

TRAVEL GRANT FINAL REPORT

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.

Reference number

Report due date

Organisation

Grant amount

Date awarded

Contact for the Report - name of author

PROJECT DETAILS

Project Description - as in your original application

1. Were there ANY changes to the funded project details (e.g. destination, conference, dates, budget)?
 - 1a. If you ticked yes, please provide the date on which you advised the Foundation of these changes. If not, please explain any changes and the reason why no notification was given.
Word count 0 to 200
2. What were the main benefits/learnings of the trip?
Did it meet expectations i.e. was it truly worthwhile? We are asking this with future grantmaking in mind.
Word count 0 to 200
3. Please summarise the outcomes of your travel.
For example, have you received publicity or further disseminated this work (if so, please provide relevant links)? Or have you generated any potential future collaborations as a result of the travel?
Word count 0 to 300

FINANCIAL STATEMENT

Please attach a statement of the travel project's total income and expenditure.

In order for us to get a complete understanding of how your travel project went, you should provide both the "*estimated*" (from your original application budget) and "*actual*" income and expenditure in your financial statement.

Please use the [Foundation's budget template](#).

It **must** include:

- 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, including any unanticipated costs (add additional headings and rows where necessary)
- the balance (if any) remaining at the date of this report.

The completed financial statement must be **signed and dated** by the relevant authorised person (i.e. Research/Grants Management Accountant, CFO, CEO) and uploaded as an attachment.

NOTE: If you have any questions around your financial statement please contact the Travel Program Officer on 03 9650 3188 for clarification prior to submission.

ATTACHMENTS

1. You must submit a copy of your actual itinerary, including costs - from your travel agent or online booking.
2. In addition, please provide
 - at least one photo (high-res digital images) to illustrate your experience. 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.
 - copies of any related publicity, reports etc.