# Final Report: Restoring Community War Memorials and Avenues of Honour

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| Name of Project: | Ref No: |

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| Period covered by this report | From: | | To: | | |
| Section 1 – Contact Information | | | |  | |
| Organisation: | | | | | |
| Address: | | | | | |
| Town / Suburb: | | Postcode: | | | State: |

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised person | | | |
| Title: | First name | | Surname: |
| Position: | | | |
| Telephone: | | | Mobile: |
| Email: | | | |
| Section 2 – Project Outcomes | | | | |
| **What did you do?** | | Describe the work undertaken and how it was in accordance with the agreement with DFFH including any heritage advice provided. | | |
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| Was there any variation or change in the work undertaken? Yes  No (double click the appropriate box) | | | | |
| If Yes please describe what was done which was different to the agreement with DFFH and provide a reason. For example was the contractor/conservator used to undertake the project different to the one agreed with DFFH? | | | | |
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| **What did the project achieve?** | | Describe how the project improved local knowledge and understanding of the service and sacrifice of Veterans and/or did the project improve the experience of people attending commemorative services (if applicable)? | | |
|  | | | | |
| **Who was involved in the project?** | | Who were the key people involved in the delivery of this project? Provide details of community partnerships, contractor/conservator, arborist or other stakeholders. | | |
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| Section 3 – Acknowledgement and Publicity | | | | |
| **How was the project promoted and acknowledged?** | | Describe how the project was promoted either written or verbally and how the support of the Victorian Government’s *“Restoring Community* *War Memorials and Avenues of Honour Grant Program”* was acknowledged. | | |
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| Section 4 – Financial Report (Provide separate sheet if required) **Do not include GST** | | | | | | | |
| You must attach Invoices showing the total expenditure for the Restoring Community War Memorials and Avenues of Honour Grant. | | | | | | | |
| **Project Income** | **$** | |  | **Project Expenditure** | | | **$** |
| Funds from the RCWM and Avenues of Honour Grant (grant amount) | $*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 (Local Government) | $*0.00* | |  | *<Specify Item 5 here>* | | | $*0.00* |
| - Grants (Other) | $*0.00* | |  | *<Specify Item 6 here>* | | | $*0.00* |
| - Other income *<Specify here>* | $*0.00* | |  | *<Specify Item 7 here>* | | | $*0.00* |
|  | | |  | *<Specify Item 9 here>* | | | $*0.00* |
| **Income Total** | **$*0.00*** | |  | **Expenditure Total** | | | **$*0.00*** |
| **Please provide an approximate cost of volunteer or in-kind contributions to the project (if any).** | | | | | | | **$*0.00*** |
| **Section 5 – Required documents**  **Documents relevant to your project must be provided before DFFH can acquit the grant.**   |  | | --- | | Double click on the boxes  A photograph/s of the completed project. These must clearly show the restoration undertaken and should be provided electronically where possible  Copies of media releases, newspaper articles, publications featuring the project  Copies of invoices from the professional contractor/conservator/arborist who worked on the project and any other significant project expenditure.  A copy of any Heritage Permit if this was applicable to your project  Evidence or details of any acknowledgement of the Victorian government’s support through the Restoring Community War Memorials and Avenue of Honour Grants Program |   Section 6 – Declaration | | | | | | | |
| Please type the organisation name where indicated below | | | | | | | |
| I am authorised to make this declaration on behalf of ***(insert organisation name)***, and in doing so state the information in this Activity final report and attachments is to the best of my knowledge true and correct. If requested, unspent or misspent funding has/will been returned to the Department. 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. | | | | | | | |
| Tick this box to confirm you agree and accept the Declaration | |  | | | Date: | / / | |
| Name: | |  | | | Position: |  | |

Send this *Final Report* and related supporting documents to: Veterans Grants veteransgrants@dffh.vic.gov.au

It is the Veterans Branch preference that reports including photos and other supporting documents are sent electronically where possible.

Veterans Branch  
Department of Families, Fairness and Housing

[www.dffh.vic.gov.au](http://www.dffh.vic.gov.au/)