



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

# Protecting National Historic Sites

## Pre-end-of-Financial-Year Project Status Notice

### Contractual Reporting Requirements

As detailed in Clause 35.3 of Part C to the Funding Agreement, as well as in Item 6 of Part A to the Funding Agreement, between your Organisation and the Commonwealth of Australia, you are required to submit to the Department of the Environment a pre-end-of-financial-year project status notice.

The Milestone Schedule within Part A to the Funding Agreement states when this report is due.

### Completed Report

Please submit the completed pre-end-of-financial-year project status notice to the Department, ensuring that all information has been provided and that the notice has been signed by the appropriate person within your organisation, prior to submitting this document.

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 pre-end-of-financial-year project status notice, please contact the Department, quoting your Project ID.

Phone: 1800 653 004

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

## Project Details

<b>Project ID</b>	
<b>Project Title</b>	
<b>Recipient Name</b>	

## Declaration

"I advise that the Activities detailed in the Project Plan for the above project scheduled within the <insert relevant financial year – e.g. 2015-16> Financial Year, are planned to be completed, on or before, 30 June <insert relevant calendar year – e.g. 2016>. Confirmation of this will be provided as part of the scheduled reporting due after 30 June <insert relevant calendar year – e.g. 2016>."

<b>Project Manager - Name</b>	
<b>Project Manager - Position</b>	
<b>Project Manager - Phone</b>	
<b>Project Manager - Email</b>	
<b>Date</b>	
<b>Signature</b>	