



**IVENS F (TOON) BUFFETT
ENVIRONMENTAL TRUST PROJECTS
ROUND 7
Norfolk Island
2023-2025**

Progress Report Template

Opening date:	18th August 2023
Closing date and time:	5.00pm on Friday 29th September 2023
Administering entity	Norfolk Island Regional Council
Enquiries:	If you have any questions about the Ivens F (Toon) Environmental Trust Fund, please contact us via Norfolk Island Regional Council Customer Care. email: customercare@nirc.gov.nf Phone (free call): 0100
Date guidelines released:	Friday 11th August 2023
Type of grant opportunity:	Open competitive

Progress Report 1 is due on **Friday 28th June 2024** and Progress Report 2 is due on **Friday 15th December 2024**.

The purpose of the progress reports is to demonstrate that your project is on track or to inform us of any issues with your project.

1. PROJECT DETAILS

Project Title:	
Grant recipient name/s:	

2. PROGRESS

Please provide details of progress with your project

3. PROJECT OUTCOMES AND HIGHLIGHTS TO DATE

Please comment on the results of the works undertaken to date. <ul style="list-style-type: none">• Are the works progressing as planned?• Are there any issues that may delay or prevent the completion of your project?• Have you observed any additional, unexpected results?• Do you have any highlights with your project?

5. ADDITIONAL ATTACHMENTS IF APPLICABLE

Attachments: (tick)
<input type="checkbox"/> Photos <input type="checkbox"/> Published Articles <input type="checkbox"/> Other, please specify

6. ATTACHMENTS

Attachments: (tick)
<input type="checkbox"/> Receipts showing expenditure of funds to date. <input type="checkbox"/> Map showing actual project works completed (where appropriate)

7. FINANCIAL STATEMENT

INCOME	AMOUNT (\$)
Total amount of funds received from Toon Trust	
Operating costs to date (including in-kind)	
Cost of materials to date (including in-kind)	
Other costs to date (including in-kind)	
TOTAL EXPENDITURE/COSTS (including in-kind)	

8. DECLARATION

Declaration

I declare that the information provided in this report is true and accurate.

I hereby certify that all monies paid under the Financial Agreement have been expended solely upon the project as agreed and in accordance with the terms of the Financial Agreement.

Signed by the Grant recipient.

Grant recipient signature(s):

Print name(s):

Date:

Office use only

OFFICE - Comments / Recommendation from Project Contact – Tara Patel

Site inspection conducted by Project Contact to verify satisfactory completion.

DATE/...../.....

Release Payment

Hold Payment

Signed **Date**