



Grant ID: HG___/___

<i>Heritage Unit use only</i>	
Received:	___/___/___
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grant Officer	_____

ACT HERITAGE GRANTS PROGRAM

Final Report as at _____
date

Grant Recipient _____

Project Name _____

Contact Name _____ Phone No () _____

All information in this final report is public information, except for all financial information which will remain confidential. If any other information is commercial-in-confidence, please attach as a separate page to this report and mark it accordingly.

In filling out this form please attach any supporting documentation, or additional pages, if more space is required. Please ensure all attachments are clearly marked with the question number that they refer to.

The Project

1. Summarise the original objectives and outcomes of your project (as outlined in your approved application)

Please attach any supporting documentation or additional pages if required.

2. Has your project complied with the timetable set out in your application?

Yes No If no, in what ways did it vary and why?

3. Did your project meet all of the original objectives? Yes No

a) Please provide details on which of your original objectives were met and how

b) Please provide details of those objectives, which were not met, if any. Why were they not met? Are you planning to incorporate them at a later stage if the project is ongoing? Please state briefly how you would do it.

4. Describe any other difficulties encountered in implementing your project

Please attach any supporting documentation or additional pages if required.

5. Outline any modifications or variations to your project that you have undertaken to deal with difficulties, delays or to improve the project's outcomes

6. What were the 3 most important things your project has achieved?

(a) _____

(b) _____

(c) _____

Staffing

If you have already provided this information, please tick the relevant boxes and indicate.

7. Has any staff been newly appointed or changed? Yes No

If yes, attach details of the employment process including: any ads placed, number of interviews held, details of selected officer, duty statement, reason for selection, contact details and their CV.

Please attach any supporting documentation or additional pages if required.

8. Has any tendering commenced or a consultant been newly appointed? Yes No
If yes, attach details of the tendering process including: any ads placed or consultants approached, any tender documentation or a consultants brief, a summary of tenders provided, a full copy of the selected tender, and how this tender was selected.

9. List all the people/organisations directly involved in your project and indicate how they were involved

10. What future plans, activities or impacts will occur as a result of your project?

Dissemination

11. Have you distributed any promotional or project materials? Yes No
If yes, please include a list of activities and/or materials and a list of recipients.

12. Have you arranged any other networking or promotional activities? Yes No
If yes, please include a list of these activities and a list of those involved

Please attach any supporting documentation or additional pages if required.

13. Please attach copies of:

- any relevant visual documentation relating to your project ie maps, plans, photographs, diagrams etc
- any written documentation
- information on any electronic (including web based) material
- audio and visual promotional material
- any media coverage of the project which you initiated or have become aware
- a list of stakeholders which these promotional relating to your project materials were distributed to and approximate date/s distributed
- any additional material which is a result of your project

Please attach any supporting documentation or additional pages if required.

Financial Report

14. Please complete the following summary table of income and expenditure:

INCOME (non GST)		EXPENDITURE		
			<i>Grant funding</i>	<i>Other Income</i>
HERITAGE GRANT FUNDING	\$ _____	Salaries and wages	\$ _____	\$ _____
OTHER INCOME			\$ _____	\$ _____
Applicant's own Contribution	\$ _____	Public Liability		\$ _____
		Insurance		\$ _____
Project Income		Superannuation	\$ _____	\$ _____
Revenue	\$ _____	Other: please specify	\$ _____	\$ _____
Donations and/or Fund raising	\$ _____	Sub-contractor/consultant costs		
Assets Sales	\$ _____	_____	\$ _____	\$ _____
Other	\$ _____	_____	\$ _____	\$ _____
Sub-total	\$ _____	Sub-total	\$ _____	\$ _____
Financial support		Administrative Costs		
From: _____	\$ _____	Advertising/Promotions	\$ _____	\$ _____
_____	\$ _____	Hire of Equipment	\$ _____	\$ _____
_____	\$ _____	Photography/Video	\$ _____	\$ _____
_____	\$ _____	Postage/Freight	\$ _____	\$ _____
Sub-total	\$ _____	Production costs/printing	\$ _____	\$ _____
In kind support		Administrative/stationery	\$ _____	\$ _____
From: _____	\$ _____	Photocopying	\$ _____	\$ _____
_____	\$ _____	Telephone/web access	\$ _____	\$ _____
_____	\$ _____	Travel/Accommodation	\$ _____	\$ _____
_____	\$ _____	Typing/Transcribing	\$ _____	\$ _____
Sub-total	\$ _____	Other	\$ _____	\$ _____
		Sub-total	\$ _____	\$ _____
			\$ _____	\$ _____
TOTAL INCOME	\$ _____	TOTAL EXPENDITURE	\$ _____	

Note: The final payment should be included above and payment will be provided if the funds are either committed to be spent or already spent. Otherwise payment will only be made up to the balance.

Please attach any supporting documentation or additional pages if required.

15. **You must attach:**

- an **itemised list of all income received** (including any in-kind) for the project highlighting any sources of income that were not included in the original budget
- an **itemised list of all project expenditure** highlighting any items of expenditure that were not included in the original budget
- certified copies of receipts (or equivalent) for all purchases of \$500 and over**

Certified as Correct: _____ **Date:** ____/____/____

16. Did your project spend the full grant or was it under budget?

- spent the full grant under budget by \$_____

If under budget, please explain why and attach a cheque for all uncommitted funds.

17. Were your grant funds used to purchase capital equipment or infrastructure?

- Yes No

If yes, please include a detailed information justifying the continued use of the equipment, or the plan for the disposal or transfer of each capital item.

18. Is your project complete now?

19. yes no If no, please explain what still needs to occur and why

Please attach any supporting documentation or additional pages if required.

Certification

I/We certify that the above information is correct and accurate, that the conditions of the grant as detailed in my application, the Grant Priorities, and Deed of Grant have been met and wish to claim the final instalment of funds approved for the project

Chairperson, CEO, appropriate clearing officer
or individual

Name _____

Position _____

Signature _____

Date ____/____/____

Certifying Officer

If over \$10,000 the financial report must be certified by a

qualified public accountant or

chartered accountant

Please attach evidence of Accountant's qualification or certification.

If \$ 10,000 or under a statutory declaration must be attached as to the accuracy of the financial statement.

statutory declaration attached

Name _____

Signature _____

Date ____/____/____

Please attach any supporting documentation or additional pages if required.