National Partnership Agreement on Disaster Risk Reduction

**Natural Disaster Risk Reduction** **Grants Program**

**Final report template**

# **1. RECIPIENT DETAILS**

|  |  |
| --- | --- |
| **Funding Recipient:** |  |
| **Project Title** |  |
| **Project Manager** |  |
| **Start Date** |  | **Completion Date** |  |

# **2. PROJECT DETAILS**

|  |  |
| --- | --- |
| **Project Outline:** | *[Provide a brief outline of the project]*  |
| **Summary on the outcomes and achievements of the project.** | *[The Summary of outcomes is a brief overview of how the project was conducted and its success in achieving its objectives, outcomes and outputs. It should include a statement to the effect that the project has been completed as intended and to budget in accordance with the Funding Agreement. If it was not, explain the reasons for the variation and any impact on the project. You should also provide a statement of the benefit of the project in terms of natural disaster risk reduction.)* |

# **3. CONTRACTS**

|  |  |
| --- | --- |
| **Details of any contracts let for the purposes of the Project including name(s) of contractor(s) used and value of contract(s)** |  |

# **4. EXPENDITURE**

|  |  |
| --- | --- |
| **Total project budget** | **$** |
| **Total expenditure incurred in completing the Project** | **$** |
| **Total amount unspent** | **$** |

# **5. ATTACHMENTS**

|  |  |
| --- | --- |
| **Include photographs and copies of any promotional material or reports of promotional activities associated with the conduct or completion of the project. List attachments and number of pages here.** |  |

# **6. FUTURE ACTIONS**

|  |
| --- |
| *What is the implementation strategy for your product/output following the closure of the project?* *Are there any other future potential actions, for example, follow-up projects?* *How is the success of your project outcomes/ outputs tracked and measured in the medium-longer term?*  |

NDRRGP

AUDITED FINANCIAL STATEMENT

[Insert project title]

[insert department/agency]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Start Date** |  | **Project Completion Date** |  |

|  |  |
| --- | --- |
| **Total Funding Agreement Amount** | **$** |
| **Funding received to date** | **$** |
| **Expenditure to date** |
| * **Salaries and Wages**
 | **$** |
| * **Operating expenses**
 | **$** |
| * **Capital Items**
 | **$** |
| **Total Expenditure to date** | **$** |
| **Unexpended funds (if applicable)** | **$** |

This is to certify that the figures above are a true and accurate record of the expenditure of project funds and was spent for the purpose of the above mentioned project and in accordance with the Funding Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Signature** |  |
| **Name** |  | **Name** |  |
|  **(Project Manager)** |  **(CEO, CFO or equivalent)** |
| **Date** |  | **Date** |  |