ADRA

PROJECT COMPLETION REPORT

Community Transformation Partnership (CTP) Project Application

Project Name	
Implementing Church / Organisation	
Project Leader	
Report Author	Name:
	Phone:
	Email:
Project Duration	Start Date:
	End Date:
Project Aim (SMART - as per your application)	
Number of participants impacted	Number of females:
	Number of males:
Suburbs benefiting from this project (list separately)	
Total Budget	
Date report submitted	

1. How effective has the project been in achieving its aim? If not, why?

2. How has your project met the identified needs in the community?

3. Please detail the activities that have been completed. Do these activities differ to your application? If so, why?

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

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
			TOTAL VOLUNTEER HOURS	

5. How successful was the project in reaching the outcomes listed in your application and in measuring these?

Define Outcome	Measurement
1.	
2.	
3.	
4.	
5.	

6. What learnings have you made to date from the project and what might you do differently next time?

7. Financial Acquittal

Please provide a financial acquittal of the funds spent to date. You can use the template below, or attach a separate excel spreadsheet if you'd prefer.

Ref. No.	INCOME	Total	Explanation
	Church	$	
	Conference	$	
	ADRA	$	
	Other	$	
	TOTAL	$	

	EXPENSES	$ per Item	Qty	Total	Explanation
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
			TOTAL	$	

8. Two project impact stories and photos

It is important to be able to share in particular with our funders/donors how initiatives are making a real difference in our community. Please include a 30 sec – 1 min testimony from a participant as to how this initiative has impacted their life and why it's important for this type of programme to be available in the community. Please include with your story, a photo of the individual and the project. Please ensure you have their consent before submitting footage and photos to us (use the provided consent form). Please note that ADRA reserves the right to share and publish these stories through their communication 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 challenges were you facing before being part of this initiative and how did this affect you?

Explain how this initiative helped you
What happened? What did you learn?

How has the project changed your life in a way that is significant to you?
How has this initiative changed you? How does this make you feel?

What would life be like for you now if this initiative hadn't been available?
Provide at least two examples

Why should this initiative be made available to the community again?

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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

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: _____