

Drought Communities Programme – Drought Community Support Initiative - end of project report

Submit your completed report to DCP@industry.gov.au.

Grantee name	[organisation name]
Project title	[project title]
Project number	[project number]
Reporting period	[reporting period start date] to [reporting period end date]

1. Project achievements

a. Complete the following table, updating for all milestones shown in your grant agreement.

No	Milestone description	Agreed completion date	Actual /anticipated completion date	Milestone progress (% complete) at end of reporting period
1	Delivering the first tranche of payments and vouchers to eligible recipients	dd/mm/yy		
2	Delivering the second tranche of payments and vouchers to eligible recipients	dd/mm/yy		
3	Delivering the third tranche of payments and vouchers to eligible recipients	dd/mm/yy		

b. Briefly outline the project activities completed by the project end date. If applicable, comment on why all milestones/activities were not completed by the project end date.

c. Attach any agreed evidence required with this report to demonstrate progress or successful completion of your project. List the attached documents below against the relevant activity/s. If you do not have any evidence due with this report, you can enter n/a.

2. Project outcomes

a. Outline the project outcomes achieved by the project end date.

- b. Do the achieved project outcomes align with those specified in the grant agreement? yes no

If no, explain why.

3. Aggregated data collection

You are required to keep a record of individual payments made to eligible recipients. Refer to Appendix B of the grant opportunity guidelines for an example record of data that you are required to keep for each client/eligible recipient. A spreadsheet template is also available to assist you with recording this data and will be provided to you.

- a. Have you maintained a record of provided financial assistance for each individual payment for the entire project period? yes no

If you selected no, state the reason these records were not kept.

- b. List eligible Local Government Areas (and postcodes) where you provided financial assistance to eligible recipients.

- c. Provide details of average cash amounts that were paid to eligible recipients in this reporting period.

- d. Provide details of the type of vouchers that were distributed in this reporting period. (e.g. supermarket, petrol, pharmacy)

- e. Provide aggregated data details in the table below for the overall project.

	Question	Number
f.	Number of households assisted in this reporting period	
g.	Number of individual female eligible recipients	
h.	Number of individual male eligible recipients	
i.	Number of individual eligible recipients who are farmers	

	Question	Number
j.	Number of eligible recipients who are farm workers	
k.	Number of eligible recipients who are farm suppliers/contractors	
l.	Number of household payments made	
m.	Number of household vouchers provided	
n.	Number of individual eligible recipients who are receiving other drought relief assistance	
o.	Number of eligible recipients who have been referred from other services to you for assistance	
p.	Number of eligible recipients that you referred to other services	

4. Project benefits

a. What benefits has the project achieved?

b. What ongoing impact will the project have?

c. Did the project result in any unexpected benefits? yes no

If yes, explain why.

d. Is there any other information you wish to provide about your project? yes no

If yes, provide details.

5. Total eligible project expenditure

e. Complete the following table, showing the total actual eligible expenditure incurred on the project. All expenditure should be GST inclusive, less GST credits you can claim. We may ask you to provide evidence of costs incurred.

Refer to the Drought Community Support Initiative grant opportunity guidelines or contact us if you have any questions about eligible expenditure.

Eligible expenditure items	Total
Payments for eligible households	\$
Vouchers for eligible households	\$
Administrative expenses including the cost of auditing and accounting	\$
Other eligible expenditure (please specify)	\$
Total project eligible expenditure	\$

f. Was the expenditure incurred in accordance with the grant agreement? yes no

If no, explain the reason for a project underspend or overspend, or any other significant changes to the budget.

6. Certification

Ibeing a person duly authorised by the grantee hereby certify that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the grant was spent in accordance with the grant agreement.
- I am aware of the grantee’s obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

SignedDate

[Position/ title]