**Tiny Towns Fund - Project Progress Report Template**

The Project Progress Report must be completed where required in ‘Schedule 1 Payment Schedule’ and with reference to ‘Schedule 2 Reporting Requirements’ of the Grant Agreement. The Progress Report provides an update on the progress of the funded Project as set out in your application and Grant Agreement.

For assistance with completing this report, please contact your department representative listed in your Grant Agreement or contact your nearest [Regional Development Victoria](https://www.rdv.vic.gov.au/about-us/contacts-and-assistance) office.

**Section 1 – Project and Applicant Details**

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| **Recipient Organisation Name:** (insert name) | **Project Name:** (insert project name) |
| **Opportunity Number (OPP Number):** (insert number)  *Please refer to your grant Agreement for OPP Number* | **Report Date:** (insert date) |

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| Who is completing this report | |
| **Name** | (insert name) |
| **Title/Position** | (insert title) |
| **Telephone** | (insert phone) |
| **Email** | (insert email) |
| **Has the primary contact changed since your application or funding agreement?** | Yes – please complete this section  No - Proceed to Section 2 (Project Progress Details) |
| **Name** | (insert name) |
| **Title** | (insert title) |
| **Telephone** | (insert phone) |
| **Email** | (insert email) |

**Section 2 – Project Progress**

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| **Project Expenditure  Status** | **Please provide an update on your project expenditure and briefly use the table below to provide a summary.**  ***Note*** *– For organisations not registered for GST, expenditure should be GST inclusive (E.g. includes the GST that you paid as part of supplier invoices). For organisations that are registered for GST, expenditure must be GST exclusive (E.g. does not include the GST that you paid as part of supplier invoices)* | | |
| **Total Project Expenditure to date ($)** (insert Amount) | **Total Anticipated Project Cost ($)** (insert Amount) | |
| **Itemised Summary** Your Itemised Summary must balance to your Expenditure to Date Amount. | | |
| **Project Expenditure Description** | **Expenditure to Date** | **Anticipated Expenditure** |
| 1. (insert Description) | $ (insert Amount) | $ (insert Amount) |
| 1. (insert Description) | $ (insert Amount) | $ (insert Amount) |
| 1. (insert Description) | $ (insert Amount) | $ (insert Amount) |
| 1. (insert Description) | $ (insert Amount) | $ (insert Amount) |
| 1. (insert Description) | $ (insert Amount) | $ (insert Amount) |
| 1. (insert Description) | $ (insert Amount) | $ (insert Amount) |
|  |
|  | **Expenditure via In-kind Contributions**  (ONLY where eligible and part of your approved application)  Please refer to the [guidelines](https://www.rdv.vic.gov.au/grants-and-programs/tiny-towns-fund) for In-kind rates | **In-Kind $ to Date** | **Anticipated $ In-Kind** |
|  | 1. (insert Description) | $ (insert In-kind Amount) | $ (insert In-kind Amount) |
|  | 1. (insert Description) | $ (insert In-kind Amount) | $ (insert In-kind Amount) |
|  | **GRAND TOTAL** | **$ (insert Total)** | **$ (Insert Total)** |
|  | **If the total project cost is different to the budget confirmed as part of your application and grant agreement, please provide an explanation.**  **If you anticipate that you project will be completed for less/more than budgeted, please provide a rationale as to the reason/s why.** | | |
|  | (insert answer) | | |
| **Project Status** | **Please provide an update on what Project activities have been completed as of the date of this report.** | | |
| (insert answer)  *List the Project activities that have been completed/achieved* | | |
| **What Project activities are still required to be completed.** | | |
| (insert answer)  *List the Project activities that are scheduled for completion/achievement, and their dates of completion*  *.* | | |

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|  | **Are you experiencing or do you anticipate any issues that would delay the delivery of the Project?** When responding to this question please consider   * what the issue is * what impact it will have on the project? * what will you do (or have done) to resolve the issue? |
| (insert answer) |
|  | **Please describe any possible publicity or media opportunities associated with the funded project.**   * The type of opportunity (project milestone, project completion, opening celebrations, etc.) * When it this occur? |
| (insert answer) |

**Section 3 – Outcomes**

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|  | **How is the project is tracking to meet the Tiny Towns Fund Outcomes.**  **NOTE -** Please provide commentary **ONLY** on the relevant Outcomes you selected in your application. |
| **Progress Towards Tiny Towns Fund Outcomes** | **Outcome 1**: Small towns have better public places and spaces for increasing social and economic interaction from improved local infrastructure and facilities  (insert answer) |
| **Outcome 2**: Small towns have increased potential to attract more visitation and gain economic benefit.  (insert answer) |
| **Outcome 3:** Community groups in small towns have increased capacity to engage residents and visitors in social and economic activity (insert answer) |
| **Outcome 4:** Residents of small towns have a more positive perception of place and enhanced liveability  (insert answer) |
|  | **Outcome 5:** Small towns have enhanced economic, social, environmental, sport and wellbeing outcomes in regional Victoria  (insert answer) |
| **Outcome 6**: Small towns have increased participation in community life and higher community inclusion for all residents.  (insert answer) |

**Section 4 – Attachments**

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| **Required Attachments** | * Evidence that demonstrates the progress of the Project, including **photographs** or other evidence that shows the progress of the project to date * Any other documentation as required in the ***Project Progress* *Milestone* in Schedule 1** of your **Grant Agreement:**   + Evidence to the department’s satisfaction that the Recipient has secured the Co-Contribution Funding.   + Submission of a Project Plan in accordance with Schedule 2 of the Grant Agreement.   + Evidence that the Recipient has obtained all permissions, permits, consents, licences, plans, certificates and approvals from a relevant statutory or other authority which is required or desirable to be obtained to complete the Project (where required)   + Invoice or Tax Invoice (as defined in your Grant Agreement) |

**Section 5 – Signature and Declaration**

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| **Declaration** | I state that the information in this report, including any attachments, are to the best of my knowledge true and correct. I will notify the Department of Jobs, Skills, Industry and Regions of any changes to this information and any circumstances that may affect this report or the delivery of the funded Project. |
| **Name of authorised representative** | (insert name) |
| **Position / Title** | (insert title) |
| **Signature** | (insert signature) |
| **Date** | (insert date) |