Local History Grants Program

PROGRESS REPORT

This report refers to organisations with a current grant from the Local History Grant Program for a project that is yet to be completed.

Project Name:	Application No:
Round Number and Year:	

Period covered by this report:	From:	To:

Section 1 – Contact Information

Name of Organisation:		
Main Street Address:		
Town / Suburb:	Postcode:	State:

Authorised Contact person	
Title:	Name:
Position:	
Telephone:	Mobile:
Email:	

Have any of the organisation or project details changed? (double click on box to enable you to tick) If yes, please outline these changes in a Project Variation Form to be submitted in addition to this form	Yes ☐	No ☐

Section 2 – Details of Project

Tick category most relevant to your project (double click on box to enable you to tick)	
Has the project started	Yes ☐ No ☐
If No, please outline the reason for the delay	

What is the expected completion date for this project: dd/mm/yyyy
Describe the progress of the project to date: Please provide details about milestones reached, or any issues or problems that you have encountered. Use of dot points is fine.

Section 3 – Budget Report

Please provide details of the Grants Expenditure for the project **to date.** Do not include GST.

<Specify Item 1 here>	$*0.00*
<Specify Item 2 here>	$*0.00*
<Specify Item 3 here>	$*0.00*
<Specify Item 4 here>	$*0.00*
<Specify Item 5 here>	$*0.00*
<Specify Item 6 here>	$*0.00*
<Specify Item 7 here>	$*0.00*
<Specify Item 8 here>	$*0.00*
<Specify Item 9 here>	$*0.00*
Expenditure Total	**$0.00**

Please email (preferred) this Progress Report to: grants@prov.vic.gov.au

or post to:

Grants Administrator
Local History Grants Program
Public Record Office Victoria
PO Box 2100
North Melbourne VIC 3051