This template is designed for all project reporting requirements associated with funding from *Community Infrastructure Programs.* Please note, any reports which are incomplete, are missing supporting evidence or are not submitted by an authorised representative will not be accepted and will be returned.

**PROJECT DETAILS**

|  |  |
| --- | --- |
| **Applicant:** | Select Council Name from list |
|
| **Project:** | Click or tap here to enter text. |

**SECTION 1: PROJECT STATUS & RISK YES NO**

1. Please provide a summary of works completed to date.

1. Has there been any changes to the scope of the project?  
   1. If yes, have these been discussed with your SRV Region contact?
   2. If yes, please advise of the changes (whether being an increase or decrease):

1. Has there been any changes to the timing of the project?  
   1. If yes, please advise of the delays and if any timing extensions are required. What milestones are impacted?

1. Is the project progressing in accordance with the final budget?
2. Please provide further commentary on any risks associated with the delivery of this project.

1. What is the anticipated date for completion of works on site? **Click to select date**

**SECTION 2: PHOTOS**

1. Please provide any photographs of works completed to date in the box below.

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**SECTION 3: COUNCIL DECLARATION**

**By signing the below declaration, I certify that the information provided is true and accurate at the time of submission. This declaration must be submitted by a Director level or above.**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **DATE:** | **Click to select date** |
| **POSITION:** |  | **SIGNATURE:** |  |