



Australian Government
Attorney-General's Department
Emergency Management Australia

**National Emergency Volunteer Support Fund
(NEVSF)**

2009 – 10 Funding Round

FINAL REPORT PACKAGE

NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND (NEVSF)

FINAL REPORT

Emergency Management Australia (EMA) requires A **Final Report** to be submitted on completion of your project to meet audit and Australian Government reporting requirements.

Your Final Report is to be in the form of a Project Summary accompanied by other relevant documentation as listed in the Final Report Package

FINAL REPORT PACKAGE

The purpose of the documents in this package is to assist in finalisation of your organisation's participation in the National Emergency Volunteer Support Fund and the formulation of your Final Report.

The checklist on the following page indicates which are the mandatory documents for all projects and lists those that may be required, depending on the nature of the project.

This package includes:

- ❖ Checklist of Documentation Required
- ❖ Guide to preparing the Project Summary
- ❖ Project Funding Expenditure Report (proforma)
- ❖ Intellectual Property Report (proforma)
- ❖ NEVSF Program Evaluation (proforma)

NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND

CHECKLIST OF DOCUMENTATION REQUIRED

Below is a checklist of documents that are mandatory and those which may be required to be submitted to EMA for the National Emergency Volunteer Support Fund (NEVSF) as part of your **Final Report**.

Please return the required documents on completion of your project.

CHECKLIST :

Please attach all relevant documents

- | | | |
|--------------------------|---|---------------|
| <input type="checkbox"/> | Project Summary
(See attached guide) | MANDATORY |
| <input type="checkbox"/> | Project Funding Expenditure Report
(See attached proforma) | MANDATORY |
| <input type="checkbox"/> | Project Financial Statements/Reconciliation
including copies of all relevant documentation,
invoices and receipts to reflect expenditure
(See attached proforma) | MANDATORY |
| <input type="checkbox"/> | Intellectual Property Report
(See attached proforma) | IF APPLICABLE |
| <input type="checkbox"/> | NEVSF Program Evaluation
(See attached proforma) | MANDATORY |

NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND (NEVSF)

GUIDE FOR PREPARATION OF THE PROJECT SUMMARY

The Project Summary is a brief overview of how the project was conducted and its success in achieving its purpose. The summary should include the following:

- ❖ A general outline of the conduct/completion of the project.
- ❖ A statement to the effect that the project has been completed as intended and to budget in accordance with the Funding Agreement.
- ❖ A statement of the benefit of the project in terms of:

Increased preparedness of your volunteer organisation and how this has contributed to enhanced community safety
- ❖ Any other details regarding the project including photographs and copies of any promotional material or reports of promotional activities associated with the conduct or completion of the project.

**NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND
(NEVSF)**

PROJECT FUNDING EXPENDITURE REPORT

^Please insert your Project Registration Number and Project Name ^

Total Funding Agreement Amount \$..... (GST inclusive)

Funds Expended at Completion of Project \$..... (GST inclusive)

Balance of Remaining Funds (unspent) \$..... (GST inclusive)

I **^insert name^** hereby certify that **^Name of Organisation^** as a recipient of funding from the National Emergency Volunteer Support Fund has complied with all terms and conditions and achieved all project objectives as prescribed in the Funding Agreement between ourselves and the Commonwealth and that the figures above are a true and accurate record of the expenditure of project funds.

Signature

Name

Project Manager (Print Name)

Date

Signature

Name

CEO, CFO or equivalent (Print Name)

Date

Please submit this report via e-mail to cd@ema.gov.au and post the original to Emergency Management Australia, Community & Sector Development Branch, NEVSF, PO Box 1020 DICKSON ACT 2602.

NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND

INTELLECTUAL PROPERTY REPORT

Please provide a complete list of all materials (intellectual property) produced by your project, for example; risk management plan, brochure, training package etc.

Please attach a copy of all material as listed above and ensure that the declaration below has been signed by the CEO or equivalent person.

<p style="text-align: center;">INTELLECTUAL PROPERTY DECLARATION</p> <p>I certify that a copy of all relevant Intellectual Property has been provided.</p> <p>Signed _____ Date _____</p> <p>Name _____</p> <p>Position _____</p> <p style="text-align: center; color: red;">^Declaration to be made by CEO or equivalent^</p>

NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND (NEVSF)

PROGRAM EVALUATION

To assist Emergency Management Australia in identifying opportunities to improve the program would you please complete the following proforma and submit with all other documentation required.

Please write Project Registration Number and Project Name
(on the line provided below)

1. Please rate the benefit your organisation/community received from participating in the NEVSF?

Using the following scale:

<i>No Benefit</i>											<i>Highly beneficial</i>
0	1	2	3	4	5	6	7	8	9	10	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you believe that EMA could administer the NEVSF in a more effective manner?

Guidelines

No Yes If yes, please comment

Application Form

No Yes If yes, please comment

Financial Management

No Yes If yes, please comment

Overall Program Management

No Yes If yes, please comment

3. Did any media exposure occur in your local community as a result of participation in the NEVSF?

No Yes If yes, please provide details.

4. Has your community/organisation ever participated in any other funding/grant programs?

No Yes If yes, please go to Question 4a.

4a. Please compare your experience with the NEVSF with any other funding/grant programs your organisation/community has participated in, for example the Natural Disaster Mitigation Programme (NDMP) or the FAHCSIA Volunteer Grants Program.

National Emergency Volunteer Support Fund

<i>Negative experience</i>						<i>Positive Experience</i>				
0	1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Grant Program (please identify): _____

<i>Negative experience</i>						<i>Positive Experience</i>				
0	1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

