



Tasmanian Community Fund

Progress Report

Under the Grant Deed, the recipient must sign both the Project Report and the Financial Report.

Organisation

Project Title

Grant Round & Ref No.

Amount of Grant

Contact Name

Contact Address

Post Code

Contact Phone Number
(Day-time)

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 a separate sheet.

What were your project's objectives?

Who was your target community?

What progress has your organisation made in meeting the objectives?

List any important achievements in addition to your planned objectives:

How has community support for the project been demonstrated?

What, if any, difficulties has your organisation encountered in undertaking the project, and how have these been overcome?

Is your project on track to be completed by the agreed completion date in the grant deed? If not, you must seek the TCF's written approval to change the completion date.

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

Name _____

Signature _____

Date ___/___/___

Financial Statement

Please provide the Board with a list of expenditure on the project to date.

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.

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

Yes No

Item or Service	Cost \$	Unit Cost To Date \$
TOTAL TCF CONTRIBUTION:		
TOTAL PROJECT COST:		

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

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.