

YDSP – Progress Project Report

*(Note: This report is to be a maximum of 5 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)**

Project Summary

**Provide an update on the progress made against the milestones and deliverables as identified in
Item C of the Funding Agreement up to (insert date).**

**Identify any difficulties encountered in the implementation and delivery of the Project and what
actions were put in place to overcome those difficulties.**

**Provide a description of the impact of the Project to date and a general assessment of the
effectiveness of the Project.**

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Provide a summary of any feedback gathered from / provided by the young people involved in the Project.

Complete the attached interim statement of income, commitments and expenditure to date

Item of expenditure	YDSP Grant (80% received) \$ GST exclusive	Other sources \$ GST exclusive	In-kind support	Expenditure to date \$ GST exclusive
Administrative costs				
Sub Total				
Other Project total costs				
Sub Total				
TOTAL				

NB – the remaining 20% of the Funds will be paid to You upon successful completion of all Your obligations in the Funding Agreement, up to and including the provision of, and acceptance by Us of, a Progress Report under this Agreement and within 15 days of the delivery of a correctly rendered invoice.