

*Grants Administrator use only***Received:**     \_\_\_/\_\_\_/\_\_\_**Accepted**      Yes    No**Grant Officer**   \_\_\_\_\_

## 2008-09 ACT ENVIRONMENT GRANTS PROJECT EVALUATION AND FINANCIAL REPORT

**Project Title** \_\_\_\_\_**Grant Recipient** \_\_\_\_\_**Project Officer** \_\_\_\_\_ **Phone No.** (     ) \_\_\_\_\_**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_**Email Address** \_\_\_\_\_

Project reporting against the Approved Plan, outcomes and Approved Budget is a requirement of Item 3 Schedule 1 of the Deed of Grant.

All information in this report is public information, except for all personal and 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 they refer to.



**Project Evaluation**

4. Outline the main achievements in relation to the objectives for the project.

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5. Did the project achieve the desired outcomes?  Yes  No

6. Were there any difficulties or impediments encountered and, if so, how did they influence the outcomes?

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7. Outline any action taken to remedy difficulties or impediments encountered and/or improve the project outcomes.

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8. What have you or your organisation learnt from this project?

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9. Do you or your organisation have any plans to continue, monitor or further develop this project beyond the funded period?

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**Products of the Funded Activity**

10. Has the project produced any documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising?

Yes       No      If yes, please provide a list of material and include the items with this report, attached if possible.

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11. Has any statistics been collected in the course of the project?    Yes       No  
If yes, please attach material to this report.

**Financial Report**

12. In accordance with Item 3 of Schedule 1 you are required to complete a financial statement and certify Grant expenditure. Please complete the financial statement of all actual expenditure for the Funding Activity, including government, non-government and private, as well as any in-kind contributions. Documentary evidence substantiating this financial statement must be attached to the report.

<b>EXPENDITURE ITEMS</b>	<b>ACT Environment Grant</b> (GST exclusive) \$	<b>Recipient's Contribution</b> \$	<b>Other Contribution</b> \$	<b>GST</b> (indicate GST component of each item) \$
<b>TOTAL</b>	\$	\$	\$	\$

*Please attach documentary evidence substantiating this financial statement.*

13. Indicate the total Grant received for this project. \$ \_\_\_\_\_

14. Indicate the amount of unexpended Grant (if any). \$ \_\_\_\_\_

If the Grant was not expended in accordance with the Deed please provide an explanation.

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**Certification of Financial Statement and Acquittal**

15. Certification by the signatory to the Deed of Grant for the Funded Activity.

I \_\_\_\_\_ (name) of \_\_\_\_\_ (organisation)

certify that all information in this report is complete and correct in accordance with the Deed of Grant for this project.

I am aware that:

1. Action may be taken to recover any Grant payment made where the funds received are not used entirely for the purpose(s) for which it was approved.
2. Any unspent funds from the Grant payment must be returned to the ACT Environment Grants unless alternate arrangements have been made with the Grant Administrator.

Signed \_\_\_\_\_

Position in organisation \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_\_\_

Please mail this completed Project Evaluation and Financial Report to the address below, ensuring that all attachments are included.

Program Administrator  
ACT Environment Grants  
Natural Resources Management Programs  
Environment and Recreation Network  
Territory and Municipal Services  
GPO Box 158  
CANBERRA ACT 2601