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| **NGO Service Development Grant Program**  **FINAL REPORT** |

Funding recipients are required to submit a progress and final report under the Grant Agreement for the NGO Service Development Grants. These reports are a condition of receiving NGO Service Development Grant program funds for Categories 2 and 3.

The information provided will be collated and used to monitor the progress of projects, for publicity purposes and to report on program outcomes.

For questions, please contact Jo Penhallurick, NADA Sector Development Grants Coordinator via email at [sectordevelopment@nada.org.au](mailto:sectordevelopment@nada.org.au).

**The NGO Service Development Grant Program Final Report is due to** [**sectordevelopment@nada.org.au**](mailto:sectordevelopment@nada.org.au) **no later than the 31st of May 2024.**

If the project is completed before the 31/5/24, please submit this report at the time of project completion, along with associated attachments.

**ORGANISATIONAL DETAILS**

|  |  |
| --- | --- |
| **Organisation Name** | Click here to enter text. |
| **Program/Service Name/s** | Click here to enter text. |
| **Service location/s where funding is being utilised**  (If multiple service sites, list multiple locations) |  |

**MAIN CONTACT PERSON**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Position** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Email** | Click here to enter text. |

**GRANT FUNDING ALLOCATED**

|  |  |
| --- | --- |
| **Total funding allocated** (excluding GST) | **$** |

**PROJECT UPDATE**

**Progress and overview**

Provide a brief overview of the project’s progress, including whether the project has been completed and if not, what the anticipated completion date is (a delayed completion date must be discussed with NADA before submitting this report).

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| Click here to enter text. |

(maximum 200 words)

**Project timeline**

|  |
| --- |
| **Project commenced:** Click here to enter text.  **Project status:** Click here to enter text.  (e.g. ongoing / completed)  **Project end date:** Click here to enter text. |

**PROJECT OUTCOMES**

**Provide a summary of the Project Outcomes and Achievements**

(may be used for Media Release/Publicity purposes)

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| Click here to enter text. |

(maximum 100 words)

**Outcomes**

Please report against the project outcomes as proposed in your original grant application, referring back to the ‘identified need’ the project sought to address and the impact of the project on this need.

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| Click here to enter text. |

(maximum 200 words)

**Objectives**

Please describe how this project has met the objectives of the NGO Service Development Grant Program, including but not limited to how the project:

* + Built the capacity of AOD services in NSW to be in a sustainable position to effectively deliver services
  + Supported the delivery of positive outcomes and experiences for people accessing the service
  + Increased access to AOD services
  + Supported an environment to deliver services that are culturally safe, trauma-informed and family inclusive
  + Supported technology development that improves the operations of the service/contemporary practice

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| Click here to enter text. |

(maximum 200 words)

**Benefits**

Please describe how this project has benefited your organisation including but not limited to:

* Has the project created positive client outcomes?
* How was the project impacted your organisation and those that access the organisation?

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| Click here to enter text. |

(maximum 200 words)

**Impacts to the project plan**

Outline if there were any changes applied to the proposed project, budget, or timeline. Include a brief explanation as to why the change was necessary.

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| Click here to enter text. |

(maximum 200 words)

**BUDGET UPDATE**

Outline the project budget using the table provided.

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| --- | --- | --- |
| **Expenditure items (funds spent)** | **Service site requested for (if applicable)** | **Funding utilised**  (GST exclusive) |
|  | | |
| Click here to enter text. | Click here to enter text. | **$** |
| Click here to enter text. | Click here to enter text. | **$** |
| Click here to enter text. | Click here to enter text. | **$** |
| Click here to enter text. | Click here to enter text. | **$** |
| Click here to enter text. | Click here to enter text. | **$** |
| **Expenditure item (remaining funds)** | **Service site requested for (if applicable)** | **Funding expected**  (GST exclusive) |
| Click here to enter text. | Click here to enter text. | **$** |
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| Click here to enter text. | Click here to enter text. | **$** |
| Click here to enter text. | Click here to enter text. | **$** |
| **TOTAL** |  | **$** |

(Insert additional rows as required for individual budget line items)

**Please note: an internally authorised financial report on project expenditure for the full period of the project must be attached. Also, please include an invoice for the final instalment amount as listed in the grant agreement.**

**CERTIFICATION**

In submitting this report, I certify that the above information is true and correct and;

* That NADA may use the summary of the project outcomes and achievements for media release / publicity purposes
* An internally authorised financial report for the project expenditure is attached
* An invoice for the final instalment is attached

**Authorised by Chief Executive or nominated delegate**

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| --- | --- |
| Name and position |  |
| Signature |  |
| Date |  |