Progress and Final Reporting Template

Use this template to complete your progress and final reports for grants. If necessary, please provide additional information (if required) as an attachment to this report.

Note: *You should still refer to your reporting guidelines which are included in Schedule B of your Grant Agreement prior to completing your report.*

You are required to submit **1 hard copy plus an e-copy** of your report (including attachments). For a final report please include any remaining **tax invoices in relation to the grant.** Late submission of invoices could delay payment.

Grant Number		**Total Grant Amount**	**$**
Project Title			
Grantee Name			
Person Submitting Report			

REPORT TYPE				
Progress Report	**Date From**		**Date To**	
Final Report	**Project Commenced**		**Concluded**	

Post your report to: **Uniting Foundation Manager**
PO Box 2145
Adelaide 5001

Email to: grants@sa.uca.org.au

1. SUMMARY

Provide a summary of progress to date, approximately 100-200 words (cover the life of the project if this is your final report). This may be used for promotional purposes.

2. BACKGROUND TO AND OBJECTIVES OF THE PROJECT

Complete the table below which shows your original objectives and your progress in achieving them.

Objectives as per the application	Progress towards achieving objectives

3. PROJECT OUTCOMES

Describe any outcomes that have been achieved during this reporting period (with evidence) or alternatively how you are progressing towards achieving those outcomes identified in your Application and your Monitoring and Evaluation Plan.

4. REFLECTION ON THE MONITORING AND EVALUATION PLAN

Provide a brief summary on the implementation of your Monitoring and Evaluation Plan. You should include:

- how monitoring has been established
- how data has been obtained
- reflect on what the data is showing
- stakeholder involvement.

5. PROJECT EVALUATION

This section gives you an opportunity to evaluate the project as a whole rather than against individual objectives/activities (cover the life of the project if this is your final report).

5.1 Progress

How the project is progressing / has progressed overall.

5.2 Issues/Challenges

Any problems you have encountered and how you have dealt with, or intend to deal with them. Please include any issues that the Trust, as the funding body, should know about. Include any significant variations from planned approach as outlined in your application. You should refer to the risk management section of your Monitoring and Evaluation Plan (where applicable) and/or any other issues that have arisen.

5.3 Opportunities

Lessons learned, other opportunities and how benefits from the project could be spread more widely.

6. ISSUES RAISED FROM PREVIOUS PROGRESS REPORT(S)

Did you receive specific points to address in this report from the technical review of your previous progress report? If so, please complete the table below.

Points to address	Response/action

7. OTHER

Is there anything else you would like to raise in this report?

Checklist	Attached?
Will you be seeking a variation and/or an extension to this project? (Progress reports only) Select **If yes, please attach Variation request plus any additional information**	☐
Communication Ensure you provide copies of media coverage, publications and materials produced as an attachment.	☐
Other attachments Provide any other attachments that are relevant to your project.	☐

Report received by