Progress and final reporting form

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| Grant reference number |       | Total grant amount | $       |
| Project title |       |
| Grantee organisation |       |
| Person submitting this report |       |
| Contact number |       |
| Are you the primary contact? | Yes [ ]  or No [ ] [ ]  |
| If No, what is your role in the project? |       |
| Report type | Progress [ ]  or Final [ ] [ ]  |
| What stage of the project are you reporting on? | Stage       of       stages |
| Actual period covered in this report | From       to       |
| **Note:** final reports should cover the life of the project |

Use this template to complete your progress and final reports for grants under the following programs:

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| Environmental Education | Protecting our Places | Restoration and Rehabilitation |

If necessary, please provide additional information as an attachment to this report.

Along with this report, you must also submit the following:

* Project Measures Table updated based on your initially approved set of project measures.
* Financial report form, in line with information on our [financial reporting web page](https://www.environment.nsw.gov.au/grants/financialreporting.htm).
* If applicable, a tax Invoice for the next instalment of your grant.

Completed documents must all be submitted by email to the Trust (Note: emails cannot exceed 10MB).

You must use your grant reference number in the subject line (e.g. 2015/RR/5555 progress report 3)

If you have any questions or require help at any stage, please contact your Grants Administrator on
(02) 8837 6093 or by email at info@environmentaltrust.nsw.gov.au

**Note:** The answer boxes will expand to the length required as you write your report.

1 Summary

Provide a summary of progress to date, approximately 200–500 words (cover the life of the project if this is your final report).

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2 List of Contractors involved/employed in your project

Provide a list of contractors (company/sole trader name) employed during the reporting period for this project. Also include contact details and a brief description (50 word maximum) of the activities performed.

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| Contractor name | Contact details (email) | Value of contract | Selection process | Description of activity |
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If other is selected for any of the contractors listed above, please provide an explanation of how contractor selection was made (limit response to a maximum of 300 words).

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3 Activities and outputs

Based on your Monitoring and Evaluation Plan please fill out the following Objectives tables (you can copy and paste from your Monitoring and Evaluation Plan) and provide comment on your progress against each objective. Please use one table for each of your objectives.

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| **OBJECTIVE 1** |       |

| Activity | Project measure(from the Project Measures Table and any other project measures that are relevant to your project but not listed in the Project Measures Table) | Total projected outputs | Total actual outputs(Cumulative total to date) | Projected activity completion date | Actual activity completion date | Comments(Provide comments on variations, if any, between your projections and your actual outputs including where you have exceeded your projected outputs. Provide detail on any changes of approach you will be taking or have taken to ensure the activity is/was met). |
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How are you progressing towards your view of what successfully meeting this objective would look like as stated in your Monitoring and Evaluation Plan?

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| **OBJECTIVE 2** |       |

| Activity | Project measure(from the Project Measures Table and any other project measures that are relevant to your project but not listed in the Project Measures Table) | Total projected outputs | Total actual outputs(Cumulative total to date) | Projected activity completion date | Actual activity completion date | Comments(Provide comments on variations, if any, between your projections and your actual outputs including where you have exceeded your projected outputs. Provide detail on any changes of approach you will be taking or have taken to ensure the activity is/was met). |
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How are you progressing towards your view of what successfully meeting this objective would look like as stated in your Monitoring and Evaluation Plan?

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| **OBJECTIVE 3** |       |

| Activity | Project measure(from the Project Measures Table and any other project measures that are relevant to your project but not listed in the Project Measures Table) | Total projected outputs | Total actual outputs(Cumulative total to date) | Projected activity completion date | Actual activity completion date | Comments(Provide comments on variations, if any, between your projections and your actual outputs including where you have exceeded your projected outputs. Provide detail on any changes of approach you will be taking or have taken to ensure the activity is/was met). |
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-How are you progressing towards your view of what successfully meeting this objective would look like as stated in your Monitoring and Evaluation Plan?

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| **OBJECTIVE 4** |       |

| Activity | Project measure(from the Project Measures Table and any other project measures that are relevant to your project but not listed in the Project Measures Table) | Total projected outputs | Total actual outputs(Cumulative total to date) | Projected activity completion date | Actual activity completion date | Comments(Provide comments on variations, if any, between your projections and your actual outputs including where you have exceeded your projected outputs. Provide detail on any changes of approach you will be taking or have taken to ensure the activity is/was met). |
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How are you progressing towards your view of what successfully meeting this objective would look like as stated in your Monitoring and Evaluation Plan?

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4 Reflection on your monitoring processes

Provide a brief summary on the implementation of your Monitoring and Evaluation Plan. Be sure to address the following questions:

* How well has your monitoring been established?
* How have you obtained your data and what does it show?
* How have you involved your stakeholders and how well has this worked?

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5 Project evaluation

This section gives you an opportunity to evaluate the project as a whole rather than against individual objectives/activities as per your Monitoring and Evaluation Plan (cover the life of the project if this is your final report).

5.1 Progress

How would you assess the project is progressing/ has progressed overall?

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5.2 Issues/challenges

What (if any) problems have you encountered and how have you dealt with, or how do you intend to deal with them?

Please include any issues that the Trust, as the funding body, should know about. You should refer to the risk management section of your Monitoring and Evaluation Plan as well as include any other issues that have arisen.

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5.3 Opportunities

* What are the lessons learned and/or other opportunities related to the project?
* How could benefits from the project be spread more widely?

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5.4 Project outcomes

Describe the three most important outcomes that your project has achieved during this reporting period. Why do you see them this way?

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6 Issues raised from previous progress reports

Did you receive specific points to address in this report from the technical review of your previous progress report? If so, please complete the table below.

|  |  |
| --- | --- |
| Points to address | Response/action |
|       |       |
|       |       |
|       |       |

7 Other

Is there anything else you would like to raise in this report?

|  |
| --- |
|       |

Checklist

|  |  |
| --- | --- |
| Will you be seeking a variation and/or an extension to this project?If yes, please talk to your Grants Administrator | [ ]  Yes[ ]  No |
| Project Measures TableEnsure you update your Project Measures Tableto show your progress for this stage period and provide it as an attachment. | [ ]  Attached |
| CommunicationEnsure you provide copies of media coverage, publications and materials produced and provide as an attachment. | [ ]  N/A[ ]  Attached |
| Other attachmentsProvide any other attachments that are relevant to your project. | [ ]  N/A[ ]  Attached |
| Financial Reports | [ ]  Yes[ ]  Attached |

**Progress reports**

|  |  |
| --- | --- |
| Ensure you complete the Environmental Trust’s [Progress financial spreadsheet](http://www.environment.nsw.gov.au/grants/financialreporting.htm) and provide it as an attachment. | [ ]  Attached |
| **Tax invoice -** Include a tax invoice for the next instalment of your grant (plus GST if applicable). | [ ]  No[ ]  Attached |

**To be completed for final reports only**

|  |  |
| --- | --- |
| Ensure you complete the Environmental Trust’s financial report, in line with information on our [financial reporting requirements](http://www.environment.nsw.gov.au/grants/financialreporting.htm), and provide it as an attachment.  | [ ]  Attached |
| Please ensure that your financial reports are properly certified. Improper certification could delay the acquittal of your grant. Please refer to the Trust’s [Financial reporting guidelines](http://www.environment.nsw.gov.au/grants/financialreporting.htm). | [ ]  Certification attached |

**Unspent funds:** Ideally all grant funds should be expended by the time you submit your final report

|  |  |
| --- | --- |
| Are there any unspent grant funds over $100 in total remaining?**If yes,** please return any unspent funds to the Trust. To return funds you can:* include a cheque for the amount of unspent grant funds, made payable to the Environmental Trust **OR**
* contact your Grants Administrator to arrange payment via EFT **or** request a Tax Invoice from the Trust
 | [ ]  Yes[ ]  No[ ]  Attached |

**Contents confirmation (to be completed for all reports)**

|  |  |
| --- | --- |
| I confirm that the contents of this report, the associated Financial Report, the Project Measures Table and any other attachments are true and accurate. | [ ]  Contents confirmed |