National Partnership Agreement on Disaster Risk Reduction

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

**Quarterly reporting template**

|  |  |
| --- | --- |
| **Project name** |  |
| **Funding recipient** |  |
| **Project start date** |  |
| **Project forecast completion date** |  |
| **Project manager** |  |
| **Reporting period** |  |
| **Performance assessment** **(use colour wheel below)** |  |

# **NATIONAL PARTNERSHIP AGREEMENT ON NATURAL DISASTER RISK REDUCTION GRANT PROGRAM**



# **1. BRIEF PROJECT DESCRIPTION (include objectives):**

**2. Summary of progress and performance for this reporting period**

**3. Project status overview**

|  |  |  |
| --- | --- | --- |
| **KEY AREA** | **YES/NO** | **COMMENTS** |
| **SCOPE –** Is the scope of the project consistent with the project plan? | Y / N |  |
| **BUDGET** – Is the budget on track? | Y / N |  |
| **RESOURCES** – Are there any significant resource implications?  | Y / N |  |

|  |  |  |
| --- | --- | --- |
| **KEY AREA** | **YES/NO** | **COMMENTS** |
| **STAKEHOLDERS –** Has there been a change to or issues with stakeholders? | Y / N |  |
| **SCHEDULE** – Has there been a change to the project schedule? | Y / N |  |
| **RISK** – Are there any emerging or significant risks to the project? How will they be addressed?  | Y / N |  |
| **CAPITAL WORKS** – Details of any capital work carried out to the date (photos can be included). |  |  |

**4. Project finance**

|  |  |
| --- | --- |
| Grant budget spent this period  | $ |
| Matched funds or in-kind contributions this period | $ |
| Total budget spent to date  | $ |
| Total budget remaining | $ |
| Total project budget | $ |
| Anticipated expenditure next quarter | $ |

Upon completion, please submit this report electronically to: grant.coordinator@ses.tas.gov.au