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| **PROJECT COMPLETION REPORT** |

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| **Project name** |  |
| **Implementing Church Partner** |  |
| **Project duration** | Start date:  End date: |
| **Report author** | Name:  Phone:  E-mail: |
| **Date report submitted** |  |
| **Summary of project (as per Project Application)** |  |
| **Aim of project (as per Project Application)** |  |
| **Number of participants impacted by the Project** | Number of females:  Number of males: |
| **Suburbs impacted by the Project** | List suburbs: |
| **Total Volunteer Hours** |  |
| **Total Budget** |  |
| **Project Reference Number**  (for office use only) |  |

*Please read the explanation in red under each section to guide you and then delete them to save space.*

1. **What has been done during this reporting period?**

*Refer to the application form for this project, and report against the aims and objectives stated in your CTP application that would be done. This is likely to include things like: number of participants, who were the participants, number of meetings or trainings, etc.*

1. **What has worked well during the reporting period, and what might you do differently next time?**

*It is important to identify what went well, as these are practices you would want to continue or do again. Equally, it is important to identify what didn’t work well, and to learn from this to identify how you would do things next time.*

1. **What will be done during the next reporting period**

*Based on your experiences in the first reporting period, and any lessons learnt, plus what you application says you will do, outline what you expect will be done in the next reporting period.*

1. **Was the aim of the project met? If so, how? If not, why not?**

*It is important to know if you are achieving what you set out to achieve, as given in your application form, and if not what might be causing this.*

1. **Do you plan on submitting another application, if so what will you be applying for? Give a brief summary?**

*Based on your experiences in the current project and the lessons learnt, plus the perceived needs in your community, outline you next project by using the below headers?*

*What is the need in your community?*

*What is the goal of the project?*

*What type of activities will the project deliver?*

*How would you know the project has been successful?*

1. **How many volunteer hours have been utilised towards this project?**

*You may use the following table as a guideline to help calculate this.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Position** | **Hrs** | **Occurrence**  **i.e. wkly/monthly etc** | **Length**  **(of Project)** | **TOTAL HOURS**  **(Hrs x Length)** |
| i.e. Project Leader | 4 | Weekly | 8 Weeks | 32 |
| i.e. Facilitator | 5 | Monthly | 12 Months | 60 |
| i.e. Volunteer 1 | 3 | Weekly | 12 Weeks | 36 |
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|  |  |  |  |  |
|  |  |  | **TOTAL VOLUNTEER HOURS** | XXX |

1. **Financial Acquittal**

*In the table below, show expenditure for each of the budget line items to the date of the report. Make sure you attach a copy of all the receipts that make up the total amount presented below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref. No.** | **INCOME** | | | **Total** | **Explanation** |
|  | Church | | | $ |  |
|  | Conference | | | $ |  |
|  | ADRA | | | $ |  |
|  | Other | | | $ |  |
|  | **TOTAL** | | | $ |  |
|  | **EXPENSES** | **$ per Item** | **Qty** | **Total** | **Explanation** |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  | **TOTAL** | | | $ |  |

1. **Project Stories and Photos**

*At least 2 personal interest stories of individual project participants and 1 project team member must be provided in video format. It does not have to be professional, but footage must be clear and audible. Utilise the below interview template as a guideline towards your video stories – be creative! The funders want to know how this initiative has impacted the life of the participant and why it’s important for these initiatives to be available to the community. Please include along with your stories, a photo of the individual. Make sure you have their consent before submitting footage and photos to us and use the provided consent/release form. Please note that by submitting a story and photo, ADRA NZ reserves the right to share and publish this story through their communications channels.*

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT PARTICIPANT DETAILS** | | | |
| Name |  | | |
| Age |  | Gender |  |
| Family Details  (Married/Single, Kids) |  | | |
| **STORY OF CHANGE** | | | |
| Describe what your life was like before participating in this project?  *What were the biggest challenges you faced and how did this make you feel?* | | | |
| Explain how this project helped you  *What happened? What did you learn?* | | | |
| How has the project changed your life in a way that is significant to you?  *How does this make you feel?* | | | |
| What would life be like for you now if this project hadn’t been available?  *Provide at least two examples* | | | |
| **PROJECT TEAM REFLECTION** | | | |
| As a project team member what are the biggest changes you’ve observed in the participants since the beginning of the project? | | | |
| Why is this change, or these changes important?  *What difference do you see it making in the long-term?* | | | |
| Why are you passionate about this particular project? | | | |

**Secondary Source Permission and Release Form**

**Photography, Videography and/or Recording**

I have read through ADRAs media policy at [www.adra.org.nz/media](http://www.adra.org.nz/media)

I understand and hereby grant permission for Adventist Development and Relief Agency New Zealand (ADRA NZ) to use my photography, videography and/or recording. All permissions and releases granted by me herein shall be effective in perpetuity.

In granting ADRA NZ permission I hereby release and discharge ADRA NZ from any and all liability arising from the use of these images and recordings and my participation in attaining them.

I hereby agree that:

 YES, consent was given by subject(s) in the image(s)/recording(s)

 YES, I explained the image(s)/recording(s) could be used by ADRA NZ

 YES, the image(s)/recording(s) are my sole property

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTRY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_