

**BMDCF Progress Report**

Congratulations on your work over the past year! We are keen to hear what was accomplished and to understand how it benefitted the community.

Welcome & Key Grant Details

**We like reports to be brief.** To ensure that reporting is simple for you and useful to both of us, we ask for a maximum of 500 words per section. Base your report on the past year’s progress towards the (up to) three key short term goals you aimed to bring about over the term of our funding.

**We don’t just want to hear about your successes.** We are genuinely interested in also knowing when things didn’t work out according to plan. How did you learn from this experience and use the knowledge to move forward?

**Support materials.** If you have documents such as evaluations, impact reports or other material you would like to share, please upload on the Attachments page.

**Next grant instalment.** Payment of your next grant instalment is contingent on receiving this report. You will be asked to upload a scanned copy of the header from your organisation’s bank account statement or deposit slip showing the account name, BSB and account number as proof of account.

**This is not your only opportunity to talk to us!** Please keep us up-to-date with any significant news, changes to how you want to use the grant, or changes of key staff.

**If you have any questions** or require an extension of time, please contact us at [applications@brianmdavis.org.au](mailto:applications@brianmdavis.org.au)

**Grant Detail**

Organisation Name

Project Title

Report Due Date

Current Grant Contact

First name	Last name	Email address
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## Change of Project Contact?

If the primary contact for the project has changed, please provide the new contact's name, position, email and phone.

## Project Progress

### Project Progress

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#### HOW IS YOUR PROJECT PROGRESSING?

How is your project tracking to meet its intended outcomes? Listed below are 2-3 short term goals you aimed to achieve during the life of your project. How are you going with these? What has been surprising? What have you learned? What, if anything, are you changing for next year? Please provide as much data as possible rather than generalised statements. Dot points are acceptable.

**1st short term goal** *(as stated in your grant application)*

#### **Progress towards 1st short term goal \***

Discuss evidence of progress to date.

**2nd short term goal** *(as stated in your grant application)*

#### **Progress towards 2nd short term goal \***

Discuss evidence of progress to date.

**3rd short term goal** *(as stated in your grant application)*

#### **Progress towards 3rd short term goal**

Discuss evidence of progress to date.

#### **Did you meet any challenges which have affected the delivery of your project?**

BMDCF is a philanthropic that backs riskier initiatives -- we are expecting a degree of failure and learning. Consider external or internal issues e.g. difficulty recruiting, partnership challenges, government funding changes, lower than expected participation.

#### **Is there anything else you would like to tell us?**

We are always interested in if you've learned anything that might be useful for us/other grantees/the sector to know.

## Attachments

### ATTACHMENTS

Please upload your financial acquittal and any other documents you would like to share such as impact reports, media, photos or videos arising from your project over the past year.

#### Financial Acquittal

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Upload your financial acquittal showing the original budget as submitted with your grant application, and the income and expenses accrued in the period covered in this progress report.

**If you have unexpended funds exceeding more than 20% of the last grant payment**, please contact us to discuss before submitting your Progress Report.

Financial Acquittal to date \*

#### Support Materials

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If you would like to share copies of documents e.g. impact reports, literature review, internal or external evaluation, reports, media articles or other materials such as images, please upload them here or email them to [applications@brianmdavis.org.au](mailto:applications@brianmdavis.org.au). Files can be combined.

You must ensure that all rights, consents, licenses and permissions have been obtained prior to submitting images and quotes. For images, please advise us of any captions, names of people pictured and acknowledgements.

The provision of information and images will be taken as permission to reproduce and publish in any Brian M. Davis Charitable Foundation publications, however, we will always check with you beforehand to confirm.

Attach up to 3 files here

## Next Grant Instalment

## NEXT GRANT INSTALMENT

Please provide the bank account into which we will pay your next grant instalment.

### Bank Account Detail

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Name of Account Holder (as it appears on the Bank statement): \*

Financial Institution: \*

BSB \*

Account Number \*

Authorised Person \*

Authorised Person Phone \*

Attach Proof of Bank Account \*

For verification, please upload the scanned header from your organisation's bank statement or deposit slip showing the BSB and bank account. We require this proof of account for our own audit purposes.

### Submission

Name of person submitting report: \*

Position of person submitting report: \*

Email address of person submitting report \*