

YDSP – Final Project Report

(Note: This report is to be a maximum of 10 pages which must include, but is not limited to, the following information).
You can attach any supporting documents as examples of project activity.

Project Profile

Project Title:

Organisation Name:

Contact Name and Details:

Period Covered by this Report: **(Commencement of Project - insert start date)**..... to
.....**(insert date)**

FINAL REPORT Summary

(Refer to your Funding Agreement – Item C, I & Clause 9 for more information)

Provide an update on the progress made against the milestones and deliverables since your Progress Report as identified in Item I.3 of the Funding Agreement.

What were the outcomes of the Project and list any issues, internal or external, which may have impacted on Your ability to achieve expected targets and what measures were put in place to overcome these issues

Describe the benefit/s of the Project for the group of Young People directly and indirectly involved in the Project.

Provide the number of Young People *directly* involved in the Project. (ie developed the project / worked on a committee / delivered workshops).

Provide the number of Young People who *participated* in the Project. (ie attended an event / workshop / submitted an entry to a competition).

Provide a summary of the feedback gathered/provided by the Young People involved directly and indirectly in the Project. If you have received feedback from the community, this can also be included.

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Provide a brief evaluation of the Project and an assessment of its strengths and weaknesses.
Describe how the Project facilitated community participation and to what extent has it strengthened the role of Young People in the community.
Describe what measures have been implemented to make the Project sustainable in the long term.
Outline the type of media coverage and publicity achieved during the project (if any) eg. Websites, newspaper articles, Facebook, Twitter, radio advertisements, publications etc. If applicable, please attach examples of this publicity.
GOOD NEWS STORY Provide a description of your project for publication on the youth.gov.au website. Please limit your Good News Story to 300 words only. Feel free to provide a link to your website and please provide a contact if any other organisations wish to contact you.

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Please tick here to confirm you agree for this story to be published (refer clause 11 for more information)

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Complete the attached final statement of income, commitments and expenditure for the Funds include the amount of other funds (i.e. own source funding or funding received from Project Partners) spent on the Project and how it was used.

PLEASE NOTE this is from the commencement of your Project to its conclusion

Item of expenditure	YDSP Grant \$ GST exclusive	Other sources \$ GST exclusive	In-kind support	Expenditure to date \$ GST exclusive
Administrative costs (total must not be more than 20% of total funds requested from YDSP)				
Sub Total				
Other Project total costs				
Sub Total				
TOTAL Funds for the Project				

YDSP funds remaining: **Yes** **No**

REPAYMENT OF UNSPENT FUNDS

All remaining unspent funds must be repaid to us within 20 business days of a written notice from us.

*(refer to clause 5 **Repayment of Funding** in your Funding Agreement)*

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ORGANISATION'S CERTIFICATION

This Certification must be signed by an authorised office bearer.

To certify that:

- all funds received in respect of the YDSP have been used for the purpose for which they were received;
- the running of the project has complied with State/Territory regulations;
- all terms and conditions of the Agreement have been complied with; and
- the information provided in this financial statement is a true record for the funding period indicated.

SIGNATURE:

Name:

Title:

Date:

FINANCIAL ACQUITTAL

Please note that after you submit your Final Report, you are required to submit an audited financial acquittal by an independent external auditor.

I note that a Financial Acquittal is due 30 days after the submission of this Final Report (refer Schedule 2, Clause 9 of the Funding Agreement)

Schedule 2 – Terms and Conditions

9. Reporting

9.1 You must provide to Us progress Reports at the times and in the manner stated in Item I of Schedule 1 of Your progress in undertaking the Project.

9.2 Unless clause 9.6 applies, You must provide Us with:

- (a) a certificate that all Funding received was expended for the Project and in accordance with this Agreement;
- (b) an audited detailed statement of income and expenditure in respect of the Funding, which must include a definitive statement as to whether the financial accounts are true

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- and fair, and a statement of the balance of Your account referred to in clause 4.1; and
- (c) an audit statement that the Funding was expended for the Project and in accordance with this Agreement.

9.3 The certificate referred to in clause 9.2(a) and the audits referred to in clause 9.2(b) and (c) must:

- (a) contain the details, if any, described in Item I of Schedule 1;
- (b) be provided to the Program Delegate within one month (or other period specified in Item I of Schedule 1) of the end of the Project Period; and
- (c) at the other times specified in Item I of Schedule 1, if any.

9.4 The certificate referred to in clause 9.2(a) must be provided by the person specified in Item I of Schedule 1 or, if no person is specified, by Your chief executive officer, chief internal auditor or board member.

9.5 Subject to clause 9.6, the audits referred to in clause 9.2(b) and (c) must:

- (a) comply with the Australian Auditing Standards; and
- (b) be carried out by a person who is:
 - (i) registered as a company auditor under the *Corporations Act 2001*, or a member of the Institute of Chartered Accountants in Australia (who is entitled to use the letters CA or FCA), or of CPA Australia (who is entitled to use the letters CPA or FCPA) or the National Institute of Accountants (who is entitled to use the letters MNIA, FNIA, PNA or FPNA); and
 - (ii) not a principal, member, shareholder, officer or employee of You (Your holding company or a subsidiary of You or Your holding company).

9.6 If You are audited by the Auditor-General or a State or Territory Auditor-General:

- (a) for the entire term of this Agreement;
- (b) the Funding is included in the income and expenditure which is subject to the audit,
- (c) then, instead of the certificate and audits referred to in clause 9.2, You may provide Us with:
 - (i) a detailed statement of income and expenditure for the Funding, which must include a definitive statement as to whether the financial accounts are true and fair, and a statement of the balance of Your account referred to in clause 4.1; and
 - (ii) statement that the Funding was expended for the Project and in accordance with this Agreement.

9.7 The statements referred to in clause 9.6(i) and (ii) must be certified by:

- (a) Your chief executive officer; and
- (b) the senior executive officer employed by You who has primary responsibility for managing Your audit functions.