

Dear Community Partner,

As per your Partnering Agreement with MACH Energy's Aboriginal Community Development Fund (ACDF) you are required to submit a written progress report quarterly. As outlined in 7.2 of the Partnering Agreement you are required to meet the following Reporting requirements:

The Project Proponent will provide written reports to MACH Energy quarterly during the Term of the Project. Each report must contain sufficient Project and financial detail to enable the parties to determine whether the Project Objectives are being fulfilled, and any other information MACH Energy reasonably requests. Each report will contain detail on:

- (a) date, place and activity undertaken for all Project Activities;
- (b) achievement (or non-achievement as the case may be) of the KPIs detailed in Schedule 2 of the Partnering Agreement; and
- (c) progress on the delivery of the Project as against budget and the achievement of outcomes of the Project as detailed in Schedule 2 of the Partnering Agreement.

An Acquittal/evaluation report shall be provided by the Community Partner to the ACDF within one month of the Project conclusion outlining details of expenditures achieved, project outcomes and identified key performance indicators relevant to the time period.

If you could please complete the attached Progress Report and return it by [insert date] to:

Ngaire Baker
ngaire.baker@machenergy.com.au
MACH Energy Australia
PO Box 351
Muswellbrook NSW 2333

If you are unable to complete the form by [insert date], or have any queries in relation to the requirements above, please contact Ngaire on ngaire.baker@machenergy.com.au

Kind Regards,

MACH Energy Australia Mount Pleasant Operation

PROJECT TITLE:

DATE:

SECTION 1: Applicant Details

Organisation:			
Phone:		Email:	
Project Title:		Funded Amount:	

SECTION 2: Project Proponent Objectives & Outcomes

Objective	Progress Made	Date	Place	Timeframe	Objective met?
Provide Examples					

SECTION 3: Project Activities

Project Activity (and related Actions)	Progress Made	Date	Place	Timeframe	Activity completed?
Provide Examples					

SECTION 4: KPIs

KPI	Progress Made	Date	Place	Timeframe	KPI met?
Provide Examples					

SECTION 5: Project Income and Expenditure Statement

Budget Item	Detail	Itemise own or organisation's financial contribution	Itemise own or organisation's in-kind contribution	Summarise other sources of funding you have obtained or will seek
Program costs (provide detailed breakdown)				
e.g. Wages				
Super				
Insurance				
Travel				
Accommodation				
Fuel				
Other transport				
Other (provide details)				
Total				
GST Payable				

Please provide a justification for any variations in spending from the budget outlined in your Partnership Agreement. Outline the steps needed to rectify this

Amount of money remaining from the Funding Agreement.

\$

SECTION 6: Benefits to the Community

Who in the community has benefited from the project? And how have they benefited?

Who in the community has benefited	How have they benefited	If known, how many people have benefited (approx.)
E.g. people of a particular age group, or people in a particular area or community group		

In what ways has your Project positively contributed to the community (or will once complete)? Include any social, environmental or economic benefits.

Category	Description of contribution to the community
Social	
Environmental	
Economic	
Other	

SECTION 7: Challenges

Have you encountered any key challenges in relation to the Project to date? These may relate to the funding, organisation or implementation of the Project.

Challenge	Lessons learned/solutions

Do you anticipate that the Project will be sustainable post funding? Why or why not?

Please provide any photographs that have been taken associated with this funding for use by MACH in an annual report.

SECTION 8: Declaration

I/We confirm that I/we have been authorised to complete this progress report on behalf of:

Name of organisation:

Contact Name: Contact Position:

Signature: Date:

SECTION 9: Assistance

If you require assistance to complete this Progress Report please contact Executive Officer, Ngaire Baker at ngaire.baker@machenergy.com.au or by the Community Hotline on 1800 886 889