



Tasmanian Community Fund

Final Project Report for grants of \$10 000 or less

Under the Grant Deed, your organisation must provide a final report to the TCF within 3 months of the project's completion. Your organisation's record in meeting this obligation will be taken into account when assessing any future grant applications.

Your organisation must sign both the Project Report and the Financial Report.

Organisation

Project Title

Grant Round &
Ref No.

Amount of Grant

Contact Name

Phone:

Contact Address

Post Code

Email

Date

Please return this form to:
The Chairman
Tasmanian Community Fund Board
GPO Box 1350
HOBART TAS 7001

Project Report

Please report on the achievements of your project against your planned objectives and milestones. If applicable, provide statistical information on attendance/participants/employees.

We encourage photographs, newsletters, media reports etc to be included with your report.

If you need more space, please attach separate sheets of paper.

Who was your target community?

How did the project benefit the target community?

How was community support for the project demonstrated?

List any important achievements in addition to your planned objectives:

What, if any, difficulties did your organisation encounter in completing the project, and how were these overcome?

Detail any changes made to the project and indicate whether prior written approval had been given by the TCF (as required under the grant deed).

How have you acknowledged funding by the Tasmanian Community Fund (as required under the grant deed)?

How will the project be sustained?

Name _____

Signature _____

Date _____/_____/_____

Financial Statement

The Board acknowledges that there are sometimes changes in the cost of project materials or services provided to complete the project. However, the grant must be used for the purposes outlined in the grant deed and specifically on the items detailed in the Project Budget on the First Schedule. **A copy of receipts must be attached.**

**DO THE COSTS BELOW HAVE GST INCLUDED?
(PLEASE TICK BOX)**

Yes No

Items (List the items in the Project Budget on the First Schedule of the grant deed that were funded by the TCF)	Quantity	Unit Cost – Budgeted \$	Unit Cost – Actual \$
TOTAL BUDGET		\$	\$
GRANT FUNDS NOT EXPENDED (TO BE RETURNED TO THE TCF OFFICE VIA CHEQUE, UNLESS OTHERWISE AGREED IN WRITING)			\$

Important Information:

Funds not expended on the items outlined in the project budget must be returned to the TCF Board, unless otherwise agreed in writing by the Board.

I declare that:

- all funding received was expended for the purposes of the Project and in accordance with the Grant Deed, including any changes to the Project or budget approved in writing by the TCF Board;
- the information provided in this financial statement is a true record for the period indicated; and
- all terms and conditions of the Grant Deed have been complied with.

Name _____

Position in Organisation _____

Signature _____

Date _____ / _____ / _____

Records

Under the Grant Deed, the Recipient must maintain proper books and records in respect of the use and expenditure of the Grant. In particular, the Recipient must retain all invoices, payroll records and bank statements for audit purposes and must retain those records for at least three years from completion of the Project.