



Community Funding Program  
PROJECT REPORT

Organisation/Applicant's Name: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Funding Round Date: <Month> <Year>

Person Completing the Project Report

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Did the project meet the specific community need identified in your application? How?

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Did the project reach your target audience? How many people directly and indirectly benefitted from your project?

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What were the successes of your project? Were there any specific achievements that should be mentioned?

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How did you evaluate the success of your project?  
*(Surveys, customer feedback, attendance numbers, increased membership, reduced power bills, reduced time spent by volunteers delivering services?)*

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Were there any problems encountered during your project? How did you overcome them?

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Please describe how your project was delivered. Was the project delivered as planned?  
*(Specific information regarding what was purchased, events delivered, training undertaken, etc.)*

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Were any issues with regards to accessibility identified?

*(Suitability of the location, sufficient parking. Did you have any difficulty informing your target audience of the project?)*

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Have any potential partnerships with other community organisations been identified as a result of delivering the project?

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Has the project resulted in a change to the financial sustainability of your organisation?  
*(Will there be additional ongoing costs, was there an increase in membership numbers, has it identified a new potential customer group for your organisation?)*

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Please detail how the City of Gosnells was recognised as a sponsor of this project.  
*(Attach copies of any adverts, flyers, social media screen shots, etc.)*

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Have you identified any areas of training you think your organisation could benefit from as a result of delivering the project?

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Please detail any community feedback you received on the project.

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### Budget

Applicant's Financial Contribution: \_\_\_\_\_

Value of Volunteer Labour: \_\_\_\_\_

City of Gosnells' contribution: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

<b>FINANCIAL STATEMENT (Please list all expenditure items).</b>	
<b><u>Expenditure</u></b>	<b><u>Amount</u></b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Expenditure</b>	<b>\$</b>

**Please attach the following documentation:**

1. Copies of receipts for the purchase of any equipment or service.
2. Copies of any receipts or documentation from other organisations indicating in-kind support or discounts given.
3. Schedule of voluntary labour (if applicable)
4. Media clippings (where appropriate)
5. Promotional materials such as flyers/ posters /stickers etc (where appropriate)
6. Social media snapshots (where appropriate)

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## Schedule of Voluntary Labour

**To be completed by the Grant recipient**

Date	Name of Volunteer	Purpose	Hours	Total \$
<b>TOTAL</b>				

Voluntary Labour is calculated at **\$35 per hour**.

I certify the above voluntary labour was worked by volunteers as indicated above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_