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. **SUPPORTING DOCUMENTATION**

|  |  |
| --- | --- |
| **PROJECT PLAN** | [ ]  Attached |
| Comments |

|  |  |
| --- | --- |
| **CONFIRMATION OF COMMENCEMENT OF PROJECT** | [ ]  I confirm that the project is ready to proceed |
| Commencement Date/ Anticipated commencement date |
| Comments |

|  |  |
| --- | --- |
| **CONFIRMATION OF FUNDING SOURCES** | [ ]  Attached |
| Comments |

|  |  |
| --- | --- |
| **REQUIRED PERMITS** | [ ]  I confirm that all necessary permits have been obtained |
| Comments |

|  |  |
| --- | --- |
| **CONFIRMATION OF APPOINTMENT OF CONSULTANT****(where relevant)**  | [ ]  I confirm that a consultant has been appointed |
| Comments (e.g. details of consultant) |

|  |  |
| --- | --- |
| **CONFIRMATION OF FINAL CONSTRUCTION PLANS (for construction projects)**  | [ ]  Attached |
| Comments |

|  |  |
| --- | --- |
| **OTHER SUPPORTING DOCUMENTATION OUTLINED IN FUNDING AGREEMENT**  | [ ]  Attached |
| Comments |

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 Activity;
2. all Funding has been committed for the purposes of the Activity and in accordance with the Activity Schedule, and that We have complied with the Agreement;
3. any salaries and allowances paid to persons involved in the Activity will be 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. where an Asset will be created or acquired with the Funds the Terms and Conditions in the Agreement between the Latrobe Valley Authority and this Organisation will be complied with in respect to the Asset; and
6. 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 |  |