Waste Programs Final Report Form

|  |  |
| --- | --- |
| Organisation name |  |
| Project title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Grant reference number |  | Final payment amount |  |

During the project, or following last milestone reporting, have you contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act?

No  Yes if yes, you must answer **ALL** questions below.

|  |  |
| --- | --- |
| The dates of the contraventions |  |
| The sections or clauses contravened |  |
| The person or persons, including the full names of any relevant directors or managers, who contravened the sections or clauses |  |
| The nature of the contraventions |  |
| The waste activities being undertaken at the time of the contravention |  |
| The amount in tonnes and types of waste (including by waste classification) involved |  |
| Outcome of contravention |  |

During the project did you receive any other grants or payments for this project? This includes funds from the EPA and other state or commonwealth agencies.

No  Yes if yes, you must provide details below.

**Note:** The Trust will not fund work that would have been undertaken as part of agreed commitments or existing programs run by partners.

|  |  |  |
| --- | --- | --- |
| Source of any other funding | Amount $ | Describe the relationship to this project |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Summary of activities undertaken during the reporting period

Report on any special conditions as itemised in the deed/letter of agreement

Actual outcomes (must include details of project outputs)

The final report shall include detail of the project outcomes against all sections of the original application including the project plan and project measures. The report shall address the following as a minimum:

Was the plan achieved?

If not, why under or over expectations?

What, if anything, would you do differently?

How will you share what you have learnt in this project with others or adopt into other projects?

Case study (complete the template for the project)

Project impacts

* Sustainability – design, construction processes, materials and operation

* Economic

* Social

Comments

Checklist

Statement of Expenditure

Project Measures Report

Evidence of milestone achievement/project completion (column five of the *Milestone & Payments* table)

Addressed Special conditions

Declaration

I, the undersigned, being a person duly authorised by the Recipient certify that:

1. the information contained in this report is true and correct;
2. the expenditure of the grant received to date has been solely on the project;
3. those conditions of the funding agreement that impose limitations and restrictions on expenditure of money have been complied with and expenditure and contributions are in accordance with the requirements and eligibility criteria outlined in the Guidelines for Applicants issued for the applicable funding round, funding agreement and any approved variations to it; and
4. there is no matter or circumstances of which I am aware, that would constitute a breach by the Recipient of any term of the funding agreement between the Trust and the Recipient that has not been notified by the Recipient.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature (authorised signatory) |  | Date |  |

|  |  |
| --- | --- |
| Printed name and position of signatory |  |