

Tasmanian Community Fund

Final Project Report for grants over \$50 000

Under the Grant Deed, your organisation must provide this final report within three 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. Please complete this report for the project. The report and documents relating to expenditure should be sent to the TCF's auditor, Crowe Horwath. A client assistance package will also be sent to you to assist with this audit.

Send To:
Crowe Horwath
Level 1, 142-146 Elizabeth Street (PO Box 392)
Hobart TAS 7000

Organisation

Sponsor (if applicable)

Project Title

Grant Ref No.

Amount of Grant

Contact Name

 Phone:

Contact address

 Post Code:

Email address

Date

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 the objectives of the project?

How were these objectives met?

List any important achievements in addition to your planned objectives:

Who was your target community?

How many people have directly benefited from the project? Please provide details of the beneficiaries.

How many people have indirectly benefited from the project? Please provide details of the beneficiaries.

How did the project benefit the target community?

How was community support for the project demonstrated?

Describe any stories/anecdotes that demonstrate how your project has made a difference to the project's target group.

Describe any difficulties or barriers that your organisation encountered in completing the project, and how these were overcome.

How have you evaluated your project and what are the findings?

Have you learnt anything from this project that could be used in future projects?

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?

Provide

- copies of any newspaper/newsletter articles, project material or other resources that were developed through the project.
- photos to demonstrate project activities and outcomes.

Is there any feedback that you would like to provide to the Tasmanian Community Fund about its systems and processes for managing grants to the Tasmanian community? If yes, please provide details.

Name _____

Signature _____

Date ____/____/____

Grant Recipient Declaration

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.