

**Community Capital Works Fund
Final Project Report Form**

All recipients of funding through the Office of Multicultural Interests’ (OMI) Community Capital Works Fund (CCWF) are required to submit a Final Project Report, including a certified financial statement, within 60 days of the project completion to acquit the funding. A final project report deadline is outlined in the funding agreement.

For assistance in completing this form or to request an extension, email **grants@omi.wa.gov.au**

## Organisation details

This is the group undertaking the project or activity.

|  |  |
| --- | --- |
| Legal name of organisation | Click here to enter text. |
| Trading name (if applicable) | Click here to enter text. |
| Postal address | Click here to enter text. |
| Suburb | Click here to enter text. | Postcode: | Enter text. |
| Telephone | Click here to enter text. |

**Organisation contact**

This is the person legally authorised to enter into contracts on behalf of the organisation.
For example, the chairperson, president or equivalent officer.

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Position | Click here to enter text. |
| Telephone | Click here to enter text. |
| Mobile  | Click here to enter text. |
| Email  | Click here to enter text. |
| These contact details may be placed on the OMI database\*: | **Yes** [ ]  **No** [ ]   |

\* Personal information collected by OMI is handled in accordance with the *Privacy Act 1988*

**Project contact**

This is the person responsible for the daily coordination of the project or activity.

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Position | Click here to enter text. |
| Telephone | Click here to enter text. |
| Mobile  | Click here to enter text. |
| Email | Click here to enter text. |

## Project summary

**Project name:** Click here to enter text.

**Address of the facility / building**

|  |  |
| --- | --- |
| Street address: | Click here to enter text. |
| Suburb: | Click here to enter text. |
| Postcode: | Click here to enter text. |

**Project start date:** Click here to enter text.

**Project end date:** Click here to enter text.

**Provide a brief summary of the project. Include information about the key works undertaken, and key people and partners including what and how they contributed to the project.**

*Attach photos of your project and completed works.*

Click here to enter text.

## Project personnel and partners

**Use this table to provide the actual number of personnel and groups involved in planning and delivering your project, and their key roles in the project.**

|  |  |  |
| --- | --- | --- |
| Who | Number | Role/s |
| Paid staff | Click here to enter text. | Click here to enter text. |
| Volunteers | Click here to enter text. | Click here to enter text. |
| Organisations | Click here to enter text. | Click here to enter text. |
| Contractors / businesses | Click here to enter text. | Click here to enter text. |

## Financial Report

The final project report must include a Financial Statement of Income and Expenditure related to the project which shows how the funding was used.

Attach a financial statement that shows the total income that supported your project, the sources of funding and how it was spent. It is important to detail what items the OMI funding was allocated to.

Include your organisation’s cash and ‘in-kind’ contributions.

**Do not include GST in your reporting.**

Financial statements are to be certified by the Chairperson, Chief Executive Officer or equivalent of your organisation, AND certified by a professional auditor who is:

1. not an officer or employee of your organisation;
2. registered as a company auditor or equivalent under a law in force in Western Australia; or
3. a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accounts or the National Institute of Accountants.

## Declaration

This declaration is made by the funding recipient:

* I declare that I am currently authorised to sign legal documents on behalf of the organisation.
* I declare that all the information provided is true and correct.
* I declare that the funding provided by the Office of Multicultural Interests has been spent in accordance with the purpose and conditions for which it was approved and that the financial statements are a true and fair record of the transactions for this project.
* I declare that the appropriate permissions have been obtained to allow the Office of Multicultural Interests a perpetual, irrevocable, worldwide, royalty-free licence to use the images supplied as part of this acquittal for the purpose of promoting the Office of Multicultural Interests’ programs and its policies or for any other printed or digital publication or material including but not limited to promotional videos, online newsletters, social media and website content issued by the Office of Multicultural Interests.

|  |  |
| --- | --- |
| Name of the organisation | Click here to enter text. |
| Postal address | Click here to enter text. |
| Suburb | Click here to enter text. | Postcode: | Enter text. |
| Legally authorised officer name | Click here to enter text. |
| Legally authorised officer position | Click here to enter text. |
| Legally authorised officer email | Click here to enter text. |
| Legally authorised officer telephone | Click here to enter text. |
| Legally authorised officer signature | Click here to enter text. |
| Date | Click here to enter text. |

## Final Project Report submission

Submit the final project report and attached supporting material by:

**Email:** grants@omi.wa.gov.au

or

**Post:**Grants Officer

Office of Multicultural Interests

Department of Local Government, Sport and Cultural Industries

PO Box 8349
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