

Drought Communities Programme – Drought Community Support Initiative - progress 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 progress

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. Describe the eligible activities you completed during this reporting period, including your achievement of/progress against milestones and any outcomes achieved. If applicable, comment on why your progress is delayed.

c. Attach any agreed evidence required with this report to demonstrate your progress to date. 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.

d. Is the overall project proceeding in line with your project plan and grant agreement? yes no

If no, identify any changes or anticipated issues. Comment on any impacts on project timing and outcomes and how you expect to manage these.

2. Program specific questions

2.1 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 this reporting 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 this reporting period.

	Question	Number
a.	Number of households assisted in this reporting period	
b.	Number of individual female eligible recipients	
c.	Number of individual male eligible recipients	
d.	Number of individual eligible recipients who are farmers	
e.	Number of eligible recipients who are farm workers	

	Question	Number
f.	Number of eligible recipients who are farm suppliers/contractors	
g.	Number of household payments made	
h.	Number of household vouchers provided	
i.	Number of individual eligible recipients who are receiving other drought relief assistance	
j.	Number of eligible recipients who have been referred from other services to you for assistance	
k.	Number of eligible recipients that you referred to other services	

3. Eligible expenditure summary

a. Complete the following table to show:

- i. total eligible expenditure incurred on the project prior to this reporting period
- ii. eligible expenditure incurred in this reporting period
- iii. estimated eligible expenditure for the remainder of 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 project expenditure	Total
i. Eligible expenditure incurred prior to this reporting period	\$
ii. Eligible expenditure incurred in this reporting period	\$
iii. Estimated eligible expenditure for next reporting period	\$
iv. Total estimated eligible expenditure for project	\$

- b. Briefly explain the reason for any changes between the forecast and actual expenditure for the current reporting period, and any significant changes to the forecast budget for the remainder of the project.

- c. Is the project expenditure broadly in line with the grant agreement? yes no

If no, explain the reasons.

4. Bank account details

Have your bank account details changed since your last payment? yes no

If yes, we will provide you with a form to complete your new bank details.

5. 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 activities identified above are for the purposes stated in the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
- 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]