Report: IPF Final Report - (Base)

Hello Caroline,

Welcome to the Final report for your project.

All grantees of The Ian Potter Foundation are required to submit a Final Report which confirms that the funds granted were used for the intended purpose.

As we encourage excellence but also seek to support innovation, we do not expect success in every aspect of every project and appreciate your honesty and transparency in reporting.

The Final report is required under your grant conditions and comprises 4 sections:

- Project overview
- Adaptations and Learnings
- Long-term outcomes and evaluation
- Financial Acquittal

To complete the report:

- Responses written within the portal sections will save automatically.
- Multiple people may access and edit the report at the same time (as long as they are not responding to the same question simultaneously).
- If you flag any section, you must remove the flag before you can submit the report.
- To submit the report, all sections must have a "green tick" indicating that all required questions are answered.
- **Word limits** are indicated for each section of the report. Please aim to stay within the limit.

Communicating with us

Use the Comment feature (see Speech Bubble icon on the left) to contact Foundation staff directly when completing sections of this report form.
- Click on the speech bubble and enter your question in the comments field.
- Click the green Comment button to send it.
- You will receive an email notification from noreply@givingdata.com telling you when a reply has been posted.

Comments allow communication between you and The Ian Potter Foundation staff (not between you and your collaborators).

Technical issues - please call us for assistance on 03 9650 3188 or email applications@ianpotter.org.au.

Note: we can access your Grantee Portal account at any point in the application and reporting process to assist you, if required.

Project Overview

Project title

Koala conservation South West Victoria

Project Description

* Project overview

Please provide a summary overview of the project.

Word limit 500

* Did you reach your project goals?
You had the opportunity to list up to five project goals in your application.

The goals outlined are from your application except if you revised them with your program manager. If the goals were revised, the new goals should be listed. If not, please do not continue, please email/ring the Foundation and we will update the form.

Please provide a brief overview considering whether:
- your goals were reached, exceeded, or not achieved as expected
- associated activities were delivered and measures achieved.

You can also provide an assessment of your progress against each goal using the rating scale provided, but this is not a requirement.

Please note: You will only be able to submit the report once you have provided an update in the text field for each goal.

Word limit 200 (per goal)

GOAL 1.

GOAL 2.

GOAL 3.

GOAL 4.

GOAL 5.

Adaptations and Learnings

Project Changes
Were there changes to the original proposal, and if so, what are the reasons for them and how did they affect the project?

Word limit 250

Learnings and insights

What did you learn? For example, improvement areas, reasons for success or challenges, advice for grantees.

If relevant, describe how you will apply your learnings to future projects/operations.

Word limit 250

Sharing outcomes

Have you shared your outcomes with others? If so, how? e.g., newsletters, conference presentations, public launches, scientific publications, reports, media.

Please note: A simple list is preferred and it could be included as an attachment.

Word limit 250

* Leveraging funding

Were you able to leverage the Foundation's funding to gain other support? YES / NO

* Will your project or organisational changes that have been a result of this grant continue beyond the grant period?

Please select the option that best reflects where your project is at, at the end of the grant period.

Project continuation

If continuing, please outline the future of the project.

Word limit 100

Long-term outcomes and evaluation

In your application you committed to up to three long-term outcomes.

* Did you collect any measurements of progress toward your long-term outcomes?

Have you collected any data which measures progress towards these long-term outcomes?

If so, please provide an update for each long-term outcome you selected.

If it is too early for you to make an assessment, please select the *No update* option and inform us when you think you might see emerging signs of progress towards this outcome and provide details of any future plans (if relevant) in the text box.

Improved operational/workforce capacity/capability

Improved service system/pathways or sector collaboration

Increased community capacity/engagement

Evaluation Report/s

If you have conducted an evaluation or similar report that you would like to share, please upload it here. Please attach any other evidence that you would like to share - along with any other evidence of progress toward outcomes using the Attachments tab.

Financial Acquittal

Please attach a statement of **total project income and expenditure** (not just the expenditure of the Foundation's grant).

You can download the Final Financial Acquittal template (budget template) from our website (https://www.ianpotter.org.au/for-grantees/reporting/).

The statement **must account for the total income and expenditure** of the project and it **must be signed and dated by the relevant authorised person** (e.g. CEO, CFO, Director of Research).

The following must be itemised with itemisation of:

- the amount received from The Ian Potter Foundation
- the cash financial contribution received from your organisation
- other funding sources and amounts

- amounts expended
- the balance (if any) remaining at the date of this report.

Provide commentary if your final financial acquittal is significantly different from the original budget proposed.

Download and update the multi-year budget template and complete the actual columns for each year of your project.

Notes:

- You can add additional headings and rows where necessary.
- Print a copy of the completed financial acquittal and arrange for it to be **signed and dated** by the relevant authorised person (see above).
- Scan and upload the signed and dated financial acquittal as a PDF attachment.

* Signed Financial Acquittal

Please attach the signed financial acquittal accounting for all expenditure of funds over the time of the grant. **Please** ensure that this acquittal is signed by the CEO, CFO or similar.

File not uploaded

Attachments

Please include other key project information you would like to share, which would help to illustrate your project. We encourage you to provide the following:
- photographs
- quotes and stories from project beneficiaries

You must ensure that all rights, consents, licenses and permissions have been obtained prior to submitting images. For images provided, please include captions, names of any people pictured and any acknowledgements/credits required. The provision of information and images will be taken as permission to reproduce and publish.

Note: We acknowledge that there may be sensitivities around some projects and that it may not be appropriate to provide photos.

There is a size limit of 20MB for each attachment.

Attachments

Final Check

Before submitting your report, please ensure that all your responses are complete, and all attachments have been uploaded.

Once your report is submitted, you will receive a confirmation email. If you do not receive this email, please recheck the status of your report and/or contact the Foundation to advise us of technical issues.

Feedback

We are consistently trying to improve our processes and grantmaking: please let us know of any suggestions on how we might be able to do this. Or please take this opportunity to provide any general comments.