



Rural Payments  
Agency

# Countryside Stewardship Facilitation Fund

## Annual and final report form

### **Important information about completing this form – please read**

Use this form to provide more information about your Facilitation Fund activities and to explain the progress made against the group's objectives.

The facilitator must complete an annual report at the end of each agreement year and a final report at the end of the 3-year agreement period.

The report should include information from the quarterly grant claim and progress forms, as detailed in the facilitator's agreement.

The information you provide will also be used by Natural England in case studies, for monitoring and evaluation purposes.

### **How to fill in and submit the form**

The report should not exceed 3 pages when fully completed. Please attach any relevant photographs to the email.

For the annual report at the end of each agreement year, please complete sections 1, 2 and 4.

For the final report – please complete all sections of the form at the end of the 3-year agreement period or before you submit the quarter 4 claim form.

You need to send the form from the facilitator's registered email address and email it to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). Please include your group reference in the email title.

Group reference

Facilitator's name

Annual report period

Final report period

## **Section 1 - new agreements or funding**

Please provide details of any new approved funding such as Countryside Stewardship Higher Tier agreements or Sustainable Farming Incentive Expanded Offer for 2024.

## **Section 2 - objectives and activities**

**Objectives** – tell us how you are meeting your agreed Grant Funding Agreement outcomes and objectives. If you have not been able to meet any of the objectives, please provide details to explain why, how and when you plan to meet them.

**Activities** - tell us about the group's activities and achievements made over the last 12 months. Include details to explain:

- how your group is working together and any group successes
- any new activities, meetings or events that have been held
- any training that has been delivered
- environmental improvements made
- any wider benefits or added value achieved

### **Section 3 - only complete this section at the end of the 3-year agreement period**

Please provide an end of agreement summary, reflecting progress made over the 3 year facilitation fund agreement term. Tell us about your achievements, any setbacks you've had and if the group has any further plans for the future.

**General feedback** - tell us if you have any other useful information that you would like to share with us, and other facilitation fund groups.

### **Section 4: Facilitator name and date of completion**

**Facilitator's name**

**Facilitator email address**

**Date form completed**

#### **Data Protection**

For information on how we handle personal data go to GOV.UK and search for '[Rural Payments Agency personal information charter](#)' and 'RPA Customer Privacy Notices'.