

How to Complete a PCR

Information you will need

In order to complete your Project Completion Report (PCR), you will need to know the following:

- Actual Project Outcomes Achieved
- How these Outcomes have benefited your Organisation
- Actual Session and Participant numbers

You will also need to tell us how many of the following you now have if your application indicated that there would be an increase:

- Coaches / Instructors
- Officials
- Volunteers
- Paid Staff
- Welsh Language

If, as part of your offer, you have a condition that needs to be met on completion of your project you will also need to attach evidence on the PCR that demonstrates that you have complied with this condition.

How to Access your PCR

Once your project has reached its completion date, you will receive an email notifying you that your PCR is available on the Sport Wales Grant Portal.

To access your PCR, you first need to go to the 'My Grants' section of the portal, which can be found on the left-hand side of the screen. The screen will then bring up all your Active, Complete and Closed Grants. Select the relevant grant by clicking 'Edit':

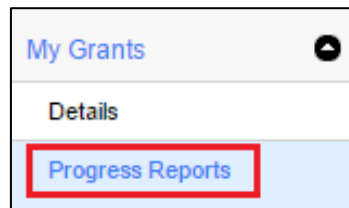


Reference	Title	Last Updated	
CCE_1300	PCR Test	17 Nov 2016 09:42:22	Edit
CCW_1293	PCR Emails Test	11 Nov 2016 16:28:18	Edit

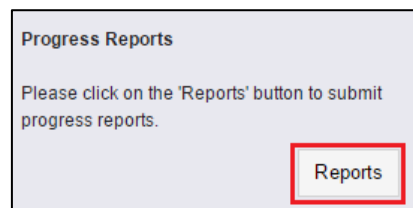
This will take you to the Grant Details Screen. From here you can download a PDF copy of your application to refer to when completing your PCR, by clicking 'View/Print' on the right hand side of the screen.

To access the PCR from this screen, click either of the following buttons:

‘Progress Reports’ on the left-hand side of the screen:



Or, ‘Reports’ on the right-hand side of the screen:



The following screen will appear – click ‘Edit’ to access the form:

Progress Reports

The table below shows all the progress reports required for the completion of this project. Once a report is in either the Required or Requested status, you will be able to upload the progress report. Any progress reports that have been received can be viewed here.

Type	Status	Available On	Required By	Received On	Contact Type
Project Completion Report	Required	6 Nov 2016 00:00:00	16 Nov 2016 00:00:00	-	-

An 'Edit' button is located to the right of the table row, highlighted with a red rectangular box.

Completing your PCR

Project Outcomes

The Expected Project Outcomes section is pre-populated with information that was decided at the assessment stage of your application and subsequently included in your offer letter. Below this, there is a text box for you to tell us about the Actual Project Outcomes you have achieved and a separate text box to tell us how the outcomes have benefited your Organisation.

Furthermore, there is a question asking if you have achieved everything you originally set out to do, as described in your application form. If you answer ‘No’ to this question, a subsequent text box will appear that you must complete.

Sessions and Participants

To tell us about the numbers of sessions and Participants you now have, you need to click 'Edit'. This will take you to a separate pop up screen:

Gender	Age Group	Disability	BME	Sessions Actual	Participants Actual	Teams Actual	
Mixed	Mixed Age Groups (Inter-generational, Family, etc.)	Fully Inclusive	Fully Inclusive				Edit

Here the figures entered on the application form and those decided at assessment will be pre-populated. Enter the 'Actual' numbers and press 'Save and Close'.

Note: You will need to repeat the process for each row on the Sessions and Participants grid.

Work Force

These grids will only appear if you indicated that there would be an increase in any of the following on your application form:

- Coaches / Instructors
- Officials
- Volunteers
- Paid Staff
- Welsh Language

Please tell us how many of the above you now have by typing into the boxes.

Additional Information

If you believe there is any additional information we should know, you can add attachments here, by clicking 'Add an attachment...':

Additional Information

If you would like to provide additional information to show how your project has gone, or to provide us with evidence of expenditure etc., please click on '[Add an attachment...](#)' below.

Note: Once you have selected your attachment you will need to enter a description of the file before attaching.

[Add an attachment...](#)

Once you have selected your attachment, you will also need to enter a description of the file before clicking 'Save'.

Conditions

If there are any conditions you must meet upon completion of your project they will be shown here. Click 'Edit' to open the Conditions pop-up box.

If you have complied with the condition tick 'Yes'. This will bring up the 'Evidence of Compliance' Attachment. Select the relevant file from your computer and click 'Attach' followed by 'Close' and then 'Save'.

If you have not complied with the condition tick 'No', this will bring up a text box where you can tell us why you have been unable to meet the condition of your offer. To return to the main PCR click 'Save'.

Authorised Member / Second Signatory

As with the application form process, Sport Wales' regulations require 2 signatures on a PCR form. In order to achieve this you will need to select an Authorised Member from within your Organisation who has the authority to act as the second signatory and can approve your PCR form.

Note: If you are a Sole Trader, you will need to provide the details of a "Referee", such as your Accountant, Bank Manager, etc.

Your Authorised Member / Referee must have a valid email address and access to the internet, as you will need to email them a PDF copy of your completed PCR form that they can read over and confirm that they are happy with.

Creating a PDF of your PCR Form

To create a PDF version of your application form, you will need to complete any outstanding questions on the PCR and then click 'Save and Print' at the bottom. A PDF version of your PCR form will be automatically created. Save the PDF that is generated to your computer.

You will then need to send an email to either your Authorised Member or Referee asking them to confirm that they are happy with your PCR form. A template of this email is available on the online PCR form.

Once your Authorised Member / Referee has looked over the PDF of your PCR form, they must confirm they are happy with it via return email. Following receipt of the email from your Authorised Member / Referee you must attach this email to the PCR form.

Note: There are notes on how to attach the email conversation on the online PCR form.

Submitting your PCR

When you have completed all mandatory sections of your PCR and have attached evidence of your second signatory, click 'Save and Validate'. This will validate your form and make the 'Submit Form' button appear at the bottom of the form:

Your PCR form is valid - Please follow the next steps in order to complete the submission process:

- Click **Submit Form**
- You will receive an automated email containing an acknowledgment that we have received your completed form.

Submit Form

Your completed PCR will then be sent to the next available Community Chest panel meeting for the local authority in which your project took place. The Panel will review the information provided and you will hear via email if your PCR has been accepted.

If the Panel do not accept your PCR, you will be informed accordingly via email and advised of what additional information is required. You will then be asked to complete a new PCR.

Note: You will need to go through the same Authorised Member / Second Signatory process as described above.

Saving and Closing your PCR

Remember you can save and close your PCR at any point in time and come back to it when you have the information you need. Your PCR form will be validated once you press save and the submit button will only appear once you have provided all of the information that Sport Wales requires.