

**CROWN RESERVES IMPROVEMENT FUND (CRIF)**  
**FINAL PROJECT REPORT**

<b>Reserve Name</b>			
<b>Reserve Number</b> (for Crown reserves)			
<b>Reserve Address</b>			
<b>Crown land manager name</b>			
<b>Contact Person</b> (include role in land manager organisation)			
<b>Phone</b>		Phone #1	Phone #2
<b>Email</b>			
<b>Application Year</b> e.g. 2023/24		<b>Application Number</b> e.g. 230000	
<b>Summary of completed activities:</b> (Refer to the Approved Project in your letter of offer/funding deed and note any activities not delivered as specified and provide an explanation)			
<b>Outcomes and Benefits:</b> (Refer to the Approved Project in your letter of offer/funding deed and 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.)			
<b>Describe the procurement process undertaken<sup>1</sup>:</b> (e.g. quotes obtained/tender process used, how the process resulted in the selection of a particular source of supply)			
<b>Grant/loan published in the land manager's Annual Report?</b> <b>Please tick</b>	Yes	<input type="checkbox"/>	If yes, please note the date of the report:
	No	<input type="checkbox"/>	If no, please explain why:
<b>Evidence of expenditure attached?</b> <b>Please tick</b> (e.g. receipts, paid invoices, bank statement - quotes are insufficient) <sup>2</sup>	Yes	<input type="checkbox"/>	If no, please explain why:
	No	<input type="checkbox"/>	

<b>Before and after photographs of Project attached? Please tick</b>	Yes	<input type="checkbox"/>	If no, please explain why:
	No	<input type="checkbox"/>	
<b>Overall Project Timeline:</b>			
	Start -	Finish -	
<b>Total Project Budget:</b>		<b>Total Project Expenditure:</b>	
<b>CRIF Contribution:</b>	Grant -	Loan -	
<b>Return of unspent CRIF monies:</b> (if applicable) <sup>3</sup>	Amount Returned –		
	Date Returned –		
<b>Final comments:</b> (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 expenditures<sup>4</sup>.

**Signed:**

**Date:**

**Name:**

**Position<sup>5</sup>:**

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### Notes:

1. Refer to the procurement guidelines on the CRIF webpage under CRIF guidance documentation 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.
4. This project may be subject to an onsite audit – please ensure that the originals of the supporting documentation are retained.
5. Refer to CRIF web page guidelines to confirm authorised persons.
6. 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

Email – [reservefunding@crownland.nsw.gov.au](mailto:reservefunding@crownland.nsw.gov.au) or

Mail – Crown Reserves Improvement Fund (CRIF)  
Department of Planning, Housing and Infrastructure - Crown Lands & Public Spaces  
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 2, option 5) or email [reservefunding@crownland.nsw.gov.au](mailto:reservefunding@crownland.nsw.gov.au). Further information is also available on the webpage - <http://reservemanager.crownland.nsw.gov.au/funding/crif>