

**Regional Economic Development (RED) Grant**

**Progress Report**

|  |  |
| --- | --- |
| **Applicant:** |  |
| **Project Name:** |  |
| **Project Description:** |  |
| **Proposed Completion Date:** |  |

The Progress Report is required to demonstrate to the Grantor that the current milestone requirements have been met and/or that payment can be authorised. It is expected that attachments will be provided to demonstrate the meeting of the milestones. As a guide this written report should not exceed 2 pages.

|  |  |
| --- | --- |
| **Milestone:** |  |
| **Milestone Due Date:** |  |
| **Payment Amount Due (ex GST)** |  |

1. **Demonstrate that the milestone has been met. Where applicable include an update on project outcomes / outputs. (Please see outcomes / outputs table on page 2) Note - you can use dot points, attach photos, contractor invoices and proof of payment and/or other documentation).**

1. **Detail any issues or problems that have been encountered and the impact they have had or may have.**

1. **Has there been any variation to the scope of the project? If yes, please specify.**

1. **Is the project still on target to meet a) the next milestone? Yes / No**

**b) the project completion date? Yes/ No**

***If not, please advise revised timeframes and formally request an extension.***

**APPROVED PROJECT OUTCOMES/OUTPUTS**

(Please refer to 3.2 of your grant agreement – *if applicable*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome** | **By when** | **How will this outcome be measured?** | **Target** | **What has been achieved**  **to date?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Please remember that it is essential to ensure that the funding is being acknowledged publicly. Are there any upcoming milestones / activities that Peel Development Commission Board members or the Minister may attend?***

**Signature:** ……………………………………….

Return by email to: [grants@peel.wa.gov.au](mailto:grants@peel.wa.gov.au)

Or by fax: 9535 2119

Or by post: PO Box 543, Mandurah 6210

**Name:**

**Date:**