**PROJECT FINAL REPORT TEMPLATE**

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| **PROJECT TITLE:** |  |
| **ORGANISATION:** |  |
| **PROJECT PERIOD:** | (Start Date – End date) |
| **KEY CONTACT:** |  |

**PART A: PROJECT ACTIVITIES SINCE THE LAST PROGRESS REPORT**

**1. Details of activities and tasks undertaken by the Organisation in conducting the project since the last progress report.**

**2. A brief evaluation of the Organisation’s achievements measured against the Project activities and tasks, relevant milestones and outputs/outcomes as set out in the Project Plan;**

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| --- | --- | --- | --- | --- |
| **Activity** | **Tasks** | **Start date** | **Status**  **Completed/not completed** | **Comments** |
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**PART B: REPORT OF THE ENTIRE PROJECT**

**1. Original aims and objectives of the project.**

**2. A description of the project methods and processes used.**

**3. a) An evaluation and assessment of the extent to which the original aims and objectives and desired project outcomes have been achieved, including measurement criteria used for this assessment.**

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| **Aims** | **Extent to which aims are met (exceed, met, partially met, not met)** | **Comments** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |

**3. b) Barriers (if any) encountered/risks addressed in conducting the project.**

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| **Barrier Encountered/Risk** | **What you did** | **Outcome** |
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**4. Detail the Future Development Plan for this project, to ensure its sustainability without ongoing TAC financial support.**

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| **Existing/Potential Stakeholder/Sponsor(s)** | **Contribution** | **Planned actions** | **Comments** |
|  |  |  |  |
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**5. Project summary suitable for public release by the TAC e.g. on the web site, for media release or TAC reports.**

**Aims: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Methods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Results: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conclusions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other suggestions/information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**6. Final budget detailing all project expenditure, any unspent funds and any additional funding that may have been obtained and its source.**

Complete and attach the customised total project budget template.

Complete the following certification that the funds have been expended in accordance with the agreement.

I, (insert name) as the Authorised Representative hereby certify that once outstanding income and expenditure has been taken into consideration, this project will finish with a surplus/deficit/balance (delete irrelevant responses) of $\_\_\_\_\_\_\_\_\_\_\_.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature required on hard copy

**7. Information specifically requested by TAC Community Road Safety Grants Program**

**8. Tax invoice**

Please attach a tax invoice for a final project payment if relevant.