

Completion and Evaluation Report

No on-ground works

Note: Use this form for projects that do NOT have any on-ground works. For projects with on-ground works use the *On-Ground Works Report and Evaluation Form*.

This is a live document that can be completed as the project progresses.
Information will be populated from the grant application where relevant (indicated by GA).

Contract details

Project details		
EP Landscape Board grant number:	G-2022-	
Project title:	GA	
Grantee details: <i>(Organisation / community or volunteer group / school / council)</i> GA	Organisation:	
	Address	
	Phone Number:	
	Email Address:	
Grantee's representative: GA	Name:	
	Position:	
Regional priority alignment: <i>(✓ appropriate)</i> GA	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sustainable agriculture
	<input type="checkbox"/>	Pest plants and animals
	<input type="checkbox"/>	Biodiversity
	<input type="checkbox"/>	Community
Project location details: <i>(name of the closest major town, district, section / hundred numbers etc. N/A if not delivered at a specific location e.g. online)</i>	GA – modified if agreed changes to scope of works	

Approvals

Were any permits / approvals required e.g. Council, Aboriginal heritage?

Yes No

If yes list permits and / or approvals required

(insert extra rows as needed)

Permit / Approval	From Whom	Date obtained

Special conditions of contract

Were there any specials conditions of contract?

Yes No

If yes list the special conditions, whether compliance was achieved, and date completed

(insert extra rows as needed)

Special condition	Compliance	Date complete
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	

Community engagement and partnerships

This section is reporting against the *Community engagement and partnerships* section as included in the **Grant Application** by the grantee.

Community or industry sector	Number		Names of groups / details <i>(add row for each group)</i>
	In grant application	Actual	
			1.
			2.
			3.
			1.
			2.
			3.
			1.
			2.
			3.

Project activities

Standard activities delivered				Completion date	
Activities				Target	Actual
Standard activity <i>(Selected from Standard activity list)¹</i>	Further details	Number delivered	Evidence of completion <i>(e.g. URL for online resource developed, can be N/A)</i>		

¹ Standard activities enable information and data from all projects to be aggregated up to a region-wide scale for reporting and communication. For standard activities refer to Standard activity list or contact EP Landscape Board MERI Officer.

² This table should initially be populated from the **Grant Application**. Where there have been agreed changes to the scope of works, the standard activities must be updated accordingly.

Project budget and in-kind support

All amounts reported should be GST exclusive.

Target populated from **Grant Application**. Add additional items if required.

Add rows as needed.

Project income			
Contributor	Target (GA)	Actual	Difference
EP Landscape Board	Grant amount	Grant amount	\$ 0.00
Total income			
Project expenditure			
Activity	Target (GA)	Actual	Difference
			\$ 0.00
Total expenditure			
Project balance (total income – total expenditure)			

In-kind support				
Contributor	Details	Target (GA)	Actual	Difference
		Grant amount	Grant amount	\$ 0.00
Total in-kind contribution				

Monitoring and reporting

Please complete highlighted sections, review and update completed information, and add additional items as needed.

Proposed and / or prescribed monitoring

Was any monitoring and / reporting proposed or prescribed?

Yes No

If yes complete table below

(insert extra rows as needed)

Monitoring / reporting activity	Reporting and / or data transfer details			Completion date	
	General description	Transferred items <i>(e.g. document title, file / folder names for digital files, URL for any online material etc.)</i>	Number	Target	Actual
Completion and evaluation report.	This report. Results of other monitoring activities can be included in or as an addendum to this report.	G-2022-XX_Completion & Evaluation Report.docx	1		

Evaluation

Please complete this entire section

Project delivery

Was this project successfully completed within the timeframe specified?

Yes No

If not, what was the date of completion?

Were there any barriers to the timely or successful completion of this project?

Yes No

If yes, what were the barriers?

Were there any amendments made to the original project proposal?

Yes No

If yes, what were the amendments?

Project outcomes and contribution

A brief outcome based statement about what was achieved, how and why?

Did this project facilitate any Landscape Board outcomes in the wider community? Yes No

If yes please provide details. (e.g. media coverage, school group participation, industry partnerships)

Evaluation

Please evaluate your project with respect to:

Impact – what changed as a result of the project’s activities?

Effectiveness – were the planned activities and objectives achieved?

Appropriateness – did the project meet the needs of the community and use best practice?

Efficiency – was the project undertaken in the most efficient way?

Lessons learnt and improvement

What lessons, if any have you learnt through the delivery of this project and what might you do / or recommend others do differently in the future?

Do you have any suggestions for how the Landscape Board could better support the delivery of Grassroots Grants Projects in the future? (from application stage through to delivery)

Report acceptance

Please complete this entire section

I declare that this project has been completed in accordance with the funding agreement signed by both parties, and on ground works have been completed to the agreed standard. All allocated monies have been spent in accordance with the funding agreement signed by both parties.

Grantee's Representative	
Name:	
Position:	
Signature:	
Date:	

Eyre Peninsula landscape officer approving report	
Name:	
Signature:	
Date:	

Please complete your acquittal form (attached to Grant Agreement) and return with this report