

## 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 'View':

**Complete Grants**  
You have 4 complete grants.

To view more details or to update a project please select it from the grid below.

Reference	Title	Last Updated	
CCE_1342	PCR Conditions	24 Mar 2017 09:39:28	<a href="#">View</a>
DGE_1067	PCR test	11 Feb 2016 10:42:03	<a href="#">View</a>
DGE_1345	DG PCR test	11 Apr 2017 12:14:23	<a href="#">View</a>
DGW_1341	DG PCR Test Welsh	7 Mar 2017 16:18:19	<a href="#">View</a>

Results 1 to 4 of 4

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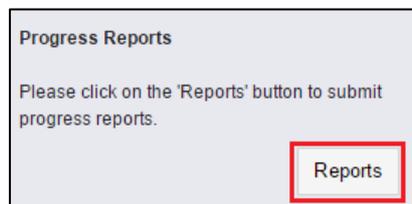
This will take you to the Grant Details Screen. From here you can download a PDF copy of your application to refer to when completing your PCR, by clicking 'View/Print' on the right hand side of the screen.

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	-	-	<b>Edit</b>

## 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				<a href="#">Edit</a>

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.

## Workforce

If your application indicated that there would be an increase in your workforce, use the following pages to tell us how many members you now have:

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

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

If you did not indicate that there would be an increase in workforce, there will be no grids to be completed on the relevant pages, so please continue to click 'Next' as all pages must be viewed in order to validate the PCR.

## 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'.

#### Declaration

As with the application form process, Sport Wales' regulations require 2 signatures on a PCR form. To achieve this, you will need to agree to the declaration at the end of this form, as well as gain acceptance from another member of your organisation and provide their contact details. Sport Wales may then contact them in the future to confirm their acceptance of the PCR.

#### Submitting your PCR

When you have completed all mandatory sections of your PCR navigate to the 'Validation' page. This will validate your form and make the 'Submit Form' button appear.

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.

## **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.