

FINAL REPORT

* Required before final submission

Please refer to the [online grant reporting guidance](#) to help you to more easily complete your report.

It is also recommended that you have a look at the Attachments section now to see what additional information will be required with your report.

As we encourage excellence but also seek to support innovation, we do not expect success in every aspect of every project, and appreciate your honesty and transparency in reporting.

GRANT DETAILS

Reference number

Report due date

***Organisation**

Please confirm whether or not the organisation address has changed since the grant was awarded.

The organisation address has not changed / has changed to:

Grant amount

Date awarded

***Contact for the report - name of author**

If the primary contact for the project has changed since the grant was awarded please include:

- the new contact's name
- position title
- telephone
- email

PROJECT DETAILS

Project Title

If your project title changed after your grant was awarded include the details here - otherwise leave blank.

Project Description - as in your original application

ABOUT THE PROJECT

Project Changes

***Were there changes to the original proposal and if so, what are the reasons for them and how did they affect the project?**

e.g. impacted by bushfires, COVID-19, or received a smaller grant than requested, resulting in ...; could not hire appropriate staff, resulting in ...; could not recruit participants, resulting in ...; permits took longer than expected to be generated, resulting in ...; building costs increased, resulting in ...

Word count 200

Project Goals

You had the opportunity to list up to five project goals in your application. The goals outlined are from your application except if you revised them with your program manager. If the goals were revised the new goals should be listed. If not, please do not continue, please email/ring the Foundation and we will update the form.

Goals 1-5:

Timeline of the actions/KPIs necessary to achieve this goal.

Measurements to determine if you have achieved your goal.

***1. Did you reach these goals?**

Address each of the above listed goals separately. If relevant, please provide quantitative data. For example: How many people were involved? How many workshops were delivered? How many more views has your website received? Etc. Word count 500

***2. What did you learn?**

For example: improvement areas, reasons for success or challenges, advice for other grantees. If relevant, describe how you will apply learnings to future projects/operations. Word count 300

***3. Was the project completed within the proposed timeframe?**

Maximum 30 words.

4. In your application you identified up to 5 long term outcomes.

Did you collect any measurements on the long-term outcomes?

If so, explain. If not, explain why not and/or provide details of any future plans. Word count 80

5. Were you able to leverage the Foundation's funding to gain other support?

e.g. such as grants from other sources, on-going funding, other forms of support, or other benefits.

Please enter the \$ amount leveraged from government sources.

Please enter the \$ amount leveraged from non-government sources.

If applicable, please state the organisation(s) and amount(s). Maximum 255 characters.

Please note that any in-kind contributions or cash support from your OWN organisation/University should NOT be included in this "leverage" calculation.

NEXT STEPS

6. Will the project/capacity building continue beyond the grant period?

If continuing, please outline the future of the project.

If you received a Medical Research grant from the Foundation please outline where you are in the invention disclosure process. Do you plan to file patents? Is there evidence of commercial engagement and/or industry collaboration? To which NHMRC/ARC round will you apply?

Word count 100

***7. Have the outcomes already been shared with others? If so, how?**

e.g. newsletters, conference presentations, public launch, scientific publications, reports, media. Please note: a simple list is preferred and it could be included as an attachment.

Word count 150

FEEDBACK

Do you have any suggestions of ways in which we could improve our processes? Any general comments? Word count 100

FINANCIAL STATEMENT

Please attach a statement of **total project income and expenditure** (not just the expenditure of the Foundation's grant). It must account for the total income and expenditure of the project and it **must** be signed and dated by the relevant authorised person (e.g. CEO, CFO, Research/Grants Management Accountant) with itemisation of:

- the amount received from The Ian Potter Foundation
- the cash financial contribution received from your organisation
- other funding sources and amounts received from them
- amounts expended and
- the balance (if any) remaining at date of the report.

Note: You should comment on any significant changes in budget items from the original budget proposed.

Please use the Foundation's [FINANCIAL REPORT TEMPLATE](#). In each of the income and expenditure sections you should include both "*estimated*" and "*actual*" (as in the report template).

You should add additional headings and rows where necessary in order to provide as complete an itemised financial report as possible.

Print a copy of the completed financial statement and arrange for it to be **signed and dated** by the relevant authorised person (see above). Then scan it and upload it as an attachment.

***Upload Financial Report**

ATTACHMENTS

Please include other key project information you would like to share and which would help to illustrate your project. We encourage you to provide:

- copies of project evaluation reports
- photographs
- and to share quotes and stories from project beneficiaries.

You must ensure that all rights, consents, licences and permissions have been obtained prior to submitting images. For images provided to the Foundation please include captions, names of any people pictured and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.

Note: We acknowledge that there may be sensitivities around some projects and that it may not be appropriate to take photos.