

# Project Completion Report Form

## Grants to Local Government Template

**Template Instructions:** This example template has been prepared for grant programs targeting Local Government as the only recipient of funding.

This template is intended to be used in conjunction with the Financial Accountability Handbook and Grants to Local Government - Design, Administration and Evaluation Manual.

This template is intended to provide local government with a consistent user experience, while allowing for some flexibility for State agencies to update sections in consideration of each grant program. Not all information in this template will be required for all programs.

In accordance with Head Funding Agreement, a Project Completion Report must be provided to the [Administering Agency] within [insert due date, e.g. 30 days of the Funding Period End Date].

## Council details

Council details	
Council name	Drop down box
Council address	Free text

## Key contact

Principal contact person within Council			
Title	Free text	Given name	Free text
Surname	Free text	Position	Free text
Phone	Free text	Email	Free text

## Project details

Project details	
Name of Grant Program	Drop down box
Project (title)	Free text
Project reference number	Free text
Project description	Free text - Please identify the key deliverables of this project, e.g. new community centre, sewerage system, etc. – what has been funded/built

Project dates	
Estimated Project Completion Date	Free text
Actual Project Completion date	Free text

## Project funding

Breakdown of project costs (include all funding sources)	Amount at time of Project Funding Agreement (ex GST)	Actual at project completion (ex GST)
<b>Total Project Cost</b> (this is the total estimated cost of the project, which includes both Eligible Project Costs and costs that are not Eligible Project Costs)	\$	\$
Total Third Party Contributions (please specify contributor details and 'actual' amounts in table below)	\$	\$
Ineligible costs (costs that are not Eligible Project Costs under the Program Guidelines)	\$	\$
<b>Total Eligible Project Costs</b>	\$	\$
Council's contribution (Item 8 of Project Funding Schedule)	\$	\$
<b>Project Funding</b> (Item 7 of Project Funding Schedule)	\$	\$

<b>Third Party Contributions (actual at project completion)</b>		
<i>Please indicate sources and value of all funding contributions to the project.</i>		
<i>Do not include in-kind contributions in this section</i>		
Third Party Contributor (entity contributing funding)	Contribution description (e.g. grant, loan, etc.)	Amount (ex GST)
<i>Free text</i>	<i>Free text</i>	\$
<i>Free text</i>	<i>Free text</i>	\$
<i>Free text</i>	<i>Free text</i>	\$
<b>Total other Third Party Contributions</b>		\$

If the final Total Project Cost is over or under the estimated Total Project Cost at time of approval, please provide an explanation for the variance.	<i>Free text</i>
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## Project Outcomes

<b>Project outcomes</b>	
<p>[Agencies to tailor the requested information for each grant program.</p> <p>The information gained from councils in this report should include an evaluation outlining the outcomes and how they contributed to</p>	<i>Free text</i>

<p>the achievement of the aims and objectives of the grant program.</p> <p>This table may be split to prompt a response to each objective.</p> <p>This table may also include information regarding any outstanding defects or issues.]</p>	
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## Risks and issues

List any risks and/or issues that occurred and had significant impacts on the project. For risks that eventuated, were any identified in the detailed project plan? Provide statements of how any risks/issues were managed.

Category	Risk	Mitigation Strategy implemented
Health/safety		
Weather event		
Environment		
Native title/heritage		
Other (not listed above)		

## Photographs of completed works

<p>Provide at least three (3) colour photographs of the completed works or attach copies.</p>	
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## Project signage and acknowledgement of funding contribution

<p>Confirm all construction and permanent signage has been erected at the Project Site?</p>	<input type="checkbox"/> Yes
<p>Provide a photograph of the plaque or other permanent sign acknowledging the contribution of the Queensland</p>	<input type="checkbox"/> Attached

Government, or attach a copy.	
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## Communications

Provide a summary of any project-related media. Include relevant organisation reports/newsletters/media releases/events. Attach copies of any media clips/documents to this report or provide web links.

Add rows to tables if required.

Media/publications/events for reporting period	
Date	Media/publications/events

Upcoming or proposed media/publications/events	
Date	Media/publications/events

## Recommendations/comments (including lessons learnt)

Recommendations or comments as a result of undertaking the project.	Free text
How could the Department or Council planning, management or procedures be improved?	Free text
Describe lessons learnt during the project.	Free text

## Supporting document checklist

Indicate which documents referred to in the above sections are attached to this report

<input type="checkbox"/>	Colour photographs of the completed works
<input type="checkbox"/>	Photograph of plaque or sign acknowledging the contribution of the Queensland Government
<input type="checkbox"/>	Copies of Media clips...
<input type="checkbox"/>	Other

## Authorisation

<input type="checkbox"/>	I certify that: <ul style="list-style-type: none"><li>• the information contained within this report and its attachments is true and correct</li><li>• the approved project has been completed in accordance with the Project Funding Agreement.</li><li>• the Project Funding has been expended in accordance with the Project Funding Agreement.</li></ul>		
Name of Authorised Person		Position	
Signature		Date signed	

Please email/submit this form to the [insert Administration Agency name] [insert details of how report is to be lodged– link address if portal or email address.]