

FACT SHEET

REPORTING OBLIGATIONS FOR GRANTS/FUNDS

When an entity is successful in receiving monies through a grant or fund it is important to read the guidelines and grant agreement carefully in relation to the reporting requirements.

Each agreement will have different requirements however, it is important that these are adhered to as the funding is often dependent on reporting on meeting milestones as well as a final acquittal of funds, if required.

All reporting will also have deadlines that will be outlined in the agreement, these must be adhered to.

It is important to be aware that failure to meet reporting requirements as outlined in a grant/fund agreement may hinder you from applying for future funds from that fund or a similar fund run by the same organisation.

Milestone/Progress Reporting

This reporting is often used to monitor the progress of a project and may include non-financial and financial reporting. The non-financial reporting is more often related to milestones that were outlined in the project application and form part of the fund/grant agreement. The financial information required may be an outline of eligible expenditure of the funds. Templates are often provided but if not, there will be an outline of what level of information you will need to provide. Payments are often only made when progress reports are received and approved.

Final Report

At the completion of the project a final report is often requested. This report may include agreed evidence that the project is complete (final invoices, photos etc), identifying the total eligible expenditure incurred for the project and other information as outlined in the agreement. A timeline will also be put on this final report, of which as per other reporting, it is important that this be met as final payment may be held up.

Financial Report

An independently audited financial acquittal report is often requested at the completion of the project. This report will verify that the grant funds were spent as identified in the agreement. Full details of the amount of certification required will be outlined in the agreement.

Variations

It is important to outline any issues with meeting any reporting requirements, including non-financial and financial, or milestones before they occur, if possible. Unexpected events may occur that affect project progress, and in these circumstances you can request a project variation. These variations may relate to changing project milestones, extending the timeframe for completing the project or changing project

activities. Any changes to a grant agreement are usually required in writing before the agreement end date, or reporting/milestone etc that they relate to. You should not assume that a variation request will be successful as they will be considered based on factors such as how it impacts the project outcome, consistency with the programme objective, changes to the timing of grant payments or availability of grant funds.

Compliance Visits

The grant provider may visit you during the project to review your compliance with the grant agreement and may inspect any records you are required to keep under the agreement. Reasonable notice will usually be provided before any visit.

Evaluation

An evaluation of the programme under which your funds were received may be conducted. The evaluation is usually carried out to determine the extent to which the funded activity is contributing to the objectives of the programme. You may be required to provide information to assist in this evaluation or take part in surveys etc. An evaluation will usually be undertaken within 12 months of the completion of your grant agreement and reasonable notice will usually be provided.