# FINAL REPORT - VICTORIAN VETERANS CAPITAL WORKS GRANT PROGRAM

This report should be completed and returned to the Veterans Branch for grants from the **Veterans Capital Works Grant Program** for projects that have been completed.

If the project has not yet been completed, please use the PROGRESS REPORT template.

Any subsequent grant applications to the Office for Veterans will not be considered without the completion of a satisfactory Progress and Final Reports. Please contact the Office for Veterans **prior to the due date** if you wish to discuss your grant, extend a milestone or extend the due date. Email: [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au)

This form should be completed electronically.

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| --- | --- |
| Project Name: | Opp No: |

|  |  |  |
| --- | --- | --- |
| Period covered by this report: | From: | To: |

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| --- | --- | --- | --- | --- | --- | --- |
| Section 1 - Contact Information | | | |  | | |
| Name of Organisation: |  | | | | | |
| Postal Address: |  | | | | | |
| Town / Suburb: |  | Postcode: |  | | State: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Authorised person (name of person completing this form) | | | | | | | | | |
| Title: |  | First name: |  | | | Surname: | |  | |
| Position: |  | | | | | | | | |
| Telephone: |  | | | Mobile: |  | | | | |
| Email: |  | | | | | | | | |
| Have any of the Organisation contact details or project details changed since the application was made?  (Double click on box to enable you to tick).Please provide any new details below. | | | | | | | Yes | | No |
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| Section 2 - Project Deliverables |
| **Provide details of the funded project and how funds were used.**  Outline the project delivered including a breakdown of all works undertaken. |
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| **Where did the project take place?**  Provide details of the location (address) of the project. |
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| **Where there any issues associated with the project?** Please provide details of any issues, problems or risks associated with the project if applicable. |
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## Section 3 - Project Outcomes

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| **Describe how the project achieved some or all of the following outcomes:**   * Enable expanded use of the facility by other organisations, including shared usage and improved connections with the community. * Improve the use of facilities for current and potential veterans by addressing safety, accessibility, amenity, layout and other facility issues. * Improve facilities to expand the range of uses within the organisation for veterans and to attract new members and/or users of the facility. * Improve facilities to enable efficiencies in operation and better financial sustainability. |
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| **What other outcomes or benefits did the project achieve?** |
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| **How many veterans directly benefited from the project?** |
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| **Who was involved in the project?**  Who were the key people/organisations involved in the delivery of the project including partnerships or significant contributions from other organisations? |
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## Section 4 - Acknowledgement and Publicity

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| **How was the project promoted and acknowledged?** | Describe how the project was promoted and how (if any) the support of the “***Victorian Government”*** was acknowledged. If possible, attach copies of any press clippings, photos, social media, advertising undertaken etc to the Final Report. |
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**Section 5 - Budget Report (provide separate sheet if required)**

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| Were the grant funds spent as you anticipated (as per the funding Agreement)? | | | Yes | | | No | |
| If no, please indicate any variations: | | |  | | | | |
| Please note: You are required to keep all receipts relating to this activity and these receipts must be provided to the Department on request. It is a requirement to submit copies of invoices for any items of expenditure over $10,000. Please use the “Required Documents” section on the next page to attach any invoices. | | | | | | | |
| Budget details Please provide details of the TOTAL Income and Expenditure for the full project cost (not just the grant amount). All amounts should exclude GST. | | | | | | | |
| **Project Income** | | **$** | |  | **Project Expenditure** | | **$** |
| Funds from the Department (this grant) | | $*0* | |  | *<Specify Item 1 here>* | | $*0.00* |
| Funds from Your organisation | | $*0.00* | |  | *<Specify Item 2 here>* | | $*0.00* |
| Funds from other Contributors or partners | |  | |  | *<Specify Item 3 here>* | | $*0.00* |
| - Grants (Commonwealth) | | $*0.00* | |  | *<Specify Item 4 here>* | | $*0.00* |
| - Grants (State) | | $*0.00* | |  | *<Specify Item 5 here>* | | $*0.00* |
| - Grants (Local Government) | | $*0.00* | |  | *<Specify Item 6 here>* | | $*0.00* |
| - Grants (Other) | | $*0.00* | |  | *<Specify Item 7 here>* | | $*0.00* |
| - Contributions | | $*0.00* | |  | *<Specify Item 8 here>* | | $*0.00* |
| -Other | *<Specify here>* | $*0.00* | |  | *<Specify Item 9 here>* | | $*0.00* |
| **Income Total** | | **$*0.00*** | |  | **Expenditure Total** | | **$*0.00*** |
| **Project costs met through in-kind contributions and approximate value** | | | | | | | **$*0.00*** |
| **Details of in-kind contributions** (for example, services, support provided, estimated hours, number of people involved etc)**:** | | | | | | |  |
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| Section 7 - Attachments  |  | | --- | | **Please provide the following (where appropriate)** | | Copies of budget details and invoices for significant project expenditure (over $10,000).  A photograph or copies of any media reports relating to the project.  Photographs of any works undertaken with the grant funds.  Other information related to the funded project.  Evidence or details of any acknowledgement of the funding from the **Victorian Government.** |  Section 8 - Declaration | | | | |
| Please type the organisation name: | | | | |
| I am authorised to make this declaration on behalf of ***(insert organisation name)***, and in doing so state the information in this Final Report and attachments is to the best of my knowledge true and correct. If requested, unspent or misspent funding has/will be returned to the Department of Families, Fairness and Housing (DFFH). I understand that DFFH is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, DFFH will consult with the recipient before any decision is made to release the report or supporting documentation.  I acknowledge that the Department may seek from the Organisation additional information for the purpose of clarifying information provided in this report and attached supporting documentation, and for longer term evaluation purposes. | | | | |
| Double click on this box to confirm you accept the Declaration |  | Date: | / / | |
| Name |  | Position: |  | |
| Does the Department of Families, Fairness and Housing and the Victorian Government have permission to use attached photos for future communications materials, including publications, websites and social media (including parent or guardian consent for those under 18 years old)? | | Yes | | No |

**Send this *Final Report* and related supporting documents to:**

**Email:** [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au)