PROGRESS REPORT Worksheet

worksheet only

This form is intended for grantees that have received a 12 month extension from the Telematics Trust. The Trustees are interested to learn more about the progress of your project.

This form is to be used as a guide online. Character reference INCLUDES spaces. Please completed the online form here.

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| PROJECT DETAILS | | | | | | |
| 1. Project title *(limit to 50 characters)* | | | | | | |
| 1. Project start date / / | | | | | 1. Project end date / / | |
| 1. Amount received | | | | | 1. Total project cost | |
| Applicant Details | | | | | | |
| 1. **Organisation/Applicant name** | | | | | | |
| 1. **Organisation Type:** University / Medical Institute / Research Institute / Not-for-profit organisation / Enterprise / Individual / Museum / Primary School / Secondary School / Government | | | | | | |
| 1. **Universities - please include:** School / Department / Faculty / Centre / etc | | | | | | |
| 1. Aboriginal or Torres Strait Islander led? Is the organisation registered on Office of the Registrar of Indigenous Corporations?   Yes/No | | | | | | |
| 1. Organisation Size: Small (<$250 per annum)/Medium ($250 - $1M per annum)/Large (>$1M per annum)/Unknown/Individual | | | | | | |
| 1. **Postal address** | | | | | | |
| **Suburb** | | | | **State** | | **Postcode** |
| 1. **Contact name for discussion of the project** | | | | | | |
| **Title** | | **Position** | | | | |
| **Phone** | ( ) | | | | | |
| **Email** | | | **Web** | | | |

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| About the project |
| 1. **What are the main and secondary fields of interest of your project?** Arts, Culture & Humanities/Disability Services/Education/Health, Well being & Medical research/International Development & International relations/Community & Economic Development/Civil Society/Employment & **Training/Environment/Sport & Recreation**   Main field of interest:  Other fields of interest: |
| 1. **Who are the main users and beneficiaries of your project/ other users of your project?**  Aboriginal or Torres Strait Islander Peoples/People with a disability, illness or disease/People experiencing socio-economic disadvantage or vulnerability/Unemployed people/People experiencing or at risk of homelessness/Asylum seekers, refugees, migrants and people from CALD backgrounds/Flora & fauna (for environmental projects)/ General population/LGBTQI people/Women/Men/CALD Communities   Main users/beneficiaries:  Other users/beneficiaries: |
| 1. **Target Age Group:** Early years (0-5)/Children and Youth (0.25)/Youth (5-25)/Adults (26-64)/Seniors (65+)/No specific age group |
| 1. What is the geographic scope of your project? – if your project is not Australia wide, please select the relevant state(s); if the project will also have an international reach, please indicate:   1. Australia wide  Metropolitan  Rural  Remote  Regional  2. VIC  ACT  NSW  NT  QLD  SA  TAS  WA  3. The project will also have an international reach |
| 1. **Please provide a brief summary the project** (1,50*0 characters*) |
| What progress have you made towards your project? *(2,500 characters)* Include the activities that have taken place |
| Please outline if there have been any changes to the original project plan *(1,500 characters)* |
| How many people have you reached with your project so far? >100 people / 101-500 people / 501-5000 people / 5001 – 10,000 people / >10,000 people |
| RISK & PROJECT MANAGEMENT |
| Are there any unexpected issues or challenges to the project? What are the current perceived risks to the project? *(2,500 characters)* |
| How is the project tracking against the planned timeframe and budget? *(2,500 characters)* |
| MONITORING, EVALUATION & LONGER-TERM SUSTAINABILITY |
| How is the project being evaluated? *(2,000 characters)* |
| 1. **What outcomes have you achieved to date?**  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Summary | Indicators | Proposed # | Realised so far # | | Output 1 |  |  |  |  | | Output 2 |  |  |  |  | | Output 3 |  |  |  |  | |
| What lessons have been learned through the project? *(2,000 characters)* |
| Which elements of the project are yet to be realised? *(1,500 characters)* |
| Additional comments |