

Instructions for completing ASC Workforce Capacity Grant Fund Report

Completion of this report is a condition of the agreement that you signed when accepting the governments ASC Workforce Capacity Grant payments. Failure to do so may result in you having to repay any funding received.

You may have spent more than the amount of funding received against any of the funding purposes, we are required to report on what has been spent from the grant funding allocated to you.

1. A separate return must be completed for each care home/location.
2. Please ensure that you select your home/service name from the drop-down list provided.
3. Please include spend made from the grant funding received and any additional expenditure incurred to meet the purposes for which the grant was used.
4. Insert the number of hours work generated by the funding provided for this activity. Please only include hours generated between **16th January 2021 and 31st March 2021**.
5. Insert the number of people recruited as a result of funding provided for this activity.
6. Using the dropdown, please indicate how likely the impact of this activity will continue past the end of the Workforce Capacity Fund.
7. Include your name, as a sign off, at the bottom of the reporting template and a daytime contact number in case we have any queries. By signing, you are confirming that the Workforce Capacity Fund grant has been spent in accordance with the conditions within the grant agreement.
8. The return **MUST** be submitted no later than **5pm on Wednesday 12th May 2021**. Please return any unspent funds using the instructions provided by **31st May 2021**.