

Outcomes Report

Living Heritage Grants Program

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| 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 an Outcomes Report must be completed, this template may be used or your responses given in an alternative written format. The Outcomes Report template is also available to complete via an online form, please email the Living Heritage Team for a link.

# 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
4. **Outcomes Report (Project review, 12 months after completion) – this template**

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

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

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| If any contact information has changed from your application, please provide details below: |
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Benefits of the Project

The purpose of this report is to understand what changes have occurred to the place or object, your Organisation, and the wider community, as a result of the Project, 12 months following its completion. Please take time to include as much detail as possible. When reflecting on the project, please consider the changes that have occurred due to the project, both intended and otherwise.

## Tip

Be specific, for example, has visitation to the heritage place or object increased? Are new users benefitting from the place? What has the Project changed? Has the Project increased employment opportunities associated with the place?

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| Heritage Conservation benefits: |
| The funding addressed the need for urgent and necessary works to mitigate the identified risk to the place or object, have these risks been adequately resolved? If not, why not? |
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| Have any new conservation problems arisen? |
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| How are you implementing ongoing (cyclical) maintenance? |
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| Documentation Project benefits – for funded reports only: |
| \*Please go to ‘Social/Community benefits’ if your project was not a conservation report\*  The funding addressed the need for documentation of the place or object, including identifying risks and prioritising urgent and necessary works to mitigate those risks. Has the funded documentation been used to undertake any of the identified works? If not, why not? |
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| Social/Community benefits: |
| Describe how the Project has continued to address the needs of the community and how the Project objectives have continued to be met over the last 12 months. |
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| Have there been other benefits to the community as a result of the Project that were not previously anticipated? |
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| Economic benefits: |
| Describe how the Project has continued to result in economic benefits to your Organisation or wider community. |
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| Have there been other economic benefits identified as a result of the Project that were not previously anticipated? |
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| Environmental benefits: |
| Describe how the Project has continued to result in environmental benefits to the place, your Organisation or wider community. Describe how the benefits initiated by this project will continue. |
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Other Feedback

## Tip

A picture paints a thousand words – would a graph or picture tell the story of the beneficial outcomes of the project more clearly? Case studies may also help illustrate the story of your project’s outcomes

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| Lessons learned: |
| Describe any lessons learned from the Project. What would you do differently? 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. |
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| Success rate: |
| Did the funding and Project, overall, achieve what you wanted it to? If yes, how? If not, why not? |
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| Use & Accessibility: |
| Is the heritage place or object used or occupied? Is the use of the place known in 5+ years? What are your future plans? If possible, provide visitation numbers and/or the number of community events held at the place. |
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| Has public access and use increased as a result of the funding? |
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| Media coverage: |
| Has the place or object attracted any media attention in the past 12 months since the Project was completed? If yes, please attach to this report. |
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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)

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

Department of Transport and Planning approval:

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