Regional Economic Development (RED) Grants Program

ACQUITTAL FINAL REPORT

As part of your Regional Economic Development Grants Program funding you are required to complete a Final report at the completion of the projects and all obligations under the Grant Agreement have been finalised for acquittal.

This Final Report contains two Parts:

Part 1: Project Final Report and Project Impact Evaluation

Part 2: Financial Acquittal

Part 1: Final Report and Evaluation

* 1. **Final Report Summary**

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| **Project Title:** |  | | |
| **Name of Organisation (Grantee as per the Grant Agreement):** |  | | |
| **Name of Contact Person:** |  | | |
| **Contact Details** | **phone:** | **email:** | |
| **Delivery Partners**  **(if applicable):** |  | | |
| **Project Description (brief overview):** |  | | |
| **Actual commencement Date:** |  | | |
| **Actual completion Date:** |  | | |
| **Total RED Grant Funding Approved:** | $xxx,xxx | | |
| **Total Overall Project budget:** | $xxxxx | | |
| **Location/Region** | ☐ Gascoyne  ☐ Goldfields-Esperance  ☐ Great Southern  ☐ Mid West  ☐ Kimberley | | ☐ Peel  ☐ Pilbara  ☐ South West  ☐ Wheatbelt  ☐ All regions (i.e. State-wide) |
| **Sector** | ☐ Agriculture  ☐ Communications  ☐ Culture  ☐ Community  ☐ Economic Development  ☐ Education/Training  ☐ Environment | | ☐ Health  ☐ Housing  ☐ Mining  ☐ Recreational  ☐ Tourism  ☐ Transport  ☐ Utilities, Power & Water |

* 1. **Project Report**
     1. **What was the purpose of your project and what did it set out to do?**

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* + 1. **Did the project meet the purpose of the Grant and the project outcomes/outputs?**

*Briefly explain why the project was initiated and if there was a particular problem or challenge the project aimed to address?*

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* + 1. **Please provide a summary of your project’s key achievements:**

*Please provide any additional images/and/or documents relevant to your project’s key achievements, lessons learned or performance measures as an attachment to this report.*

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* + 1. **What were the key lessons learned from the project?**

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* + 1. **To what extent have you achieved your project outcome as described above?**

Completed

Partially completed

Lapsed

Not Applicable

Other

Provide comment:

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* + 1. **Please provide evidence of acknowledgement, promotion, publications or media items relating to the project?**

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* 1. **Project Impact and Evaluation**

**How did your project perform against the RED Grants objectives and outcomes measures nominated in your application for funding? Please complete below:**

* + 1. ***How did the grant provide benefits to the wider industry or community?***

|  | Increased | **Slightly Increased** | **Stayed the same** | **Slightly Decreased** | **Decreased** | **Not**  **Applicable** | **Estimate the number, $ value of effect or % change** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Use of local products** |  |  |  |  |  |  |  |
| **Use of local services** |  |  |  |  |  |  |  |
| **Use of local produce** |  |  |  |  |  |  |  |
| **Use of local accommodation** |  |  |  |  |  |  |  |
| **Established an event** |  |  |  |  |  |  |  |
| **Collaboration with local business or contractors** |  |  |  |  |  |  |  |
| **Engaged with the local Community** |  |  |  |  |  |  |  |

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| **RED Objective** | **Outcome** | **Timeframe** | **How will this outcome be measured?** | **Target** | **Actual** |
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*Other comments*

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* + 1. ***What was the effect of the grant on sustainable jobs growth?***

|  | Increased | **Slightly Increased** | **Stayed the same** | **Slightly Decreased** | **Decreased** | **Not**  **Applicable** | **Estimate the number jobs or employment over the time period** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Time period** |
| **Job creation as a result of the grant** |  |  |  |  |  |  |  |  |
| **Employment as a result of the grant** |  |  |  |  |  |  |  |  |
| **Number of full time jobs** |  |  |  |  |  |  |  |  |
| **Number of part time jobs** |  |  |  |  |  |  |  |  |
| **Number of Aboriginal people employed** |  |  |  |  |  |  |  |  |

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| **RED Objective** | **Outcome** | **Timeframe** | **How will this outcome be measured?** | **Target** | **Actual** |
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*Other comments*

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* + 1. ***What was the effect of the grant on the productivity or performance of the Proponent?***

|  | Increased | **Slightly Increased** | **Stayed the same** | **Slightly Decreased** | **Decreased** | **Not**  **Applicable** | **Estimate $ value of effect or % change** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Turnover** |  |  |  |  |  |  |  |
| **Profit** |  |  |  |  |  |  |  |
| **Domestic Sales** |  |  |  |  |  |  |  |
| **Export Sales** |  |  |  |  |  |  |  |
| **Access to New Markets** |  |  |  |  |  |  |  |
| **Time to Market** |  |  |  |  |  |  |  |
| **Market Share** |  |  |  |  |  |  |  |
| **International Competitiveness** |  |  |  |  |  |  |  |
| **Trade and Market Connections** |  |  |  |  |  |  |  |

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| **RED Objective** | **Outcome** | **Timeframe** | **How will this outcome be measured?** | **Target** | **Actual** |
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*Other comments*

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* + 1. ***What was the effect of the grant on the expanding or diversifying the Proponent’s business?***

|  | **Increased** | **Slightly Increased** | **Stayed the same** | **Slightly Decreased** | **Decreased** | **Not**  **Applicable** | **Estimate $ value of effect or % change** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Introduction of New Products or Services** |  |  |  |  |  |  |  |
| **Introduction of New Technology** |  |  |  |  |  |  |  |
| **Research & Development Activities** |  |  |  |  |  |  |  |
| **Technology Transfer to the Proponent** |  |  |  |  |  |  |  |
| **Research & Development and Innovation Collaboration** |  |  |  |  |  |  |  |
| **Commercialisation or Business Development Collaboration** |  |  |  |  |  |  |  |
| **Technology diffusion to local industry** |  |  |  |  |  |  |  |
| **Use of related companies / contractors / sub-contractors** |  |  |  |  |  |  |  |
| **Import replacement** |  |  |  |  |  |  |  |
| **External Recognition (eg. through awards or other means)** |  |  |  |  |  |  |  |
| **Contracts in associated areas** |  |  |  |  |  |  |  |

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| **RED Objective** | **Outcome** | **Timeframe** | **How will this outcome be measured?** | **Target** | **Actual** |
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*Other comments*

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* + 1. ***What was the effect of the grant on the developing skills or capabilities within the Proponent?***

|  | **Increased** | **Slightly Increased** | **Stayed the same** | **Slightly Decreased** | **Decreased** | **Not**  **Applicable** | **Estimate $ value of effect or % change** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Skills & Capabilities developed** |  |  |  |  |  |  |  |
| **Training and capacity building opportunities** |  |  |  |  |  |  |  |
| **Opportunities for volunteers** |  |  |  |  |  |  |  |
| **Opportunities for traineeships** |  |  |  |  |  |  |  |
| **Procurement of relevant skills, competencies and capacity** |  |  |  |  |  |  |  |

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| **RED Objective** | **Outcome** | **Timeframe** | **How will this outcome be measured?** | **Target** | **Actual** |
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*Other comments*

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| **RED Objective** | **Outcome** | **Timeframe** | **How will this outcome be measured?** | **Target** | **Actual** |
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* + 1. ***What was the effect of the grant on attracting new investment to the Proponent?***

|  | **Increased** | **Slightly Increased** | **Stayed the same** | **Slightly Decreased** | **Decreased** | **Not**  **Applicable** | **Estimate $ value of effect or % change** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Amount of funding leveraged** |  |  |  |  |  |  |  |
| **Value of new investment attracted** |  |  |  |  |  |  |  |
| **Number of investible proposals or business cases** |  |  |  |  |  |  |  |
| **Investment in Research & Development** |  |  |  |  |  |  |  |
| Investment in growing the business |  |  |  |  |  |  |  |
| **Attraction of Private Sector funding** |  |  |  |  |  |  |  |

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| **RED Objective** | **Outcome** | **Timeframe** | **How will this outcome be measured?** | **Target** | **Actual** |
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*Other comments*

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* + 1. ***Has the Proponent accessed other State or Australian government funding for the project since receiving this grant?***

Yes  If yes, please indicate in the table below the organisation, scheme, amount of funding and date.

No

|  |  |  |  |
| --- | --- | --- | --- |
| **Granting Organisation** | **Name of Grant Scheme** | **$ Amount** | **Date** |
|  |  |  |  |
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*Other comments*

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* 1. **REPORT ON THE PROJECT DISABILITY ACCESS AND INCLUSION PLAN (DIAP)**

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| If the Project involved the supply of services to the public, please complete the questions set out below (Clause 5.2 of the Grants Agreement Schedule). | |
| **DAIP OUTCOME:** | **ACTIVITIES** |
| All people have the same opportunities to access services and events. | **❑** Yes **❑** No |
| All people have the same opportunities to access buildings and other facilities. | **❑** Yes **❑** No |
| All people receive information in a format that will enable them to access information readily. | **❑** Yes **❑** No |
| All people receive the same level and quality of service. | **❑** Yes **❑** No |
| All people have the same opportunities to make complaints. | **❑** Yes **❑** No |
| All people have the same opportunities to participate in any public consultation. | **❑** Yes **❑** No |

Part 2: Financial Acquittal Report

* 1. **Financial Obligations**

The *Financial Management Act 2006* requires evidence that shows grant funds were expended in accordance with the approved application and Grant Agreement made with the Department of Primary Industries and Regional Development through the xxx Development Commission.

Please provide a Statement of Income and Expenditure relating to the entire project signed by the Chief Executive Officer or equivalent.

Use your Approved Budget as the template for your Statement of Income and Expenditure, so that actual expenditure can easily be compared against the original budget.

Please note that:

* If the RED Grant amount received was *under $50,000* (excl. GST) expenditure receipts must be attached to your final report.
* If the RED Grant amount received *exceeded $50,000*(excl. GST), an audited report must be provided and signed by a registered auditor or a current member of a relevant professional body (eg. CPA, ICCA, IPA) and attached to this report.
  1. **Financial Reconciliation**

Please complete table below for RED Grant funding income and expenditure for the project. Please note that the closing balance MUST be zero for the Project to be acquitted:

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| --- | --- | --- |
| **A** | **PROJECT FUNDING DETAILS** | |
| A1 | RED Grant funding approved amount for the project | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| **B** | **STATEMENT OF RECEIPTS AND PAYMENTS** | | |
|  | **DESCRIPTION** | |  |
|  | **Income/Receipts:** | | |
| B1 | RED Grant funding amount received | | $ |
|  | **Payments:** | | |
| B2 | Total RED Grant funding expenditure:  Please provide details of expenditure items below (add more rows as required) | | $ |
| a) |  | |  |
| b) |  | |  |
| c) |  | |  |
| d) |  | |  |
| e) |  | |  |
| B3 | Returned (unspent) Funds (if applicable)  Date Returned: | | $ |
|  | **Closing Cash Balance** | $ | |
|  | Comments: | | |
| **C** | **ADDITIONAL FINANCIAL INFORMATION** | | |
|  | Leveraged/other Funding received for the project including own organisation contribution (excludes RED Grant funding) Source: | | **$** |
| **C1** |  | |  |
| **C2** |  | |  |
| **C3** |  | |  |
| **C4** |  | |  |
|  | **TOTAL – RED Project Amount plus any leveraged funding** | | $ |

* 1. **Authority Declaration**
     1. ***Signature of Accountable Authority***

[The Accountable Authority should be the original signatory to the Agreement (position), normally the Chief Executive Officer or Director General of the organisation.]

I hereby certify to the best of my knowledge, information and belief that the accompanying Final Report:

* has been prepared in accordance with the terms and conditions of the Agreement;
* is not misleading or inaccurate and presents a true and fair record of the Project achievements for the **<PROJECT>** funded by Royalties for Regions; and
* **<RECIPIENT>** has complied with the obligations imposed by the Agreement dated **< SIGNED DATE OF AGREEMENT >**.

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Signature of Chief Executive Officer or Accountable Authority

Name and position (in full):

Date:

* 1. **Auditor’s Opinion**

*[If the grant (excluding GST) exceeded $50,000, the Acquittal Report must be certified by an auditor. The following text should be used where this page is signed. Otherwise the auditor can use their own letterhead using the wording and detail provided below].*

*In my opinion the attached Acquittal Report for the* <PROJECT NAME> Project is, in all material respects, in compliance with the terms and conditions of the Regional Economic Development Grant Agreement.

The financial information contained in the Acquittal Final Report is based on proper accounts and presents fairly, in all material respects, the cash Income and Expenditure for the Project in accordance with Australian Accounting Standards.

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Signature of Auditor

Name and Position (in full):

Registered Auditor Number:

Name of Audit/Accounting Firm:

ABN:

Date: