

Final Report

Living Heritage Grants Program

|  |  |  |  |
| --- | --- | --- | --- |
| Project details |  |  |  |
| Funding Round: |  |  |  |
| Project No. (OPP-xxxxx): |  | VHR No.: | H |
| Project/Place Name: |  |  |  |
| Report Period: | From (DD/MM/YY) | To (DD/MM/YY) |  |

Note: while a Final Report must be completed, this template may be used or your responses given in an alternative written format.

# Reporting Requirements

Throughout the course of your funded project, you will need to report back to the Department regarding the project’s timelines, progress and expenditure. These reports are indicated as milestones in the *Activity Deliverables and Payments Table (Item 3)* in the Victorian Common Funding Agreement that your organisation signed with the Department on commencement of the project.

These reports are:

1. Project Plan
2. Progress Report(s)
3. **Final Report – this template**
4. Outcomes Report

Templates for these reporting stages are available online at: [www.heritage.vic.gov.au/living-heritage-program](http://www.heritage.vic.gov.au/living-heritage-program)

Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Grant recipient information | |  |  |
| Organisation name: |  | | |
| Address: |  | | |
| Phone: |  | Mobile: | |
| Email: |  | | |

|  |
| --- |
| If any contact information or key personnel has changed from your approved Project Plan, please provide details below: |
|  |

Project Completion Summary

In line with the Agreement between You and the Department, please provide information as to how the project timeline and budget is progressing. Please report any changes to anticipated activity completion dates. This table should reflect the project activities as they appeared in the Final Project Plan submitted to the Department.

|  |  |
| --- | --- |
| **When was the Project completed (DD/MM/YY)?** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Timeframe & Budget | | | | |
| Project activities  (list activities in the order that they will be done) | **Anticipated completion date as outlined in the Project Plan**  (DD/MM/YY) | **Actual completion date**  (DD/MM/YY) | **Approximate percentage completed**  (%) | **Anticipated expenditure as outlined in Project Plan**  ($) | **Actual expenditure**  ($)\* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* please attach evidence of expenditure to this report.

|  |  |  |
| --- | --- | --- |
| In line with Funding Agreement between You and the Department: | Yes | No |
| Has the Project been completed within the agreed time frame? |  |  |
| Have the agreed Milestones/Deliverables been met? |  |  |
| Has the intended outcome of the Project been achieved?  (refer to Item 1: ‘What the Funding is For’ in the Funding Agreement) |  |  |
| Has the Project been completed according to the Budget forecast? |  |  |
| Has all the funding approved for the Project been spent? |  |  |
| Has all the funding approved for the Project been used as agreed? |  |  |

|  |  |
| --- | --- |
| If you answered no to any questions above, or if any aspect of your Project has not progressed in line with the Agreement please explain why and how you addressed this (add rows as required) | |
| Project variation: | Action(s): |
|  |  |
|  |  |

Your Final Report must include ‘during’ and ‘after’ photographs of the place or object, including images that clearly compare with the ‘before’ photographs taken depicting the risk to the place (if applicable). Images submitted through the life of the Project will be used to track progress and for promotional opportunities. Images are to be submitted as an attachment(s) and in high resolution colour JPEG or PDF format.

|  |  |  |
| --- | --- | --- |
| Will there be an opening or launch event to celebrate the completion of the works that may be appropriate for Ministerial attendance? | Yes | No |
| If yes, please provide the following details: | | |
| Proposed date and time: | | |
| Type of event: | | |
| Primary contact for liaison for event: | | |
| Phone: | | |
| Email: | | |

Financial Acquittal

For your Project budget outlined in the Agreement between You and the Department, please ensure you:

1. Complete, certify and attach a separate Financial Acquittal, as a statement of Project income and expenditure
2. Confirm and comment on any reportable variance from the budget versus actual financial performance
3. Attach supporting evidence requested as part of the Funding Agreement

In line with the Agreement between You and the Department, please provide the following budget information.

|  |  |
| --- | --- |
| Budget forecast | |
| Project income | |
| Total Budget in Agreement | Grant (this Program): $ |
|  | Your contribution (required for private owners/places of worship): $ |
|  | Other: $ |
| Grant funds received to date: | $ |
| Total applicant contributions (required for private owners/places of worship): | $ |
| Project expenditure | |
| Total anticipated expenditure: | $ |
| Total actual expenditure\*\*: | $ |
| Total expenditure variance: | $ |

\*\* Please attach evidence to this report.

|  |  |
| --- | --- |
| If there is an expenditure variance please explain why and how you addressed this (add rows as required) | |
| Expenditure variance: | Action(s): |
|  |  |
|  |  |
|  |  |

Benefits of the Project

In line with the Agreement between You and the Department, describe how the nominated project benefits have been met by the Activity. Please refer back to your funding application and the Living Heritage Program Guidelines for project benefit descriptions. Attach supporting evidence as required and include any media coverage attracted by the Project.

## Tip

Be specific, for example, how many people were employed during the Project? Has visitation to the heritage place or object increased? Are new users benefitting from the place? What has the Project changed?

|  |
| --- |
| Heritage Conservation benefits: |
| Describe how the Project addressed the need for urgent and necessary works to mitigate the identified risk to the place or object. Have there been other heritage conservation benefits as a result of the project that were not previously anticipated? |
|  |

|  |
| --- |
| Social/Community benefits: |
| Describe how the Project addressed the needs of the community and how the Project objectives have been met. Have there been other benefits to the community as a result of the Project that were not previously anticipated? |
|  |

|  |
| --- |
| Economic benefits: |
| Describe how the Project resulted in economic benefits to the Organisation or wider community. How many people were employed during the course of the project? Have there been other economic benefits identified as a result of the Project that were not previously anticipated? |
|  |

|  |
| --- |
| Environmental benefits: |
| Describe how the Project resulted in environmental benefits to the place, Organisation or wider community. Describe how the benefits initiated by this project will be transitioned to routine operations or sustained after the Project ceases. |
|  |

|  |
| --- |
| Who was involved in the Project? |
| Who were the key stakeholders in the development and delivery of the Project? How did you work with these stakeholders and what was their contribution to the Project? For example, describe the involvement of the primary user group of the building, if not directly involved in the implementation and management of the Project. |
|  |

|  |
| --- |
| What did you learn? |
| Describe any lessons learned from the Project. Include any critical success factors and barriers encountered. Provide details of how completion of the Project has increased the capacity of you/or your organisation to undertake work of this kind or to contribute more effectively to your community. |
|  |

|  |
| --- |
| Other benefits? |
| Describe any other benefits of the Project not covered above. |
|  |

|  |
| --- |
| Media coverage: |
| Has the place or object attracted any media attention over the life of the Project? If yes, please attach to this report. |
|  |

|  |
| --- |
| Feedback: |
| Please outline any feedback you may have for the Living Heritage team on the program or its administration, so that we may improve. |
|  |

Declaration

I hereby certify that to the best of my knowledge, information in this report including attached supporting documentation:

* discloses all relevant information that the Organisation is required to report on in accordance with the Funding Agreement for the Project;
* is true and correct and without false or misleading statements; and
* is provided after conducting all necessary searches, investigations and enquiries.

I acknowledge that the Department may seek from the Organisation additional information to clarify information provided in this report including any attached supporting documentation.

Once completed, please email a scanned copy of this report including any attachments to: [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au)

|  |  |
| --- | --- |
| Report prepared by: | |
| Name: | Phone: |
| Signature: | Date: |

Department of Transport and Planning approval:

|  |  |
| --- | --- |
| Report approved by: | |
| Name: | Phone: |
| Position: | Email: |
| Signature: | Date: |

# Supporting Material Checklist

Please attach supporting documents that form part of this Final Report including (but not limited to):

Evidence/statement of Financial Acquittal and any variation from the Project budget

Any relevant attachments related to the benefits arising from the Project

Any media coverage material gained through the life of the Project

Photos taken ‘during’ the Project works (if relevant)

Photos taken ‘after’ the Project (if relevant)

Any other attachments you think are relevant to the Final Report