



CROWN RESERVES IMPROVEMENT FUND PROGRAM (CRIFP) – FINAL PROJECT REPORT

Reserve Name					
Reserve Number (for Crown Reserves)					
Reserve Address					
Crown land manager name					
Contact Person (include role in land manager organisation)					
Phone		Phone #1		Phone #2	
Email					
Application Year e.g 2017/18		Application Number		CRIFP Account Number e.g F512345	
Summary of Completed Activities: (Refer to description in the original application. Note any activities not delivered as specified and provide an explanation)					
Outcomes and Benefits: (Refer to Section 4: “Activity Details” of your original application for the outcomes intended to be delivered by the project. Note whether each was achieved, providing supporting information where available e.g. an increase in turnover. Comment on any outcomes or benefits not delivered as expected and/or new ones identified.)					
Describe the procurement process undertaken¹: (e.g. quotes obtained/tender process used, how the process resulted in the selection of a particular source of supply)					
Grant/loan published in the land manager’s Annual Report? Please tick	Yes	If yes, please note the date of the report:			
	No	If no, please explain why:			
Evidence of expenditure attached? Please tick (e.g. receipts, paid invoices, bank statement - quotes are insufficient) ²	Yes	If no, please explain why:			
	No				
Before and after photographs of Project attached? Please tick	Yes	If no, please explain why:			
	No				

Overall Project Timeline:	Start -	Finish -
Total Project Budget:		Total Project Expenditure:
CRIFP Contribution:	Grant -	Loan -
Return of unspent CRIFP monies: (if applicable) ³	Amount Returned –	
	Date Returned –	
Would you like this project to be considered for inclusion as a Case Study in an upcoming CRIFP Yearly Report? ⁴ Please tick	Yes	
	No	
Final comments: (if any)		

Certificate

I hereby certify on behalf and with the authority of the Crown land manager that the amounts and details shown above and attached fully and accurately represent the actual works that have been undertaken and the associated expenditures⁵.

Signed:

Date:

Name:

Position⁷:

Notes:

1. Refer to the purchasing policy set out in the *Crown land manager Handbook* for additional guidance.
2. Corporate entities may submit a special purpose financial statement provided it is supported by a reconciled ledger duty and is signed as a 'true and fair view' by a CFO, CA or CPA.
3. Crown land managers must return all unspent funds within 2 months of project completion (12 months from date funds were received) to Crown Lands (as below) with a cover letter that includes the Crown land manager's name and the original application number and/or reference number e.g. F587654 (from the letter of offer)
4. This would comprise a photograph and a description of the project and its benefits.
5. Crown Lands staff, if applicable, please include any corresponding SAP project number.
6. This project may be subject to an onsite audit – please ensure that the originals of the supporting documentation are retained.
7. Refer Term 1 of Annexure A in the original letter of offer for authorised persons.
8. Do not complete a Final Project Report for an incomplete project. Contact the Funding Team who may consider an extension on the due date if there is a valid reason for the delay.

Submission

Submit your completed report and attachments to the Funding Team

via: Email – reservefunding@crowmland.nsw.gov.au, or

Mail – Crown Lands Funding Programs (CRIFP)
Department of Industry - Crown lands
PO Box 2185 DANGAR NSW 2309

Assistance

If you need assistance with completing your report, please call the Funding Team on 1300 886 235 (option 4) or email reservefunding@crowmland.nsw.gov.au. Further information is also available on the webpage - <https://www.industry.nsw.gov.au/lands/reserves/funding>