

National Landcare Program – Environment Small Grants final project report

Submit your completed report to your customer service manager.

Project number	[project number]
Grantee name	[grantee name]
Project title	[project title]
Project period	[project start date] to [project end date]

1. Project achievement

- a. Briefly outline the activities completed by the project end date. If applicable, comment on why all activities were not completed by the project end date.

- b. Provide the relevant measurements of your completed activities. Refer to the metrics that you provided in your application form. You must include every metric for the activities you undertook.

Activity	Unit	Unit of measure
e.g. Weed treatment		Total new area treated (ha)

- c. Attach agreed evidence to demonstrate successful completion of your project. List the attached documents below against the relevant activities.

- d. What groups or organisations participated in the project? If applicable, briefly describe how each group or organisation contributed to the project.

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. Project benefits

- a. What ongoing environmental and social benefits has the project achieved?

- b. Were there any key lessons learnt in delivering the project? If applicable, describe any changes made in response to these lessons.

	Question	Number
c.	How many participants (employees and volunteers) were involved in the project?	
d.	How many community participation and engagement events were held?	
e.	How many people attended project events or activities?	
f.	Where applicable, how many community groups participated in delivering the project	

4. Total eligible expenditure incurred for your project

- a. Complete the following tables recording your actual expenditure incurred on your project. All expenditure should be GST inclusive, less GST credits you can claim.

Eligible expenditure items	Total (GST inclusive less any GST credits you can claim)
Labour/ contractors	\$
Materials	\$
Equipment	\$
Consultancy	\$
Venue hire	\$
Administration support related to the project	\$
Total eligible expenditure	\$

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

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

- c. How much cash and in-kind contributions were invested in your project? Include all investment except this grant. This includes any private sector, your own contributions or partner contributions. Complete the following table and add rows as required.

Contributor	Cash or in-kind	Contribution (GST excl)
Grantee		\$
[Name of partner]		\$

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 that 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]