



Australian Government
Department of Education

Local Schools Community Fund

Sample Project Closure Report

This is a sample project closure report for demonstration purposes only. The purpose of the sample form is to inform schools of the information they will be asked to provide in the online form when completing their project closure report for successful Local Schools Community Fund projects. It will help schools prepare their responses and optional attachments they may need before they complete the online form.

Schools should not use this document as their project closure report. Schools can only submit their closure report using the online form. The online form will be available on SchoolsHUB from April 2020 at <https://schools.education.gov.au>.

Sample Only - Complete Online

Instructions

About the Local Schools Community Fund

The Australian Government is providing \$30.2 million in 2019–20 for the Local Schools Community Fund (the Fund). The Fund will benefit students and assist schools to meet their priorities through the contribution of funding for small scale projects and their associated costs.

Applications for the Fund were open to all eligible schools—government, Catholic and independent—from 25 July 2019 to 30 September 2019

Each successful school is required to complete a project closure report upon completion of their approved project.

Completing this form

The online form will be available on SchoolsHUB at <https://schools.education.gov.au>.

Further information on the Fund can be found at www.education.gov.au/local-schools-community-fund.

The project closure report contains the following:

- Approved project details
- Project activities and outcomes
- Benefits to the school community
- Attachments

Please note that character limits include all letters, numbers, symbols, space, etc.

Disclosure of information

The department is subject to the *Privacy Act 1988 (Cth)* and the *Freedom of Information Act 1982 (Cth)* and any information schools submit to the department will be subject to both of these pieces of legislation. Please also note that any documents a school submits to the department may be subject to freedom of information applications.

Getting help

If you require assistance completing the online form please contact the department on localschoolscommunityfund@dese.gov.au.

Submitting your project closure report

Schools are expected to complete their project closure report within approximately two weeks of completion of their approved project.

The department will notify the primary contact and principal (as listed on the initial application, or where the department has received a request to update this information) by email with instructions on how to complete the project closure report.

Schools can save and edit their project closure report while they are working on it in SchoolsHUB. Once submitted, the report will be locked down and the department will review the report. The report will either be accepted as finalised or be sent back to the school to provide additional information.

Approved project details

The details of your approved project are as follows:

Approved Project Name: *This will be auto-filled*

Approved Project Type: *This will be auto-filled*

Approved Project Description: *This will be auto-filled*

Expected Completion Date: *This will be auto-filled from your application – If this date has changed, please contact the department at localschoolscommunityfund@dese.gov.au to provide updated information.*

Project activities and outcomes

Actual project start date:

As per the Fund Guidelines, approved projects can only commence once notification of approval has been received from the department, which occurred on 16 December 2019.

If you commenced your project prior to receiving notification from the department, your project may be ineligible. Please contact the department immediately.

Calendar dropdown

Actual project completion date:

Approved projects are to be completed by 31 December 2020. If your school is unable to do so, you should contact the department in writing as soon as this becomes apparent.

Calendar dropdown

Was the projected completed in line with the agreed project description? Yes No

The department notified all successful applicants and principals of approved project details on 16 December 2019. Schools are required to complete their approved projects in line with those details as they appear above.

Please provide details (maximum 400 characters)

This question will only appear if the project was not completed in line with the agreed project description.

Please provide details as to why the project was not completed in line with the agreed project description.

Free text

Confirm the project was completed in accordance with any relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority. These include, where applicable, relevant anti discrimination laws and the:

- *Building Code 2016*
- *Fair Work Act 2009 (Cth)*
- *Privacy Act 1988 (Cth)*
- *Workplace Gender Equality Act 2012 (Cth)*
- *Work Health and Safety Act 2011 (Cth)*

Yes No

Please provide details (maximum 400 characters)

This question will only appear if the project was not completed in accordance with the relevant statutes, regulations, by-laws and requirements of Commonwealth, State, Territory or local authority. Please provide details as to why the project was not completed in accordance with the above.

Free text

Benefits to the school community

Who has, or will, benefit from the project? (maximum 300 characters)

Free text

How has, or will, the local community benefit from the project? (maximum 300 characters)

Free text

How has the school acknowledged the Australian Government's funding contribution publicly (select all that apply)

- School newsletter
- School website
- Opening ceremony
- Other
- No acknowledgement

Please provide details (maximum 100 characters)

This question will only appear if 'Other' has been selected.

Please list any other method of public acknowledgement the school has used which isn't listed above.

Free text

Why hasn't the school acknowledged the Australian Government's funding contribution publicly? (maximum 200 characters)

This question will only appear if 'No acknowledgement' has been selected.

Please detail why the school hasn't publicly acknowledged the Australian Government's funding contribution as per the Fund Guidelines.

Free text

How is the school planning to acknowledge the Australian Government's funding contribution, as per the Fund Guidelines? (maximum 100 characters)

This question will only appear if 'No acknowledgement' has been selected.

Please detail how the school is planning to publicly acknowledge the Australian Government's funding contribution.

Free text

Attachments

Where appropriate, provide supporting evidence of project completion, such as photographic evidence.

Add file:

Files uploaded

<p><i>While not mandatory, schools are encouraged to provide evidence of project completion, such as photos.</i></p> <p><i>Note:</i> <i>Accepted file types = .JPG, .PNG, .XLSX, .DOCX, .PDF</i> <i>Maximum file size = 10mb</i> <i>Maximum number of files = 5</i></p>	<p>Delete</p>
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