# PROGRESS REPORT - VICTORIAN VETERAN CAPITAL WORKS GRANTS

This PROGRESS REPORT refers to organisations with a grant from the **Victorian Government’s Veterans Capital Works Grant Program** for a project which is yet to be completed.

If the project has been completed, please use the FINAL 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

This form should be completed electronically. To obtain a copy of the report see: “Capital Works Progress Report Template” at [www.vic.gov.au/veterans-capital-works-grant-program](http://www.vic.gov.au/veterans-capital-works-grant-program)

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

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

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

|  |
| --- |
| 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 [ ]  |
|       |

|  |
| --- |
| Section 2 – Details of Project  |
| **Has the project started?** | Yes [ ]   | No [ ]  |
| If No, please outline the reason for the delay? |
|       |
| Describe the progress of the project to date. Include work undertaken, work still to be completed and timelines.  |
|       |
| What is the expected completion date for the project? |  / /  |
| Is the expected completion date the same as in the Funding Agreement?  | Yes [ ]  | No [ ]  |
| **Please note**: Any variations to the milestones and expected completion date contained in the Funding Agreement must be requested in writing. Please email request to: Veteransgrants@dffh.vic.gov.au with details at least two weeks prior to the milestone date. |
| If expected completion date is different to Funding Agreement, what is the expected completion date: / /  |
| Please provide any additional information as required in your Funding Agreement (refer Milestones): |
|       |
| **Are there any issues or problems which may impact or delay the project?** |
|       |

## Section 3 – Budget Report

|  |
| --- |
| Please provide details of the Income and Expenditure for the project to date. Do not include GST. |
| Project Income |  **$**  |  | Project Expenditure to date | **$** |
| Funds from the Department (this grant) | $*0.00* |  | *<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*** |
| Please provide details of in-kind contributions(services, support, etc provided, estimated hours, number of people involved etc)**:**  |
|       |
| Section 4 - Attachments

|  |
| --- |
| Please provide the following (where appropriate) |
| [ ]  Copies of budget details and invoices for significant project expenditure (over $10,000).[ ]  Copies of any media reports relating to the project.[ ]  Photographs of any works undertaken to date 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 5 - Declaration |
| 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 *Progress Report* and related supporting documents to:

Email: veteransgrants@dffh.vic.gov.au