



Australian Government

Department of the Environment and Energy

Protecting National Historic Sites

Mid-Year Progress Report

Project ID	
Project Title	
Recipient Name	
Project Manager - Name	
Project Manager - Position	
Project Manager - Phone	
Project Manager - Email	

Contractual Reporting Requirements

As set out in the Milestone Schedule within the Funding Agreement between your Organisation and the Commonwealth of Australia, you are required to submit to the Department of the Environment and Energy a Mid-Year Progress Report. The Milestone Schedule states when this report is due.

Completed Report

Please submit the completed report to the Department, ensuring that all questions have been answered, all relevant attachments are included, and that report has been signed by the appropriate person within your organisation, prior to submitting this report.

Email: heritagegrants@environment.gov.au

or

Post: Protecting National Historic Sites
Grants Support and Assessment Section
Biodiversity Conservation Division
Department of the Environment and Energy
GPO Box 787
CANBERRA ACT 2601

Need Help?

If you have any questions about completing the Mid-Year Progress Report, please contact the Department, quoting your Project ID.

Phone: 1800 653 004

Email: heritagegrants@environment.gov.au

Project Progress

Project Progress

Describe how your project is progressing against the approved Project Plan/Project Activities, detailing what works have occurred to date.

Project Timeline

Is the Project proceeding on-time and as planned?

Yes No

If you answered 'No' above, please describe any delays that have occurred, including the reasons for those delays, the actions being taken to address the delays, and what impacts the delays may have on the delivery of the Project.

Project Budget and Funding

Project Financial Information

Complete the table below ensuring that the figures you provide are exclusive of GST.

PNHS Funding - Total	
PNHS Funding - Received to date	
PNHS Funding - Project Generated Income	
PNHS Funding - Expenditure to date	
PNHS Funding - Balance	

Is the Project proceeding within the approved Project Budget?

Yes No

If you answered 'No' above, please provide an explanation of why the Project Budget is not being met and the actions you are taking to address this.

Indigenous Participation and Employment

Reporting of Indigenous participation and employment

Where relevant, you must report on the number of Indigenous people either directly employed or subcontracted, and / or engaged as volunteers in the Project.

Note: Please write 'Nil' below if there was no Indigenous engagement or involvement in the Project.

Employed/subcontracted: <insert number of people>

Volunteers: <insert number of people>

If you would like to provide any further information about Indigenous participation and employment in the delivery of your Project, please provide details below.

Additional Information

Additional Information

Complete the section below if there is any additional information you wish to provide the Department in relation to the Project not already described above. Please include any relevant attachments to this report.

(Examples: public feedback; media/promotional activities; progress photos, etc)

Certification

Project Manager Certification:

(Note: The Project Manager is the person who managed this Project.)

I declare that all information provided in this mid-year progress report is a true and accurate record of the project's delivery against the approved Project Plan, executed Funding Agreement, and any subsequent variations.

Name:

Signature:

Date:

Attachments

Where possible, the following attachments should be included as part of this report. You may include additional attachments where relevant.

A. Evidence of works/activities undertaken to date Yes
(Examples: photos, electronic copies of publications, links to websites, copies of media articles)

B. Evidence of communication/promotion activities & acknowledgement of Australian Government financial assistance Yes