

## **FINAL REPORT**

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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.

Please note that if you print a copy of the application form that the Attachments page must be printed separately

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.

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### **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

The primary contact for the project has not changed / has changed to:

### **PROJECT DETAILS**

**Project Title**

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

The project title was changed to:

**Project Description - as in your original application**

### **PROJECT PROGRESS AND OUTCOMES**

**Project Goals**

The project goals, timelines and measurements outlined in your application or those updated and agreed with the Foundation will be included here.

Note: If you revised your goals with your program manager, the new goals should be listed above. If not, please do not begin, please email/ring the Foundation and we will update the form.

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

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

Word count 0 to 300

**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 0 to 300

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

Maximum 30 words.

**4. Did you make any changes? If so, why?**

e.g. 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 ...

i.e. changes to the original proposal, reasons for them and how they affected the project.

Word count 0 to 200

**5. In your application you identified the following (up to 5) long term outcomes:**

Note: if you applied prior to June 2015, we have selected (up to five) outcomes based on goals stated in your application.

**5a. Did you collect any measurements on long-term outcome 1?**

If so, explain. If not, explain why not/future plans.

Word count 0 to 80

**5b. Did you collect any measurements on long-term outcome 2?**

If so, explain. If not, explain why not/future plans.

Word count 0 to 80

**5c. Did you collect any measurements on long-term outcome 3?**

If so, explain. If not, explain why not/future plans.

Word count 0 to 80

**5d. Did you collect any measurements on long-term outcome 4?**

If so, explain. If not, explain why not/future plans.

Word count 0 to 80

**5e. Did you collect any measurements on long-term outcome 5?**

If so, explain. If not, explain why not/future plans.

Word count 0 to 80

**6. Were you able to leverage 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.

### **NEXT STEPS**

**7. 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 0 to 100

**8. 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 preferred)

Word count 0 to 150

### **FEEDBACK**

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

Word count 0 to 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.

In order for us to get a complete understanding of how your project went, we need a financial report in the same format as the budget you submitted in your application. Please include in the income and expenditure sections columns titled "*estimated*" and "*actual*" (as in the report template).

If you used your own budget template when you applied, please use the same cost headings, adding additional headings and rows to account for unanticipated costs.

If you used the Foundation's budget template when you applied you may like to use the [IPF FINANCIAL 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.

If your grant was for a performance or workshop, a DVD recording (and images) is likely to be a more appropriate way to demonstrate how the funding was used.

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.

REFERENCE