND SIGNATURE

The undersigned confirms that the information in this report is true and complete to the best of his/her knowledge, that the report fairly reflects progress and expenditure on the project, and that any continuation funding approved will be applied in accordance with the Sorghum Trust's applicable funding norms, conditions and reporting requirements.

Name of Project Leader:	
Signature:	
Place and Date:	
Name and Position of Authorised Institutional Representative:	
Signature:	
Place and Date:	