|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NLA-ALT-black-logoCommunity Heritage Grants **2012** Final Project ReportFormdue 1 November 2013   In 2012 the Community Heritage Grants Program was funded by the Australian Government through the National Library of Australia, the Office for the Arts (Department of Regional Australia, Local Government, Art and Sport), the National Archives of Australia, the National Film and Sound Archive, and the National Museum of Australia.  Please complete this report and submit to the National Library of Australia **no later than 1 November 2013**  Information in this report will be used to inform the CHG partners and other CHG recipients of the results of your project. A brief project summary report will also be put on the CHG website.  Please send your report to:  Coordinator  Community Heritage Grants  National Library of Australia  Canberra ACT 2600    Phone: 02 6262 1147  Fax: 02 6262 1274  Email: [chg@nla.gov.au](mailto:chg@nla.gov.au) | NLA Use Only **APPLICATION NO.**   |  | | --- | | **2012 /** |   **ORGANISATION**   |  | | --- | |  |   **GRANT AMOUNT**   |  | | --- | |  |   **PROJECT TITLE**   |  | | --- | |  |   **COMPLETED**  □ Yes □ No  **EXCESS FUNDS**  □ Yes □ No  **$ REMAINING …………………**  **Permission to use balance on preservation related activity sought by recipient**  □ Yes □ No  **Permission granted by Coordinator**  □ Yes □ No  □ **Report signed**  □ **Receipts attached**  □ **Sig. assessment received**  □ **PNA received**  □ **Training materials received** |

## Recipient Details

* 1. **Your CHG application number ( eg. 2012/026)**

|  |
| --- |
|  |

* 1. **Grant amount (ex GST)**

|  |
| --- |
|  |

* 1. **Name of the organisation**

|  |
| --- |
|  |

* 1. **Postal address**

|  |
| --- |
|  |

**1.5 Organisation’s phone number**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |

**1.6 Organisation’s email address**

|  |
| --- |
|  |

## Contact Details of Grant Project Manager

**2.1 Given and Family name**

|  |
| --- |
|  |

**2.2 Position within organisation**

|  |
| --- |
|  |

**2.3 Daytime phone number**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |

**2.4 Email address**

|  |
| --- |
|  |

## Project Report

**3.1 Title of your approved project**

|  |
| --- |
|  |

**3.2 Did you vary the terms of your project?**

**If yes, describe how**

|  |
| --- |
|  |

**3.3 Describe what your project achieved**

You may wish to consider whether any of the following were significant outcomes of your project –

* Did you have an effective relationship with your consultant?
* Were you happy with the consultant’s report/s?
* Was there a direct improvement in preservation of collection material?
* Were skills gained?
* Is there improved access to the collection?
* Is there improved access to collection via the internet?
* Is there improved knowledge of collection content?
* Is there improved knowledge of the building condition;
* Is there greater knowledge of who to contact for future assistance?
* Is there better network of organisations doing the same activities?
* Does your organisation have increased profile and publicity?
* Does your organisation have increased lobbying power for gaining additional resources?
* Is there an increased commitment from staff or volunteers?
* Were there any special issues that arose during the project that you believe that the National Library would be interested, to know about?

|  |
| --- |
|  |

## Publications and Publicity

Please provide details of any publicly available reports, publications, publicity or pictures arising from your Community Heritage Grant project. Copies of these materials should be attached to this report if possible.

|  |
| --- |
|  |

## Additional comments and suggestions

|  |
| --- |
|  |

## 6. Acquittal

Community Heritage Grants are funded by public monies and all recipients of Grants are accountable to the National Library of Australia for the proper use of the monies provided. You are required to:

1. Summarise your project expenses in the table below, including:

* each task, activity or material upon which Grant funds were spent;
* totals for each column;
* amount of grant monies remaining

1. Attach to this report copies of all invoices/receipts as evidence of your expenditure of grant funds and a copy of any documents commissioned ie significance or preservation surveys.
2. If any funds remain you must seek the permission of the CHG Coordinator to use the balance for further activities that will benefit the collection. If you do not wish to use any remaining funds you should attach refund cheque to this report.
3. Read, and have the Declaration signed and dated by the Project Manager and the Responsible Accounting Officer

**6.1 Summary of Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task, Activity or Materials**[[1]](#footnote-1) | **CHG spent**  **(ex GST)** | **Organisation's Contribution**[[2]](#footnote-2) | **Activity/Project Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Totals** |  |  |  |

**6.2 Total Grant Expenditures**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ex GST** | **GST** | **Total** |
| **Total CHG Received** |  |  |  |
| **Total Expended** |  |  |  |
| **Total Remaining** |  |  |  |

## 7. Declarations

We, the undersigned, assure the National Library of Australia that the statements in this final Community Heritage Grant project report are held to be true and correct, and that we have read and abided by the Deed of Grant. The undersigned declare that the summary of expenditures listed in the table above is a true and fair financial account of the grant provided under the 2012 Community Heritage Grants Program of the National Library of Australia.

**Contact person/Project Manager**:

□ Mr □ Mrs □ Ms □ Other\_\_\_\_\_\_

Full name

|  |
| --- |
|  |

Signature and Date

|  |
| --- |
|  |

Title/Position within organisation, eg. Secretary

|  |
| --- |
|  |

The undersigned declares that the summary of expenditures listed in the table above is a true and fair financial account of the grant provided under the 2012 Community Heritage Grants Program of the National Library of Australia.

**Responsible Accounting Officer:**

□ Mr □ Mrs □ Ms □ Other\_\_\_\_\_\_

Full name

|  |
| --- |
|  |

Title/Position

|  |
| --- |
|  |

Organisation

|  |
| --- |
|  |

Signature and Date

|  |
| --- |
|  |

**Attachments**

* Receipts (essential)
* Copy of Significance assessment report (if applicable)
* Copy of Preservation survey (if applicable)
* Copy of training program & training materials produced (if applicable)
* Photographs and copies of publicity

1. For example, significance assessment, preservation needs assessment, consultant’s fees, archival supplies and materials, equipment, physical treatment/s, environmental controls, training fees, etc. [↑](#footnote-ref-1)
2. Including funds provided from other sources. [↑](#footnote-ref-2)