

**Protecting Our Places Grants Program**

**Stage 1: Planning – Financial Report**

**GRANT NUMBER:**

**GRANTEE:**

**PROJECT:**

**FUNDING:**

**Guidelines for Completing your Stage 1: Planning – Financial Report**

The Trust requires that a written report be prepared for each Stage of a funded project. This report includes information on both how funding received was expended and how costs were calculated. The report must be submitted to the Trust at conclusion of each Stage of the grant.

***General Information***

* The report must be signed-off by the Project Manager overseeing preparation of the report.
* Grantees are requested to provide information about who prepared the report, details of which planning activities were undertaken and how costs were calculated for each activity.
* Each section must be completed with sufficient detail (see sample below).
* The report can be submitted as a part of a progress report or as the final report should the grantee choose not to or it is agreed the project will not continue.

***Financial Reporting***

* Funds spent under the Project Planning Grant must be expended in accordance with the Grant Agreement signed by each organisation. Please note Conditions 13–16 in particular.
* Any underspends must be noted and justified for authorisation of funds to be carried over into the next Stage of the project.
* Should this be the Final report, any underspends of over $500 must be returned to ET.
* Final financial reports for grants under $20,000 do not require independent certification. You must however, sign and attach a statutory declaration certifying the accuracy of the costs provided in your final report. An Environmental Trust statutory declaration is attached to the email including your Project Planning Agreement.
* Statutory Declarations sign-off is required for the following:
* For government / councils: sign-off by the organisation’s Chief Financial Officer
* For all other organisations: sign-off by an Office bearer of the organisation e.g. President, Vice-President, Secretary, Treasurer etc.
* The Statutory Declaration certification requirement should be attached to the Stage 1 Planning – Financial Report signed by the Project Manager.

 **Stage 1** **Planning – Financial Report**

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| 1. **Stage 1 Project Implementation Plan (PIP) Preparation**
 |
| **Who prepared the Project Implementation Plan and Budget documents?** | In-houseConsultant (s)Multiple authors  | [ ] [ ] [ ]  |
| **Is this a Final report (project has been withdrawn or revoked):** [ ]  |
| **Please provide details of the names of authors, their position and organisation and contact details (email and phone contacts)** |
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| 1. **Details of Project Planning Activities**

*Preparation of the Business plan will be broken down into a number of planning activities e.g. obtaining quotes and salary costs, attendance at meetings, mapping, transportation, liaison with Species Project Coordinators, time taken to write Business Plan, proof reading application etc. Each planning activity must include a detailed explanation of what was undertaken and a breakdown of how the costs for each planning activity were calculated. An example is provided as an example.* |
| **Project Planning Activity** | **Details** | **Trust Grant Amount** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
| **Total** |  | **$** |
| **Amount to be returned to Trust (if Final):** | **$?? - $?? =** | **$** |

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| I certify that the information contained in this report is true and correct. | **Full Name:** **Signed:**  |
| **Position:**  | **Date:**  |

**SAMPLE REPORT**

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| 1. **Stage 1: Project Implementation Plan (PIP) Preparation**
 |
| **Who prepared the Project Implementation Plan and Budget documents?** | In-house Consultant (s) Multiple authors  | [ ] [x] [ ]  |
| **Is this a Final report (project has been withdrawn or revoked):** [ ]  |
| **Please provide details of the names of authors, their position and organisation and contact details (email and phone contacts)** |
| 1. Jane Doe, Principal Investigator, Environmental Solutions and Systems Pty Ltd; Email: jdoe@envsols.org. Contact Phone: 0403 555 555
2. Sonny Hammond, Investigator, Environmental Solutions and Systems Pty Ltd; Email: shammond@envsols.org. Contact Phone: 0403 555 556
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| 1. **Details of Project Planning Activities**

*Preparation of the Business plan will be broken down into a number of planning activities e.g. obtaining quotes and salary costs, attendance at meetings, mapping, transportation, liaison with Species Project Coordinators, time taken to write Business Plan, proof reading application etc. Each planning activity must include a detailed explanation of what was undertaken and a breakdown of how the costs for each planning activity were calculated. An example is provided as an example.* |
| **Project Planning Activity** | **Details** | **Trust Grant Amount** |
| Meetings & correspondence with partners to determine on ground actions and MOU | Travel & time costs for Jane Doe - 25 hours @$60 / hourMeeting expenses – 5 meetings @$10 / meeting | $1500$50 |
| Obtaining quotes & salary costs, development of budget with reference to SOS database | Time costs for Jane Doe - 42 hours @$60 / hour  | $2,520 |
| Development of on ground actions & modifying maps in consultation with partners | Time costs for Jane Doe - 24 hours @$60 / hourTime costs for Sonny Hammond – 20 hours @$50 / hour | $1,440$1,000 |
| Writing the business plan & incorporating changes | Time costs for Jane Doe, 38 hours @$60 / hour | $2,280 |
| Proof reading of application and feedback | Time costs for Sonny Hammond, 5 hours @$50 / hour | $250 |
| 5 days vehicle usage | Client meetings, site visits | $529.53 |
| **Total** |  | **$9569.53** |
| **Amount to be returned to Trust (if Final):** | **$10,000 - $9569.53 =** | **$430.47** |

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| I certify that the information contained in this report is true and correct. | **Full Name: Andrea Aziz****Signed:**  |
| **Position:** Project Manager, *insert project title name*Skyville Local Land Services  | **Date:** 16 December 2015 |

**STATUTORY DECLARATION**

Environmental Trust Statutory Declaration – General – for projects $20,000 and under

**\*Name in full** I, the undersigned **\*** ………………………………………………………………………...

**+Residence** of **+** ………………………………………………………………….………………………………

**^Occupation** in the State of New South Wales, **^** ………………………………………. do hereby solemnly declare and affirm that the total expenditure on the project know as

……………………………………………………………………………………………………..... being Grant Number ………/…..…/………… was $.....................
and the project is now completed. Also that the above-mentioned expenditure has been incurred solely in connection with the terms and conditions of the grant. I make this solemn declaration, as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law provided for any such declaration.

I enclose three copies of the final project report and a copy of the financial report (including a breakdown of expenditure) in accordance with the reporting guidelines and the conditions of the grant.

 ………………………………….

 (Signature)

TAKEN and declared at.….……………………… in the said state this ………………. day of …………….…... 20\_\_\_, before me:

Name: ….………………………………….

Signature: …………………………………….

Justice of the Peace *(include number)* / Legal or Medical

Practitioner / Pharmacist / Police Officer / Teacher

Attachments: Stage 1 Planning – Financial Report

 Final financial report spreadsheet (breakdown of expenditure) *if necessary*