

Holiday Break Summer 2025-26 Completion report

Form Preview

Summer 2025/26 Holiday Break Completion Report

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About final reporting

Please ensure you are only providing evidence of Summer 2025-26 project completion in this form.

All evidence should be provided in accordance with the Terms and Conditions of the Funding Agreement and information requested within this form.

Completion reports are required to be submitted within 14 days of the end of the project delivery period.

All Completion reports must be officially closed and signed off by the Office before any future funding payments are released.

It is your responsibility to:

- submit all forms within the agreed program time frames.
- keep sufficient evidence to demonstrate completion of the project.
- keep sufficient evidence of actual expenditure of the grant funding.
- keep all accounting, financial and operational records relating to the project for seven (7) years that can be produced on request for audit purposes.
- acknowledge NSW Government funding for the project as per the Terms and Conditions of your Funding Agreement.
- advise the Office of any concerns with delivery of your activities before expiry of the project timeframes.

Privacy notice

By submitting this completion report, the Applicant acknowledges and agrees that:

- the Office is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Office in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy/>);
- the information it provides to the Office in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Office and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

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Project details

Title *

Word count:

This question is read only.

Brief description *

Word count:

This question is read only.

Anticipated start date *

This question is read only.

Anticipated end date *

This question is read only.

Total amount allocated

This field is read only.

The total amount of funding allocated for this submission.

Were the completed activities for the Summer Holiday Break the same as listed in your Funding Agreement? *

- ☐ Yes
- ☐ No - changes were made from the original approved activities

Did you submit a variation to change the original approved activities / scope of works? *

- ☐ Yes
- ☐ No

Any significant changes to your approved project must be approved by the Department.

To request a formal variation, please contact grants@officeforyouth.nsw.gov.au

DO NOT submit this completion report until you have been notified of the outcome of your variation request.

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Project acquittal

* indicates a required field

Activities

You are required to retain detailed evidence of completion of your project works.

Types of completed works evidence you are required to retain may include the following:

- Photos of activities delivered
- Published media of the activities or event
- Participant feedback about the activities
- Workshop sign in sheets
- Workshop materials/presentation
- Report on project outcomes to date

Please detail the activities expected to be completed as a result of the funding. You can stipulate one location for each activity.

If you have one activity taking place in multiple places, you can either list each location as a separate activity (e.g. Breakfast club #1; breakfast club #2, with a specific location attached to each), or you can list one activity with a generalised location (e.g. "Melbourne CBD").

Activity	Start date	End date	Status	Evidence	Explanatory notes
One per row. Add more rows if you want to list additional activities.	Must be a date and between 20/12/2025 and 2/2/2026.	Must be a date and between 20/12/2025 and 2/2/2026.	What is the status of this activity?	Please provide evidence of Milestone completion (e.g. photo).	Add notes if you need to provide more context.

Incomplete activity status

You have indicated that one or more of the activities above are incomplete. Please contact the Office to communicate why this is the case, and request a variation if required.

Were the activities delivered for young people aged 12-24 years? *

- ☐ Yes
☐ No

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Please tell us why the activities were not delivered to young people aged 12-24 years. *

Project timeframes

Was your project delivered within the timeframes of the Summer Holiday Break? *

- ☐ Yes
- ☐ No

Did your project receive approval for an extension to deliver works at a later date? *

- ☐ Yes
- ☐ No

You have indicated that your activity was delivered outside of the Summer Holiday Break. Please contact the Office to communicate why this is the case, and request a variation if required.

Project outcomes

Did the undertaken project activities have the desired impact to your community? What were the project impacts? *

Are these activities something you could only undertake due to receiving the Holiday Break funding? *

- ☐ Yes - we couldn't deliver these activities without additional assistance
- ☐ No - we could deliver these activities with our current budget in the future

Were young people able to access activities that would not have been available without this funding? *

- ☐ Yes
- ☐ No

Were activities available to young people living in remote parts of your LGA? *

- ☐ Yes
- ☐ No

Was transport available for young people to access the activities? *

- ☐ Yes - to all listed activities
- ☐ Yes - to some of the listed activities
- ☐ No

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Were young people involved in the planning and/or delivery of the Spring Holiday Break activities? *

- ☐ Yes
- ☐ No

Which of the priority groups did your project target? *

- ☐ Aboriginal young people
- ☐ Young people living with a disability
- ☐ Young people that are carers
- ☐ LGBTQIA+ young people
- ☐ Young people from a refugee background
- ☐ Young people in detention centres
- ☐ Culturally and Linguistically Diverse young people
- ☐ Young people at risk of engaging with the justice system
- ☐ Young people experiencing socio-economic disadvantage

Was your project designed, promoted and delivered in ways which made it inclusive and accessible to all youth? *

- ☐ Yes
- ☐ No

Describe how your activities were inclusive and accessible *

Unintended negative outcomes

Here we would like you to comment on any negative unintended outcomes for your beneficiaries that you encountered or observed. Documenting negative outcomes may help others avoid such things in the future.

Unintended outcome	Mitigation actions	Explanatory notes
List only negative unintended outcomes. One per row. Add more rows if you want to list additional unintended negative outcomes.	What actions, if any, have you taken to mitigate the negative effects of this outcome?	Add notes if you need to provide more context.

Most significant change

Describe the most significant change, positive or negative, that occurred as a result of your initiative. *

Describe just one specific change that occurred in the lives of program participants or target beneficiary/environment.

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Participants

Please outline how many participants of each age group were involved in your activities.

Must be a number.	Must be a number.	Must be a number.

Total number of young people who participated in the activities

This number/amount is calculated.

activities ran over the holiday period *

Total number of actual

Project promotion

How did you promote your Summer Holiday Break activities? *

- ☐ Social media - posts, pictures, etc
- ☐ Community meetings/workshops
- ☐ Event launch
- ☐ Community noticeboards
- ☐ Website
- ☐ Open days
- ☐ Local newspapers
- ☐ Word of mouth
- ☐ Community newsletter
- ☐ Community radio
- ☐ Other:

Did you acknowledge the NSW Government as per the Funding Agreement? *

- ☐ Yes
- ☐ Not yet - but we are planning to include in our annual report
- ☐ No
- ☐ Other:

Upload evidence of acknowledgment of NSW Government funding;

Attach a file:

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Budget

* indicates a required field

Evidence of expenditure

You are required to keep accurate financial records of actual expenditure to demonstrate your project has been implemented in accordance with the signed Funding Agreement and any approved variations.

If you are registered for GST, your evidence of expenditure must exclude GST. The invoices you submit must exclude GST and add up to the total grant value.

If you are NOT registered for GST, the invoices you submit can include GST and must add up to the total grant value.

Please confirm that financial information provided is compliant with your GST registration status *

- ☐ Organisation is GST registered and all financial information provided is GST exclusive
- ☐ Organisation is NOT GST registered and financial information provided is GST inclusive

The total of your financial evidence must be equal to or greater than the total value of the Summer Holiday Break funding received. Any amount greater than this total is considered as co-contribution.

Types of financial evidence can be the following:

- **Expenditure reports** or **itemised ledger from a financial accounting system signed by an authorised officer of your organisation** (*clearly listing paid amounts (actuals), date of payment, reference or invoice number, payee, payee ABN and description*)
- **Invoices** accompanied by **EVIDENCE OF PAYMENT** such as:
 - **Receipts** (*clearly labelled*)
 - **EFT transaction receipts** (*clearly labelled*)
 - **Bank statements** (*please highlight the expenditure relating to the grant expenditure*)

NOTE: Evidence of payment MUST be retained for all invoices.

For ease of editing, you can click the 'Maximise' button at the top of the table.

Please use the notes field to provide additional information or context. Any notes entered previously are shown for your reference. You can leave your notes as they are; edit them; or delete them.

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Approved eligible expenditure items	Amount budgeted (ex. GST)	Amount expended (ex. GST)	GST expended	Amount expended (inc. GST)	Upload financial evidence of expenditure invoice/receipt	Notes
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	\$	\$	\$	\$		
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.		

Total budgeted expenditure (ex. GST)

\$

This number/amount is calculated.

Total actual expenditure (ex. GST)

\$

This number/amount is calculated.

Budgeted amount remaining (ex. GST)

\$

This number/amount is calculated.

Please provide an explanation for why the total expenditure amount is different to the amount budgeted. *

Please confirm that ALL costs claimed for this project were incurred within the timeframes of the Summer holiday break program *

- ☐ Yes
- ☐ No

Did you spend all of the allocated Summer holiday break funding? *

- ☐ Yes
- ☐ No - we have an underspend

Total amount of underspend

\$

This number/amount is calculated.

This total has been calculated from the figures you provided in the table above. If you believe this amount is incorrect, please amend the figures in the table.

Please provide reason for the underspend *

Travel loading

Were you approved for additional travel loading expenditure for your Summer activities?

- ☐ Yes
- ☐ No

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Total amount of Summer travel loading

\$

Must be a dollar amount.

Total approved travel loading for Summer

Travel loading evidence of expenditure

Travel loading is for external suppliers travelling 180km or more each way and is not claimable for ongoing or contract staff employed by the applicant.

Description of approved travel expenditure	Amount of approved budgeted travel (ex. GST)	Amount expended (ex. GST)	GST expended	Amount expended (inc. GST)	Upload financial evidence of travel expenditure
List as per your approved Funding Agreement	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	

Finalisation

* indicates a required field

Reflection

How successful do you believe your project was? *

- ☐ Highly successful
- ☐ Successful
- ☐ Somewhat successful
- ☐ Unsuccessful

What did you learn as a result of undertaking this project/program? *

We are particularly interested in lessons that may help others who are undertaking similar work. Think about what you learned about your theory of change. How accurate were your assumptions (were they 100% right, only partly right, or were the results a complete surprise?); how adequate were your inputs (money, goods, skills, personnel, time - too much; too little; about right?); and what did you learn about the context of the project/program (timing; targeted beneficiaries; geographic settings; etc - were they right; wrong; about right?).

Final comment

Please provide any further information you wish to include as part of this final report.

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Declaration

This section must be completed by an appropriately authorised person on behalf of the funded organisation.

I certify that to the best of my knowledge the statements made within this final report are true and correct and that Funding has been spent in accordance with the Agreement.

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Date of form completion *

Must be a date.

Feedback

You are nearing the end of the reporting process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the reporting process: *

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this final report? *

Estimate in minutes i.e. 1 hour 60

Provide any suggestions for improvements/additions to the reporting process/ form. *