



BUDERIM FOUNDATION COMMUNITY GRANTS PROGRAM

END-OF-PROJECT REPORT

As per the Buderim Foundation Ltd. Grant Terms and Conditions, in the Grant Application Guide (found on our website), organisations must complete a brief report and send it to the Foundation within three months of completing their project.

The spending period must not exceed one year from the date of receiving the grant, unless otherwise agreed in writing by the Foundation.

Funding for further projects for your organisation in following years will be dependent on your organisation completing and returning this report.

1. ORGANISATION INFORMATION

Organisation Name <small>(as appears on your ABN / Inc. Certificate)</small>	
Postal Address:	
Website / Facebook site:	
ABN / Incorporation Number: <small>(Go to www.abr.business.gov.au for further information)</small>	

Contact Person:		
Position Title:		
Phone:		Mobile:
Email:		

2. PROJECT INFORMATION

What was the name of your project?	
Grant Received:	\$
Total Financial Expenditure on the Project	\$
Project start date?	
Project finishing date?	

Please tell us what the grant was used for?

Please describe what your organisation has achieved as a result of this project / grant?

Who has benefitted from this project?

Describe any strengths or problems encountered in completing the project.

Describe anything new you learnt or unexpected benefits gained other than those that you listed in your application.

What, if anything, would you do differently if you were to do this project again?

Has the project received any recognition or been promoted? E.g. organisation's newsletter, website, annual report, media articles, social media.

Please attach some photographic evidence of the funded project, so that the Buderim Foundation may use these for publicity.

3. DECLARATION

To be signed by the CEO or equivalent

I certify that the grant described above was used for the approved purpose. To the best of my knowledge and belief, this report, the financial acquittal and receipt/s are a true and fair record of the expenditure of the grant funds awarded.

Organisation:	
Name:	
Position Held:	
Electronic Signature (if possible)	
Date	

Using your organisation's name as the subject heading, please email your completed End-of-Project report to: buderim.foundation.grants@gmail.com

This report is due no later than by December of the following year, along with scanned receipts for items over \$1000 and photographic evidence.

If you are applying for another Buderim Foundation grant, then you must have completed this report before you apply.

Thank you for your contribution to the quality of life in the Buderim community. The Buderim Foundation looks forward to your project benefiting the community for many years to come.