

# Progress Report Form

## Grants to Local Government Template

**Template Instructions:** This example template has been prepared for grant programs targeting Local Government as the only recipient of funding.

This template is intended to be used in conjunction with the Financial Accountability Handbook and Grants to Local Government - Design, Administration and Evaluation Manual.

This template is intended to provide local government with a consistent user experience, while allowing for some flexibility for State agencies to update sections in consideration of each grant program. Not all information in this template will be required for all programs.

## Council details

[remove for systems that link reporting to councils' details]

Council details	
Council name	Drop down box
Council address	Free text

## Contact

Principal contact person within Council			
Title	Free text	Given name	Free text
Surname	Free text	Position	Free text
Phone	Free text	Email	Free text

## Reporting period

Reporting Period			
Start of period	Date (month/quarter)	End of period	Date (month/quarter)

## Project details

[remove for systems that link reporting to project details]

Project details			
Name of Grant Program	Drop down box		
Project (title)	Free text		
Project reference number	Free text		
Project scope	Free text		
Agreement Start Date:	Date	Agreement End Date:	Date

Funding Period End Date:	<i>Date</i>
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## Project costings

Project costings			
Total Project Cost (\$)	<i>Free text</i>	Project Funding (ex GST) (\$)	<i>Free text</i>
Actual Expenditure to Date (\$)	<i>Free text</i>	Total Project Funding paid to date (\$)	<i>Free text</i>
Estimated Final Total Project Cost (\$)	<i>Free text</i>	Project Funding not yet paid (\$)	<i>Free text</i>

## Project progress

Project progress			
Estimated Project Commencement Date:	<i>Date</i>	Actual Project Commencement Date:	<i>Date</i>
Estimated Project Completion Date:	<i>Date</i>	Per cent of project complete (%)	<i>Free text</i>
Project Performance	<input type="checkbox"/> On track <input type="checkbox"/> Minor Risks <input type="checkbox"/> Major Risks <input type="checkbox"/> Complete		

Provide a list of tasks/activities and scheduled completion dates from the approved project plan. Provide an update of the estimated progress (as a percentage) and any relevant comments. Alternatively, this may be addressed by attaching a project Gantt chart or project tracking sheet.

Project task/activity	Scheduled completion date	Progress - % complete	Status/comment

For each task/activity not completed by the scheduled completion date, or not likely to be completed by a future scheduled completion date, describe any changes to the project schedule required.

Project task/activity	Revised completion date	Describe whether this change is likely to affect the overall project timeframe, scope or budget?	Has a variation request been (or will be) submitted? (include date submitted)
			Date: <input type="checkbox"/> Yes <input type="checkbox"/> No

List any other issues that have occurred during the reporting period that have impacted on project delivery.		
Category	Issue	Describe how the issue is being managed/Action taken (include date)
Health/safety		
Weather event		
Environment		
Native title/heritage		
Other		

Updated Risk Management Register	
Submit an updated Risk Management Register, using the template in Appendix A, to provide details of any potential risks that may impact on the commencement and/or completion of this project and identify mitigation strategies.	<input type="checkbox"/> Yes – Risks and mitigation strategies identified

## Number of jobs supported

Please provide details of the jobs during construction and following completion of project	
Construction (Net)	
Council jobs	<i>Free text</i>
Contractor jobs	<i>Free text</i>
Operational (Net)	
Council jobs	<i>Free text</i>
Contractor jobs	<i>Free text</i>

## Cashflow forecasts

[if involving staged payments]

Please review previously advised claim dates and revised payments:		
Forecast #	Future Claim Date	Claim Amount
<i>Forecast 1</i>	<i>Date</i>	\$
<i>Forecast 2</i>	<i>Date</i>	\$
<i>Forecast 3</i>	<i>Date</i>	\$
<b>Forecast Total</b>		<b>\$</b>

Payment Claim			
Is a payment claim to be made with this report?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is payment claim form attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Project signage and acknowledgement of funding contribution

Has all construction and permanent signage been erected at the Project Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If signage has not been erected is an exemption being sought?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Has an exemption been granted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide status and comments:	<i>Free text</i>	Photographic evidence of plaque or other signage acknowledging the contribution of the Queensland Government	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Communications

Provide a summary of any project-related media and communications both during the reporting period and upcoming/proposed. Include relevant organisation reports/newsletters/media releases/events. Attach copies of any media clips/documents to this report or provide web links. Add rows to tables if required.

Media/publications/events for reporting period			
Date	Media/publications/events	Copy sent to Department	Link
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Upcoming or proposed media/publications/events	
Date	Media/publications/events

## Authorisation

On behalf of the Council, I certify that all details in this form (and any supporting documents) are true and complete.

Name of Authorised Person		Position	
Signature		Date signed	

Please email/submit this form to the [insert Administration Agency name] [insert details of how report is to be lodged - link address if portal or email address]

