

Progress 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 a Progress 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) – this template**
3. Final Report
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 the approved Project Plan, please provide details below: |
|  |

Project Status 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 did the works commence (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**  ($) | **Actual expenditure**  ($)\* |
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\* please attach evidence of expenditure to this report.

Your Progress Report must include ‘during’ photographs of the place or object, including images that clearly depict works to the areas/elements identified to be ‘at-risk’ (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.

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| --- | --- |
| If any aspect of your Project is not progressing in line with the Funding Agreement please explain why and your proposed action(s) to address this (add rows as required) | |
| Project status issue: | Proposed action(s): |
|  |  |

Project Budget

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 to date (required for private owners/places of worship): | $ |
| Project expenditure | |
| Total anticipated expenditure to date: | $ |
| Total actual expenditure to date: | $ |
| Expenditure variance: | $ |

|  |  |
| --- | --- |
| If there is an expenditure variance please explain why and your proposed action(s) to address this (add rows as required) | |
| Expenditure status issue: | Proposed action(s): |
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| --- | --- | --- |
| In line with Funding Agreement between You and the Department: | Yes | No |
| Are you due a payment on acceptance of the report by the Department? |  |  |
| Have you spent grant payments already received on your Activity? Please provide evidence of expenditure to date\*\* |  |  |

\*\*Progress payments will only be approved with evidence/statement of substantial acquittal of grant payments (and any interest earned) and as directed by the approved Project Plan and/or Funding Agreement.

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:

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

# Supporting Material Checklist

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

Evidence/statement of Project expenditure to date and any variation from the Project budget

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

Any other attachments you think are relevant to the Progress Report