



Environmental Grants Program

Final Project Report Form

APPLICANTS: Please ensure your Grant Application Number is provided.

Grant Application Number: EnvG /

(Note: The application number is provided on the agreement)

SECTION 1 - APPLICANT DETAILS

1. Name of Applicant or Organisation: *As appearing on your application.*

Postal Address:

Telephone Contact Number (business hours):

Email Address:

2. Accountable Representative:

Eg. A President, Chairperson or Project Manager.

Note: Accountable Representatives are responsible for financial management and project reporting.

Name of Primary Representative:

Telephone Contact Number (business hours):

Email Address:

Position within organisation:

Sponsor Organisation: *If applicable.*

Name of sponsor/auspice organisation:

Telephone Contact Number (business hours):

Importance Notice – Privacy Statement (Information Privacy Act 2009)

Scenic Rim Regional Council is collecting your personal information in order to administer your application for a grant. Your information will not be given to any other person or agency unless required by law. As part of the process, applicants may be named in Council minutes, which are available for public inspection. Successful applicants will not be included in Council publications (including our web site) unless specific permission is given.

SECTION 2 - PROJECT DETAILS

1. **Grant Application Number:**

EnvG /

2. **Project Title** - *As appearing on your application.*

3. **Project Brief:**

Grant funding from Council :

\$

Project start date: (DD/MM/YYYY)

Project completion date: (DD/MM/YYYY)

4. **Project Aim** - *A statement of what the project aimed to achieve.*

5. **Project Description** - *Provide a brief description of your project.*

6. **Expected Outcomes and Benefits** - *A statement of the original proposed outcomes and benefits of the project.*

7. Where and what activities were completed? *Provide quantities where relevant.*

8. How successful was the project at achieving the aims?

9. Were there any constraints to the project? *Weather events/external factors/tree loss.*

10. Are there any plans for ongoing maintenance/support of the project?

11. Can the benefits of the project be more broadly implemented across the region?

SECTION 4 - BUDGET BREAKDOWN

Provide a work program and a budget, attaching quotes and additional information if required to this application.

Expenditure	Timeframe		Resources Required	In-Kind Contribution \$	Grant Contribution \$	TOTAL A + B
	Start Date	Finish Date		(A)	(B)	
Total						

Expenditure - All grant expenditure should be summarised in the table above and supported by attachment of documentation (Receipts, dockets & claims). Any funds not accounted for must be returned to Council.

In-Kind Support - In-Kind Support includes community/individual hours, materials donated and equipment used that was on loan. Volunteer hours should be costed at \$30/hr as a guide.

Supporting Invoices, Documents and Media - Attach all supporting documents, invoices, photos of completed project and any other supporting media to this final report, labelling each with your Grant Application Number. Photos can be printed as part of this report or loaded onto a CD/DVD.

SECTION 5 - APPLICATION DECLARATION

Declaration

I/We declare that the information provided within this application is complete and correct.

ACCOUNTABLE REPRESENTATIVE (Chair, President or Project Manager)

Signature Position

Print Name

Date (DD/MM/YYYY)

OTHER REPRESENTATIVE

Signature Position

Print Name

Date (DD/MM/YYYY)

LODGING YOUR FINAL REPORT

Your completed application can be lodged by:

Mail Environmental Grants Program
Health, Building and Environment Department
Scenic Rim Regional Council
PO Box 25 Beaudesert Qld 4285

In Person Customer Service Centres at:
Council Administration Building
82 Brisbane Street Beaudesert
Tamborine Mountain Library
Cnr Main Street and Yuulong Road, North Tamborine
Boonah Customer Service Centre
70 High Street Boonah

Email mail@scenicrim.qld.gov.au