

Final Report

1. Report Details

Project Name		
Report Type	Final Report	
Report Period	From (DD/MM/YY)	To (DD/MM/YY)
Date of Submission		

2. Project Lead and Collaborators

Organisation Name			
Primary Contact Information	Name		
	Position		
	Email Address		
	Phone Number		

3. Summary Report

3.1 How satisfied are you in the project meeting the end of project outcomes?

<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Neutral	<input type="checkbox"/> Unsatisfied	<input type="checkbox"/> Extremely Unsatisfied
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3.2 Summarise your project outcomes (something that has changed during your project), including how it has strengthened coral reef stewardship and assisted recovery practice with the Cairns-Port Douglas Reef Hub network (300 words or less).

This information may be used for public communications with your permission.

3.3 Progress on Deliverables

List the project milestone deliverables in this reporting period and whether they were completed or not. If a deliverable was not fully completed, please explain why and indicate the action(s) taken to address this. Add additional rows to the table as required.

Deliverable and Deliverable Description	Completed? (Y/N)	Describe the number and type of activities completed. Describe any variations to the due dates/deliverables and rationale for the variance.

3.4 Project outputs

Project outputs	Number	Description
Total number of participant engagements through project		
Total number of participants that were new to the activity		
Total number Indigenous people engaged		
Number of communications for project (social media, media releases, media stories, other)		
Total number of partners involved in project delivery		
Number of field days/on-country days		
Number of data points collected		
Education and outreach activities		
Training activities		
Activities to enhance community and partner engagement in information exchange, collaborative planning and project data uses		
Other (please describe)		

6. Sustainability

7.1 What actions have been taken to ensure to minimise negative environmental impacts of the project? Is this different to operations at the start of the project? How has the project supported social and/or economic benefits to reef communities? Examples: local employment opportunities, local sourcing strategies, community engagement/education

7. GBRF feedback

8.1 Do you have any other comments or feedback for GBRF?

Questions about this Report can be emailed to the Great Barrier Reef Foundation (GBRF) Grants Office at grants@barrierreef.org.

5. Supporting material

Please provide a minimum of 3-5 images that share the story of your project. Permission is given for GBRF and its partners to use my photographs, recorded vision and/or audio of me in perpetuity for purposes including:

- producing resources/programs that will assist GBRF and/or its partners in their missions; and
- marketing, promoting and advertising fundraising, engagement or other initiatives and activities that assist GBRF and/or its partners in achieving their missions; and
- promoting GBRF, its partners, its projects, initiatives and activities.

Videos, graphics and other materials delivered through the project should also be submitted with this report.

8. Financial acquittal

This statement certifies that the grant funds received from the Foundation (Project Funds) and any Cash Contributions provided for the Funding Recipient's Project have been spent on that Project in accordance with the requirements of its Subcontract.

Actual RTP Grant Funds received:	
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	Total expenses	Total co-contributions *	Description (including how co-contributions were calculated)
Salaries			
Operating Costs			
Administration Costs			
Contractors			
TOTAL			

*Choose between these four Contribution types: (1) Cash contribution, (2) In-kind: Delivery partner, (3) In-kind: Other project partners, (4) Volunteer time. Volunteer contributions should be calculated based on the number of hours valued at \$41.72 as per Australian Bureau of Statistics figures.

We I hereby certify:

- That all Grant amounts and Other Contributions received were spent for the purpose of the Activity (Project) in accordance with the Agreement.
- b) That salaries and allowances paid to persons involved in the Activity (Project) are in accordance with any applicable award or agreement in force under any relevant law on industrial or workplace relations.
- That unless the Term has expired or the Agreement has been terminated, the unspent portion of the Grant (if any) is available for use within the remaining reporting periods.
- That the financial information is presented in accordance with any other financial Reporting requirements the Foundation may notify.
- That where an Asset has been created or acquired with the Grant, the required clauses of the Agreement have been complied with.
- f) That at the time the report or financial statement is provided to the Foundation, the Funding Recipient is able to pay all their debts as and when they fall due and has sufficient resources to discharge debts at the end of the current Financial Year.

This financial acquittal is certified by the Funding Recipient Chairperson, CFO or CEO.

Name	
Position	
Date	