

Area Assistance Scheme Project Return

All funded organisations, including those undertaking council sponsored projects must complete a Project Return for each AAS funded project at the end of each 6 month period and on completion of the project. You must return this document in the required timeframe to receive your next payment.

Your approved project plan provides the basis for this report, as you must report on your progress against the approved objectives and strategies.

Financial documentation must accompany the project return for most projects. The only exception is for new projects whose leaders aren't required to provide financial statements until 16 months after receipt of their first payment. In the case of grants of \$10,000 and over, attach your organisation's annual report, including an audited statement of income and expenditure and an auditor's certificate for the AAS funds. In the case of grants under \$10,000, an annual statement of income and expenditure (signed by the Treasurer) and a financial declaration certificate should be attached (See Accountability section for more information). Continuing small projects may complete an annual project return where this is agreed to by the Senior Regional Strategies Officer (SRSO).

Community Resources (capital)

- You must complete questions 1, 2, 3, 7 (if applicable) and 8. If your project is finished, then you must also fill out question 6 and attach financial documentation.

Community and Service Development (time-limited)

- You must complete questions 1, 2, 3, 4, 5, 7 (if applicable) and 8. If your project is finished, then you must also fill out question 6 and attach financial documentation.

Long Term Community Services (pick-up)

- You must complete questions 1, 2, 3, 4, 5, 7 (if applicable) and 8. If your project is due for transfer to the new funding body, then you must also fill out question 6 and attach financial documentation. At or soon after the meeting with the pick-up agency, the CPO or Senior Regional Strategies Officer (SRSO) will arrange for a declaration that the project meets their objectives.

Before returning this form, check that:

- all the relevant sections have been completed
- only authorised office bearers of the organisation have signed the form
- financial statements, if any, are included
- you have kept a copy of the Project Return.

Please forward this report to your Community Projects Officer (CPO). The CPO completes the comments section and forwards a copy to you and a copy to us. Regional and Council projects should submit their report directly to the Senior Regional Strategies Officer (SRSO) .

If you need assistance, please make contact with your CPO or Senior Regional Strategies Officer (SRSO) (for regional projects).

Area Assistance Scheme Project Return

For the period from to.....

Project name Project number

Organisation Report date

Contact person Phone

Project start date Project term

1. General review details

1.1 Which communities, groups or neighbourhoods does the project aim to benefit?

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1.2 What involvement has the target/population group outlined in 1.1 had in the development, implementation and operation of the project?

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1.3 Outline the interaction and partnerships between the project and other organisations.

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2. Project outcomes

Each project funded under the Area Assistance Scheme has an approved project plan. Review your progress against each of the project objectives and outline the following:

Objective one (copy from your plan)

What practical strategies did you undertake over the past 6 months to achieve this objective?

What difference have these strategies made to the target group/s and how is this evident?

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Objective two (copy from your plan)

What practical strategies did you undertake over the past 6 months to achieve this objective?

What difference have these strategies made to the target group/s and how is this evident?

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Objective three (copy from your plan)

What practical strategies did you undertake over the past 6 months to achieve this objective?

What difference have these strategies made to the target group/s and how is this evident?

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What active measures have you taken to ensure that your project is accessible to members of your target communities/groups? What difference has this made to those community members?

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3. Organisation information

3.1 List all staff employed with AAS funds to work on this project over the past 6 months.

Name	Position, Award, hours/week	Date started	Date finished
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3.2 Has the management committee (parent organisation if you are not incorporated) composition changed since the acceptance of your grant/last project return? Yes No

If yes, please complete the following:

	Office Bearer	Office Bearer	Office Bearer
Position
Name (please print)
Address/Phone No

Signature

	Office Bearer	Office Bearer	Office Bearer
Position
Name (please print)
Address/Phone No

Signature

3.3 Has there been any review of the project/organisation by an external agency over the past 6 months? If so, why was this done and what was the outcome of the review?

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4. Financial information

Income received	\$	Expenditure	\$
AAS grant for last 6 months		Salary 1*	
		Salary 2	
Other sources of funds for this project		On costs	
		(eg. super, workers compensation, leave loading, long service)	
Other departments		Administration	
Donations		Rent	
Interest		Equipment	
Charges		Program costs	
		Materials	
		Training	
		Travel	
		Capital #	
		Translations	
		Other	
		Amounts set aside	
		Total	

* include **Salaries** for tradespeople if you have a breakdown of costs from contractors showing labour and materials.

Capital — use this category if quotes and accounts from trade contractors do not give breakdown of labour and materials.

" **Amounts set aside** — use this category to itemise funds that have been set aside to cover expected costs such as leave loading, long service leave, sick pay and depreciation.

<p>I have prepared this financial statement and hereby certify that:</p> <ul style="list-style-type: none"> • a full and complete set of financial records has been maintained • the information above is an accurate reflection of the financial records held by our organisation • the AAS funds provided for this project were expended (or set aside) for the purposes for which they were paid and in accordance with the funding agreement. 	
<p>Treasurer</p> <p>Name</p> <p>Signature</p>	<p>Second Office Bearer</p> <p>Name</p> <p>Signature</p>

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5. Future direction (only for projects continuing beyond this reporting period)

5.1 Has your project encountered any difficulties over the past 6 months? If so, how will you address these?

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5.2 Outline your strategies for the next 6 months (the strategies must be consistent with the approved Project Objectives and Project Plan).

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5.3 Detail any additional information or assistance you require from the CPO or us.

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6. Final project evaluation (for completed projects only)

6.1 What were the overall benefits to the community from this project?

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6.2 Aside from the project outcomes, what other benefits have there been for those involved in the project ie. management committee members, workers and volunteers etc?

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6.3 Outline any follow-up action the organisation will undertake as a result of the project?

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6.4 What feedback can you offer for other similar projects that may be funded in the future?

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Thank you for sponsoring this project. If you want to share your success with other groups or councils, please include it as a case study on the website (www.communitybuilders.nsw.gov.au/aas) by emailing it to aas@community.nsw.gov.au

7. Other information/comments

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8. Declaration

We, the undersigned, being authorised office bearers of the organisation, declare that the information provided in this report is complete and correct.

Name Name

President Position

Signature Signature

Date Date

Please forward this completed Project Return to the Community Projects Officer at your local council. For regional or council projects, please forward it to the Senior Regional Strategies Officer (SRSO). Please keep a copy for your records.

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Office use only

CPO comments (or Senior Regional Strategies Officer (SRSO) for regional or council projects)

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Issues for further follow-up with the organisation

Issue for follow-up	Outcome after follow-up
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I hereby certify that the project is/is not meeting its agreed aims and objectives:

Recommended /not recommended for further payment:

Signature of CPO Date

Senior Regional Strategies Officer (SRSO) comments

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Approved/not approved for further payment/acquittal.

Signature of SRSO Date