## Reporting template

Safer Communities Fund Round 3 - milestone report <<insert number>>

|  |  |
| --- | --- |
| Project number | <<insert details>> |
| Grantee name | <<insert details>> |
| Project title | <<insert details>> |
| Progress period | <<insert details>> |

* + - 1. Project progress
* Complete the following table, updating for all milestones. Insert rows as required.

| No | Milestone description | Agreed completion date | Actual /anticipated completion date | Milestone progress (% complete) as at reporting period |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* Describe the eligible activities completed on the project, including the achievement of milestones and the outcomes met as detailed in your grant agreement. If applicable, comment on why the milestone has not been completed. Grant funding will be paid as agreed milestones are achieved.

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* Is the project proceeding as per your project plan and budget?

Yes [ ]  No [ ]

If No, identify any changes and comment on any impacts on project timing, outcome. Also comment on any anticipated issues that may impact on project timing, outcome and budget.

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* + - 1. Eligible expenditure incurred for this progress period

| Milestone expenditure items, including any assets (attach evidence) | Cost (GST excl) |
| --- | --- |
|  | **$** |
|  | **$** |
| **Total** | $ |

Is the expenditure incurred for this period in accordance with the project budget in the grant agreement?

Yes [ ]  No [ ]

If No, explain the reason for any underspend or overspend.

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* + - 1. Eligible expenditure forecast for the next progress period

| Milestone expenditure items, including any assets | Expected cost (GST excl) |
| --- | --- |
|  | **$** |
|  | **$** |
| **Total** | $ |

Is the expenditure expected to be incurred for this period in accordance with the project budget in the grant agreement? Yes [ ]  No [ ]

If No, explain the reason for any anticipated underspend or overspend.

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* + - 1. Certification

I ...............................................................being a person duly authorised by the grantee hereby certify that:

1. the information in this report is accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
2. the activities identified above are for the purposes stated in the grant agreement.
3. I am aware of the grantee’s obligations under their grant agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
4. I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Signed Date

[Position/ title]