



**Australian Government**  
**Department of the Environment**

# Protecting National Historic Sites

## Mid-Year/End of Year Progress Report

<b>Project ID</b>	
<b>Project Title</b>	
<b>Recipient Name</b>	
<b>Project Manager - Name</b>	
<b>Project Manager - Position</b>	
<b>Project Manager - Phone</b>	
<b>Project Manager - Email</b>	

## Contractual Reporting Requirements

As set out in the Milestone Schedule within the Funding Agreement between your Organisation and the Commonwealth of Australia, you are required to submit to the Department of the Environment a Mid-Year Progress Report and an End-of-Year Progress Report. The Milestone Schedule states when these reports are due.

## Completed Report

Please submit the completed report to the Department, ensuring that all questions have been answered, all relevant attachments are included, and that report has been signed by the appropriate person within your organisation, prior to submitting this report.

Email: [heritagegrants@environment.gov.au](mailto:heritagegrants@environment.gov.au)

**or**

Post: Protecting National Historic Sites  
Grants Support and Assessment Section  
Biodiversity Conservation Division  
Department of the Environment  
GPO Box 787  
CANBERRA ACT 2601

## Need Help?

If you have any questions about completing the Mid-Year/End-of-Year Progress Report, please contact the Department, quoting your Project ID.

Phone: 1800 653 004

Email: [heritagegrants@environment.gov.au](mailto:heritagegrants@environment.gov.au)

## Project Progress

### Project Progress

Describe how your project is progressing against the approved Project Plan/Project Activities, detailing what works have occurred to date.

## Project Timeline

Is the Project proceeding on-time and as planned?

Yes  No

If you answered 'No' above, please describe any delays that have occurred, including the reasons for those delays, the actions being taken to address the delays, and what impacts the delays may have on the delivery of the Project.

## Project Budget and Funding

### Project Financial Information

Complete the table below ensuring that the figures you provide are exclusive of GST.

<b>PNHS Funding - Total</b>	
<b>PNHS Funding - Received to date</b>	
<b>PNHS Funding - Project Generated Income</b>	
<b>PNHS Funding - Expenditure to date</b>	
<b>PNHS Funding - Balance</b>	

**Is the Project proceeding within the approved Project Budget?**

Yes  No

If you answered 'No' above, please provide an explanation of why the Project Budget is not being met and the actions you are taking to address this.

**Indigenous Participation and Employment**

**Reporting of Indigenous participation and employment**

Where relevant, you are required to report on the number of Indigenous people either directly employed or subcontracted, and / or engaged as volunteers in the Project.

Employed/subcontracted: *<insert number of people>*

Volunteers: *<insert number of people>*

If you would like to provide any further information about Indigenous participation and employment in the delivery of your Project, please provide details below.

**Additional Information**

**Additional Information**

Complete the section below if there is any additional information you wish to provide the Department in relation to the Project not already described above. Please include any relevant attachments to this report.

*(Examples: public feedback; media/promotional activities; progress photos, etc)*

**Certification**

**Project Manager Certification:**

*(Note: The Project Manager is the person who managed this Project.)*

I declare that all information provided in this mid-year/end-of-year progress report is a true and accurate record of the project’s delivery against the executed Funding Agreement, and any subsequent variations.

Name:

Signature:

Date: