



**Public Reserves Management Fund Program (PRMFP)  
– final project report**

<b>Reserve name</b>					
<b>Reserve number</b> (for Crown reserves)					
<b>Reserve address</b>					
<b>Reserve manager name</b> e.g. name of trust					
<b>Contact person</b> (include role in trust organisation)					
<b>Phone</b>		Phone #1	Phone #2		
<b>Email</b>					
<b>Application year</b>		<b>Application number</b>		<b>PRMFP account number</b>	
<b>Summary of completed activities:</b> (Refer to description in the original application. Note any activities not delivered as specified and provide an explanation)					
<b>Outcomes and benefits:</b> (Refer to Section 4: 'Activity Details' of your original application for the outcomes intended to be delivered by the project. Note whether each was achieved, providing supporting information where available e.g. an increase in turnover. Comment on any outcomes or benefits not delivered as expected and/or new ones identified.)					
<b>Describe the procurement process undertaken<sup>1</sup>:</b> (e.g. quotes obtained/tender process used, how the process resulted in the selection of a particular source of supply)					
<b>Grant/loan published in the reserve manager's annual report? Please tick</b>		Yes	If yes, please note the date of the report:		
		No	If no, please explain why:		
<b>Evidence of expenditure attached? Please tick</b> (e.g. receipts, invoices)		Yes	If no, please explain why:		
		No			
<b>Before and after photographs of project attached? Please tick</b>		Yes	If no, please explain why:		
		No			

<b>Overall project timeline:</b>	Start -	Finish -
<b>Total project budget:</b>		<b>Total project expenditure:</b>
<b>PRMFP contribution:</b>	Grant -	Loan -
<b>Return of unspent PRMFP monies:</b> <sup>2</sup> (if applicable)	Amount returned –	
	Date returned –	
<b>Can this project be used as a case study in an upcoming PRMFP annual report?</b> <sup>3</sup>	Yes	
	No	
<b>Final comments:</b> <sup>4</sup> (if any)		

### Certificate

I hereby certify on behalf and with the authority of the reserve manager that the amounts and details shown above and attached fully and accurately represent the actual works that have been undertaken and the associated expenditures.<sup>5</sup>

**Signed:**

**Date:**

**Name:**

**Position:**<sup>6</sup>

### Notes:

1. Refer to the purchasing policy set out in the *Reserve Trust Handbook* for additional guidance.
2. Reserve managers must return all unspent funds within two months of project completion to the department (at the address detailed in the 'Submission' section) with a cover letter that includes the reserve manager's name and the original application number, and/or reference number e.g. F587654 (from the letter of offer).
3. The case study would comprise a photograph and a description of the project and its benefits.
4. Departmental staff, if applicable, please include any corresponding SAP project number.
5. This project may be subject to an onsite audit—please ensure that the originals of the supporting documentation are retained.
6. Refer to Term 1 of Annexure A in the original letter of offer for authorised persons.

## **Submission**

Submit your completed report and attachments to the PRMFP team by

Email: [cl.prmfp@crowmland.nsw.gov.au](mailto:cl.prmfp@crowmland.nsw.gov.au), or

Mail: Crown Lands Funding Programs (PRMFP)  
Department of Industry  
PO Box 2185  
DANGAR NSW 2309

## **Assistance**

For assistance contact the PRMFP team.

Phone 1300 886 235 (option 7)

Email [cl.prmfp@crowmland.nsw.gov.au](mailto:cl.prmfp@crowmland.nsw.gov.au).