

**PUBLIC RESERVES MANAGEMENT FUND PROGRAM (PRMFP)
– FINAL PROJECT REPORT**

Reserve Name			
Reserve Number (for Crown Reserves)			
Reserve Address			
Reserve Manager Name e.g. name of trust			
Contact Person (include role in trust organisation)			
Phone	B/H -	A/H -	
Email			
Application Year		Application Number	
Summary of Completed Activities: (Refer to description in the original application. Note any activities not delivered as specified and provide an explanation)			
Outcomes and Benefits: (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.)			
Describe the procurement process undertaken¹: (e.g. quotes obtained/tender process used, how the process resulted in the selection of a particular source of supply)			
Grant/loan published in the reserve manager's Annual Report? Please tick	Yes		If yes, please note the date of the report:
	No		If no, please explain why:
Evidence of expenditure attached? Please tick (e.g. receipts, invoices)	Yes		If no, please explain why:
	No		
Before and after photographs of Project attached? Please tick	Yes		If no, please explain why:
	No		

Overall Project Timeline:		Start -	Finish -
Total Project Budget:		Total Project Expenditure:	
PRMFP Contribution:	Grant -	Loan -	
Return of unspent PRMFP monies (if applicable) ² :	Amount Returned –		
	Date Returned –		
Would you like this project to be considered for inclusion as a Case Study in an upcoming PRMFP Annual Report ³ ?	Yes		
	No		
Final comments: (if any) ⁴			

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 expenditures⁵.

Signed:

Date:

Name:

Position⁶:

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 2 months of project completion to Crown Lands (as below) with a cover letter that includes the reserve manager's name and the original application number and/or reference number e.g. F987654 (from the letter of offer)
3. This would comprise a photograph and a description of the project and its benefits
4. Crown Lands 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 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 via:

Email – cl.prmfp@crowmland.nsw.gov.au, or

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

Assistance

If you need assistance with completing your report, please call the PRMFP Team on 1300 886 235 (option 7) or email cl.prmfp@crowmland.nsw.gov.au.