

# PROJECT PROGRESS REPORT

## PROJECT DETAILS

This report provides an update to Multicultural Affairs Queensland (MAQ) on the progress of your project activities.

If you have any questions, please contact MAQ by email at [funding@maq.qld.gov.au](mailto:funding@maq.qld.gov.au).

## Project Activities

Tell us how you're progressing with your project activities - the things you're doing in order to create change.

Any notes entered previously are shown for your reference; you can leave your notes as they are; edit them; or delete them.

- Complete the questions below for each activity delivered as part of your Project Plan.
- Please ensure that the information you provide is as accurate and succinct as possible.
- Responses to questions are required in the fields below and cannot be submitted as attachments.

Activity Status	Description
Not started	The activity was not started in this reporting period.
In progress	The activity was started and will continue to be delivered.
Completed (partially)	Some of the activity was completed with part of the activity unable to be completed. The activity will not continue.
Completed (fully)	The full activity was completed and will not continue.
Cancelled	The activity was cancelled.

Title	Description	Start Date	End Date	Venue	Address	Activity Status	Explanatory Notes
<i>e.g. networking sessions; workshops; classes etc.</i>	<i>Brief summary of what the activity involves.</i>	<i>Update if required.</i>	<i>Update if required.</i>	<i>Where did your activity occur?</i>	<i>Where did your activity occur?</i>	<i>What is the status of this activity?</i>	<i>Edit/add notes if you need to provide more context.</i>

## Outcomes

Outcomes are the changes you expect to occur for the beneficiaries of your project.

Here you can review the outcomes you described previously. Any notes entered previously are shown for your reference; you can leave your notes as they are; edit them; or delete them.

Outcomes	Alignment with our outcomes	Alignment explanation	Status	Describe the progress you have made	Explanatory Notes
<i>The positive changes you expect to occur as a result of your project. One per row.</i>	<i>Our linked outcome goals.</i>	<i>Explanation of how your intended outcome helps contribute to ours.</i>	<i>Have you seen a shift towards this outcome?</i>	<i>Briefly describe what kind of shift has occurred and what evidence you have that a shift has occurred.</i>	<i>Edit/add notes if you need to provide more context.</i>

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## Participation

Indicate who participated in the project, including target groups/organisations as indicated in your application, as well as those who were engaged in the planning and delivery of the project.

How many people in total participated in the project activities to date?	How many organisations in total participated or were engaged in the project activities to date?
Name of group or organisation	What was their role or contribution?
<i>For example: community associations, sporting groups &amp; service clubs</i>	<i>What involvement did this organisation have?</i>
Provide any comments relating to the participation numbers	
<i>Describe any reasons why the participation numbers were higher or lower than expected.</i>	

## Project Progress

Is your project:

- On track
- Experiencing minor issues
- Experiencing major issues

What issues are you experiencing, and how are you managing them?

Provide any feedback received from participants and stakeholders involved in the project.

## Budget

Have you experienced any issues with your intended project budget to date?

- Yes
- No

Please explain reasons for any major budget variances

Do you anticipate that the SMQ funding will be fully expended by the project end date?

- Yes
- No

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Please explain reasons why the SMQ funding will not be fully expended by the end date.

Do you anticipate that your project will be completed on time?

Yes  No

When do you anticipate that your project will be completed?

dd/mm/yyyy

Provide any additional information regarding your project

## RESOURCES AND PROMOTION

### Acknowledgement of Funding

It is a condition of receiving funding that the Queensland Government is acknowledged in any printed or promotional materials relating to the funded purpose. This informs the community about how public funds are spent, the range of services available, and the benefits that individuals and the community receive from this support. This acknowledgement is through the use of the Queensland Government Coat of Arms and must be placed on all promotional material including (but not limited to) websites, posters and flyers, advertisements, invitations, newsletters.

### Promotional Materials

Provide information on the promotional materials used and how they were distributed

Description	Distribution Method	Attachment
		<input type="button" value="Attach a file:"/>

### Photographs

Attach any relevant photographs or other documents to demonstrate your achievements in delivering this project.

Photograph	Photo Description	Film / Photo Consent Form
<input type="button" value="Attach a file:"/>		<input type="button" value="Attach a file:"/>

### Promotion of your achievements

Please provide information on the successful achievements from your project, including feedback, comments, quotes, so that we can promote the achievements of your project. A photo in support of this information would also be beneficial.

Good News Story	Attach Photo	Film / Photo Consent Form
	<input type="button" value="Attach a file:"/>	<input type="button" value="Attach a file:"/>

Please provide information on the successful outcomes from your project, including feedback, comments, quotes, so that we can promote the achievements of your project.

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## DECLARATION

By submitting this report, I do solemnly and sincerely declare that:

- the information and attachments within this report are a true and accurate record of the delivery of the project and the distribution of the funding received.
- the delivery of the project and the spending of the grant funding was in accordance with the Funding Agreement and the Funding Guidelines.
- the organisation effected and maintained public liability insurance to the value of not less than \$10 million that covered the project, and any other insurance as may be required.

Name:

Title	First name	Last name
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Position:

Phone Number:

Email:

## Progress Report Submission

- After you review your report and click the **SUBMIT** button, you will receive a confirmation message on screen acknowledging that the form has been submitted. You will also receive an email confirming the submission has been received and will have a PDF copy of the form attached.
- If you do not receive the onscreen confirmation message, please review the form for any highlighted errors and try again.
- We will notify you by email once we have reviewed and approved the Progress Report.