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| **NGO Research and Evaluation Capacity Building Grant Program**  **FINAL REPORT** |

Funding recipients are required to submit a progress and final report under the NGO Research and Evaluation Capacity Building Grant Agreement. These reports are a condition of receiving NGO Research and Evaluation Capacity Building Grant program funds above $25,000 exc GST.

The information provided will be collated and used to monitor the progress of projects, for publicity purposes and to report on program outcomes.

For questions, please contact Jo Penhallurick, NADA Sector Development Grants Coordinator via email at [sectordevelopment@nada.org.au](mailto:sectordevelopment@nada.org.au).

**The NGO Research and Evaluation Capacity Building Program Final Report is due to** [**sectordevelopment@nada.org.au**](mailto:sectordevelopment@nada.org.au) **no later than the 31st of May 2025.**

If the project is completed before the 31st of May 2025, please submit this report at the time of project completion, along with associated attachments.

**ORGANISATIONAL DETAILS**

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| --- | --- |
| **Organisation Name** | Click here to enter text. |
| **Program / Service Name/s** | Click here to enter text. |
| **Service location/s where funding is being utilised**  (If multiple service sites, list multiple locations) |  |

**MAIN CONTACT PERSON**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Position** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Email** | Click here to enter text. |

**GRANT FUNDING ALLOCATED**

|  |  |
| --- | --- |
| **Total funding allocated** (excluding GST) | **$** |

**PROJECT UPDATE**

**Project overview**

Provide a brief description of the project and what the grant funds have been used for

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| Click here to enter text. |

(maximum 200 words)

**Project timeline**

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| **Project commenced:** Click here to enter text.  **Project end date:** Click here to enter text.  **Project status:** Click here to enter text.  (e.g. ongoing / completed) |

**PROJECT OUTCOMES**

**Provide a summary of the Project Outcomes and Achievements**

(may be used for Media Release/Publicity purposes)

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| Click here to enter text. |

(maximum 100 words)

**Outcomes and impacts**

Please report against the project outcomes as proposed in your original grant application to include:

* How the funding was used to create translatable, useful research and evaluation that will improve outcomes for clients of NGO AOD prevention, harm reduction and/or treatment services in NSW
* How the funding built the organisation’s ongoing research and/or evaluation capacity

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| Click here to enter text. |

(maximum 200 words

**Objectives**

Please describe how this project has met the objectives of the NGO Research and Evaluation Capacity Building Grant Program, including but not limited to how the project:

* Has enabled the organisation to improve their capacity for research and evaluation. This improvement in research and evaluation capacity should ultimately be of benefit to people accessing AOD services in NSW.
* Has enabled the organisation to respond to current and future demands for evidence based AOD services
* Has improved the capacity of the organisation sector to conduct research, evaluation and monitoring
* Has supported the organisation to overcome barriers to research engagement such as lack of staff time and research skills
* Has enabled the organisation to participate in and conduct research and evaluation that is translatable into practice

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| Click here to enter text. |

(maximum 200 words)

**Benefits**

Please describe how this project has benefited your organisation including but not limited to:

* Has the project created positive client outcomes?
* How was the project impacted your organisation and those that access the organisation?

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| Click here to enter text. |

(maximum 200 words)

**Impacts to the project plan**

Outline if there were any changes applied to the proposed project, budget, or timeline. Include a brief explanation as to why the change was necessary.

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| Click here to enter text. |

(maximum 200 words)

**BUDGET UPDATE**

Outline the project budget using the table provided.

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| --- | --- |
| **Expenditure items (funds spent)** | **Funding utilised**  (GST exclusive) |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| **Expenditure item (remaining funds)** | **Funding expected**  (GST exclusive) |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| Click here to enter text. | **$** |
| **TOTAL** | **$** |

(Insert additional rows as required for individual budget line items)

**Please note: an internally authorised financial report on project expenditure for the full period of the project must be attached. Also, please include an invoice for the final instalment amount as listed in the grant agreement.**

**CERTIFICATION**

In submitting this report, I certify that the above information is true and correct and;

* That NADA may use the summary of the project outcomes and achievements for media release / publicity purposes
* An internally authorised financial report for the project expenditure is attached
* An invoice for the final instalment is attached

**Authorised by Chief Executive or nominated delegate**

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| --- | --- |
| Name and position |  |
| Signature |  |
| Date |  |