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| **School name** |  | **Project number**(grant number issued by the Environmental Trust) |  |
| **Project title** |  |

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| Note: To complete this report, please refer to your project plan outlined in question C2 of your grant application. Please keep your reporting content brief and relevant |

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| Part A Progress toward completion |

| **Activity**List the project activities that have commenced. | **Outcomes achieved**To what extent are project activities on track for completion? | **Comments**Explain any changes or actions required to implement the project. |
| --- | --- | --- |
| * Activities should align with those set out in section C2 of your application.
 | * How are you going with implementing your project activities?
* How have you measured progress?
 | * What still needs to be completed?
* Is a variation required?
 |
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| Part B Grant expenditure to date |

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| * So far, we have spent $of the $3,500 grant we received from the Trust (excluding GST)
 |

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| Part C Evidence of outcomes |

Please provide evidence of the projects outcomes. Suggested options are below (tick those that you are providing.)

* [ ]  labelled photographs (before, during and after project activities)
* [ ]  units of work
* [ ]  teaching programs
* [ ]  publicity
* [ ]  other

**What now?**

|  |
| --- |
| * Submit your progress report and evidence attachments to your Grant Administrator.
* Trust administration will arrange for a review of your report and contact you if further information is required.
* If you are seeking a variation to your project, you will need to contact your Grant Administrator.
* A final report is due 31 October 2020. Final report templates can be [downloaded on the Trust website](https://www.environment.nsw.gov.au/grants/granteereporting.htm).
* **Failure to submit a mid-project progress report may lead to revocation of your grant and you having to repay the entire grant amount to the Environmental Trust.**
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