**Interim Grant Progress Report**

Please email this form in a Word format only. Do NOT convert to PDF. Please make sure you attach any publications or excerpts from publications arising from this project.

Please ensure a separate financial update is provided which shows:

* total project income (including amount received from L.E.W. Carty Charitable Fund and any other income from different sources)
* details of expenditure to date (please use the same expense item descriptions as per your original application)

The accompanying financial acquittal is to be signed and dated by your organisation’s CEO or equivalent, scanned and emailed with the Word version of this Grant Report to: [info@carty.org.au](mailto:info@carty.org.au).

Please contact the L.E.W. Carty Charitable Fund on 9999 3090 if you have any questions.

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| --- | --- | --- |
| **Organisation Details** | | |
| Organisation Name: |  | |
| Principal contact name: |  | |
| Position/Title: |  | |
| Email: |  | |
| Phone: |  | |
| Project Title: |  | |
|  | | |
| **Project Details** | | |
| Grant ID: |  | |
| Grant Amount: |  | |
| Actual Project Start Date: |  | |
| Actual Project End Date: |  | |
| DESCRIPTION OF RESEARCH PROJECT INCLUDING OBJECTIVES, AS ORIGINALLY SUBMITTED: | | |
|  | | |
| **Project Outcomes** | | |
| PLEASE DESCRIBE HOW YOUR PROJECT IS PROGRESSING AGAINST ITS GOALS?  What have you achieved to date with the project, e.g. key milestones that have been achieved: | | |
| WHAT CHANGES HAVE BEEN MADE?  Changes to the original proposal or budget, reasons for them and how they have affected the project: | | |
| IS YOUR PROJECT ON TRACK? | | |
| ADDITIONAL INFORMATION: e.g. additional funds leveraged from this grant; key findings to date, positive outcomes or feedback you would like to share. | | |
|  | | |
| **Financial Summary to date** | | |
| Grant Amount Received: $ | | Funds expended: $ |
| SUPPORT MATERIAL  You may attach additional key project information with this report. E.g. published report, photographs, quotes and stories from project beneficiaries.  ☐ Project Report  ☐Photos  *You must ensure that all rights, consents, licenses and permissions have been obtained for submitted images. For images, please include captions, names of any people picture and any acknowledgments required. The provision of information and images will be taken as permission to reproduce and publish it. (Ideal photo size 780px by 430px)*  ☐Other  Please identify | | |
| ACKNOWLEDGEMENT:  Formal acknowledgement of LEW Carty Charitable Fund support is not a general requirement. However, if applicable, please indicate the type of acknowledgement provided:  ☐ Annual Report ☐ Promotional material ☐ Website  ☐ Signage ☐ Speeches ☐ Journals/Publications  ☐ Other  *(maximum 30 words)*  ☐ Not Applicable | | |
|  | | |

SIGN-OFF  
As the principal representative, I confirm that the information provided in the Interim Report and the accompanying Financial Report is a true and accurate record.

☐ Interim Financial Report included

Principal representative name:

Position:

Date:   
  
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