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**Project Name**

|  |  |
| --- | --- |
| Project Name: |       |
| SPD Project Code: | <Insert the project code provided when the project was approved> |
| Entity: | <entity responsible for delivery of the project> |
| Project Manager: | <include the name of the person responsible for the delivery of the project> |
| Date Project Commenced |       |
| Union Approver: | <Union to complete> |
| Reporting Period: |       |
| SPD Arena Leader: | <Insert the Arena leader who has been consulted on this implementation of the project> |
| Report submitted by | <include the name of the person responsible for the writing this report> |

**Executive Summary**

*Insert the Executive summary from your project application.*

# Current Project status

*For each milestone on the project, please note the current status as either Completed, On Track, Off Track, or Waiting and any other notes that may be relevant to understanding the progress of your project. For milestones that have a status of waiting please indicate your expected start date.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones - the key steps to deliver the project.** *Use a single word or a short sentence to describe each step of the project. 1 milestone for each row.* *Add rows as necessary* | **Description/Notes***Enter any notes that may be necessary to explain your progress on achieving this milestone.*  | **Progress***Choose from Completed, On Track, Off Track, or Waiting.* | **Expected Start Date***Enter the start date for each step.**Eg. Beginning May 2020.*  | **Due Date***Enter the due date for each step.**Eg. End of July 2020.*  |
|       |       |  |       |       |
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# Learning so far

*Please list anything that you have learnt so far during the implementation of the project.*

# Pivot, Pull, Persevere ( a self-evaluation of your project)

*If the money being spent was your personal money, please indicate if you would Pivot, Pull or Persevere with the project and why?* ***Pivot =*** *Change direction because it’s not working,* ***Pull =*** *Stop spending money on the project and cancel it.* ***Persevere =*** *Keep spending money on the project its working – even if slowly. This question is in opportunity to reflect back over what your project has achieved in the last 12 months and think about if the project has delivered real value. Your reflection might mean the project needs to change. If a change is needed please outline what the change needs to be and how this will affect the future timelines and milestones.*

# Project Outputs

*Please list the specific outputs that your project has produced in the 12 months. This could be programs that have been run, bible studies given, cooking classes run, baptisms etc?*

# Project Impact (Outcomes)

*Please provide at least 1 story of the specific impact your project is having in the community or in the lives of those it impacts. Note that the impact must be on the change in the life of a person who has received a benefit from attending an activity that was part of your project.*

# Project Risks

*Please indicate any risks to your project and how you have avoided or plan to avoid these risks negatively impacting on your project?*

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| --- | --- | --- |
| **Risk***Please identify the top 3 risks to your project*  | **Solution***Please state what you have done to avoid the risk identified becoming a problem that has a negative impact on your project.*  | **Who is responsible?** |
|       |       |       |
|       |       |       |
|       |       |       |

# Project Budget/Acquittal

*Please indicate how your project is tracking compared with your proposed project budget? Please include a full transaction listing for the current project transactions from your ledger as a separate pdf with this report.*

# Use of Funds Declaration.

The following declaration is made by an authorised officer of (Name of Applicant Entity).

I, (authorised officer), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that an amount of

(value of grant) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been expended on the approved project and was

spent in accordance with the terms and conditions of the grant.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_