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| **PROJECT TITLE:** |  |
| **DATE:** |  |

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| **SECTION 1: Applicant Details** | | | |
| Organisation: |  | | |
| Phone: |  | Email: |  |

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| **SECTION 2: Project Proponent Objectives & Outcomes** | | | | | |
| **Objective** | **Progress Made** | **Date** | **Place** | **Timeframe** | **Objective met?** |
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| **Provide Examples** |  |  |  |  |  |
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| **SECTION 3: Project Activities** | | | | | |
| **Project Activity (and related Actions)** | **Progress Made** | **Date** | **Place** | **Timeframe** | **Activity completed?** |
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| **Provide Examples** |  |  |  |  |  |
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| **SECTION 4: KPIs** | | | | | | | | | |
| **KPI** | | **Progress Made** | | **Date** | | **Place** | **Timeframe** | | **KPI met?** |
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| **Provide Examples** | |  | |  | |  |  | |  |
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| **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 |  | |  | |  | | |  | | |
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| **SECTION 6: 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 7: Assistance** | | | | | |
| If you require assistance to complete this Progress Report please contact Executive Officer, Ngaire Baker at [ngaire.baker@machenergyaustralia.com.au](mailto:ngaire.baker@machenergyaustralia.com.au) or  by the Community Hotline on 1800 886 889 | | | | | |