|  |  |  |
| --- | --- | --- |
| **School name**  (insert name of school) |  |  |
|  |  |
| **Project title**  (insert name of project) |  |
|  |  |
| **Grant project number**  (insert grant number issued by the Environmental Trust) |  |

**Note:** The cells below will expand as you type so the report may expand to more than three pages in length.

To complete this report, please refer to your project plan outlined in question C2 of your grant application.

| **Objectives** List the objectives you outlined in your original application. | **Outcomes expected**  List the outcomes you expected to achieve. | **Outcomes achieved and project activities**   * To what extent are you on track to achieving the outcomes you want? * Describe progress with the activities you outlined in your application. Are the activities helping you to achieve those outcomes? * How are you measuring your progress? | **Comments**  Explain the reasons for any changes  to the outcomes and activities, and provide a statement about future plans for this activity. |
| --- | --- | --- | --- |
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Part B: Grant expenditure to date

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| **$** |

Of the $2,500 received from the Trust we have spent (excluding GST)

If there has been a significant variation to your timeline, activities carried out, or budget, you must contact your grants administrator to arrange for a variation.

Evidence of outcomes

Please provide evidence of the projects outcomes. This might include:

* photographs (before and after) during activities etc. (photos should include captions)
* units of work
* teaching programs
* publicity
* other

List items of evidence you have attached.

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What now?

Please submit an invoice for $1,000 (non-government schools should add $100 GST)  
to the Environmental Trust for the second instalment of your grant.

Published by the NSW Environmental Trust, PO Box 644, Parramatta 2124 Phone: 02 8837 6093 Fax: 02 8837 6099

Email: [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au) Website: [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au) OEH2015/054 February 2015