



**Australian Government**  
**Department of the Environment**

# Protecting National Historic Sites

## Final Report

<b>Project ID</b>	
<b>Project Title</b>	
<b>Recipient Name</b>	
<b>Total PNHS funding for this project (GST exclusive)</b>	\$
<b>Anticipated Project Completion Date</b>	
<b>Actual Project Completion Date</b>	
<b>Project Manager - Name</b>	
<b>Project Manager – Position</b>	
<b>Project Manager - Phone</b>	
<b>Project Manager - Email</b>	

## Contractual Reporting Requirements

As a Recipient of a grant through the Protecting National Historic Sites programme, you are required to submit to the Department of the Environment a Final Report within 40 business days after the end of the Project Period or the earlier termination of the Agreement.

## Completed Report

Please submit the completed report, along with the Financial Information (and Auditor's Report if required), to the Department, ensuring that all questions have been answered, all relevant attachments are included, and that the report has been signed by the appropriate person within your organisation, prior to submitting this report.

Email: [heritagegrants@environment.gov.au](mailto:heritagegrants@environment.gov.au)

**or**

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

## Need Help?

If you have any questions about completing the Final Report, please contact the Department, quoting your Project ID.

Phone: 1800 653 004

Email: [heritagegrants@environment.gov.au](mailto:heritagegrants@environment.gov.au)

## Project Outcomes

### Programme Outcomes

Describe how your project contributed to the Outcomes<sup>1</sup> of the 2014-15 Protecting National Historic Sites Programme.

*(Note: You must include confirmation and evidence of completion of all "Project Activities", and "Additional Requirements" (if applicable), described within Part A to the Funding Agreement for your project.)*

### Community Benefits

Describe how the Project has:

- built community capacity in traditional/heritage related skills.

*(Examples: skills and knowledge passed on through workshops, forums and teaching; training provided to volunteers and staff)*

- contributed to a shared sense of community and a shared sense of identity, including any notable achievements or economic and social outcomes.

*(Examples: community involvement/engagement, feedback, number of visitors, number of hits on a website, number of people provided with materials, etc.)*

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<sup>1</sup>The **Outcomes** of Protecting National Historic Sites 2014-15 are:

- ✓ improved conservation, preservation and access to Australia's National Heritage List places recognised for their historic heritage values.
- ✓ improved awareness of, and engagement with, these sites.

**Community Engagement**

Describe how your project was promoted and publicly disseminated.

*(Examples: List and attach copies of any media coverage, promotional material, pamphlets published reports, annual reports, or other documentation.)*

**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.

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.

**Notable Achievements**

Provide details about any other significant achievements or outcomes relating to the Project, including how you measured its success, not detailed above.

## Certification

### Project Manager Certification:

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

I declare that all information provided in this Final Report is a true and accurate record of the project's delivery against the executed Funding Agreement, and any subsequent variations.

Name:

Signature:

Date:

### Authorised Person Certification:

*(Note: The Authorised Person is the person who signed the Funding Agreement for this Project.)*

I declare that all information provided in this Final Report is a true and accurate record of the project's delivery against the executed Funding Agreement, and any subsequent variations, and that I am authorised to represent the Recipient in accordance with the Funding Agreement.

Name:

Signature:

Date:

## Attachments

The following attachments are required and should be included as part of this report. You may include additional attachments where relevant.

- A.** Evidence of practical completion 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
- C.** Financial Information Yes
- D.** Auditor's Report N/A  Yes