1. **PROJECT DETAILS:**

|  |  |
| --- | --- |
| Program Name: |  |
| Project Name: | insert project/grant name |
| Organisation Name: | insert recipient name *(and auspice if appropriate)* |
| Report Date: | insert date of this report |

1. **CONTACT DETAILS FOR PROJECT MANAGER**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Telephone: |  |
| Email: |  |

1. **EXPENDITURE DETAILS**

|  |  |
| --- | --- |
| Total project expenditure to date | $ |
| Total anticipated project cost\* | $ |
| Total in-kind to date | $ |
| \*If the total project cost differs to the budget shown in our Funding Agreement, please explain the reasons below and attach an updated Project Budget to this report: | |

1. **PROGRESS SUMMARY**

|  |
| --- |
| Please provide a brief overview of the progress of the project to date against the final approved project plan. This may include key activities, outcomes, achievements or community comments |
|  |

1. **PROJECT PLAN STATUS**

|  |  |
| --- | --- |
| Is your project progressing according to the agreed Project Plan? | Yes  No |
| If your project is not progressing according to schedule, please explain below:  **NOTE:** You must notify us of any significant variations to Agreed Actions, Payments or the Budget Forecast outlined in the Activity Schedule of our Funding Agreement. Any changes to our agreement need to be formalised in writing between your organisation and the Latrobe Valley Authority and approved by the CEO or the authorised project delegate within your organisation. | |
| If your project plan has changed, please attach a copy of an updated plan | Attachment 1 |
| Are you anticipating delays in the project at this stage? | No  Yes  If yes, please provide details including a new anticipated timeframe: |

1. **DECLARATION AND CERTIFICATION**

I, <Insert name of authorised person>, hereby certify that:

1. the information contained in this report is a true and accurate reflection of the completed Activity;
2. all Funding received was spent for the purposes of the Activity and in accordance with the Activity Schedule or update, and that We have complied with the Agreement;
3. salaries and allowances paid to persons involved in the Activity were in accordance with any applicable award or agreement in force under any relevant law on industrial or workplace relations;
4. the financial information is presented in accordance with the financial reporting requirements You notified to Us, and is true and accurate to the best of my knowledge;
5. the value attributed to items attributed as ‘in kind’ support for the Activity has been assessed by Us as being a true and fair indication of their monetary value, and that these items were of direct and practical application to the Activity;
6. where an Asset has been created or acquired with the Funds the Terms and Conditions in the Agreement between the Latrobe Valley Authority and this organisation have been complied with in respect to the Asset; and
7. at the time the Report or financial statement is provided, We are able to pay all Our debts as and when they fall due and We have sufficient resources to discharge all Our debts at the end of the current Financial Year.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Position\* | ***CEO or authorised representative to sign*** |
| Date |  |
| Telephone |  |