



Designated Use Annual Report

In line with Section E of the Grant Funding Agreement, Grantees must submit a Designated Use Report to the Department of Social Services (the department). A report must be submitted annually, for the duration of the Designated Use Period (DUP).

The Designated Use Period Report provides information to confirm the Works and the Assets related to the Activity have been fully and effectively used for the Designated Use, as described in your Agreement, for this reporting period (the most recent 12 month period from 1 July – 30 June). Failure to follow the Designated Use requirements can result in the department seeking corrective action.

This template must be complete and returned to DSSCapital@dss.gov.au by 31 August each year.



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Organisation Legal Name	
Project Name	
GPS Agreement ID	
Designated Use Period Commencement Date	
Reporting Period (financial year)	
Submission Date:	
Grantee's contact name:	
Grantee's Position / Title	
Grantee's contact phone and email address	



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1. Has the Property (or the relevant part of the Property identified in the Grant Agreement), the Works and the Assets been fully and effectively used for the Designated Use during the Reporting Period?	No	Yes	If NO, please provide further information/details.
2. Did the Property (or the relevant part of the Property identified in the Grant Agreement) Works and Assets comply with all applicable State or Territory requirements?	No	Yes	If NO, please provide further information/details.
3. Has the Property (or the relevant part of the Property identified in the Grant Agreement), the Works or the Assets been left unused or unoccupied for a period in excess of eight weeks during the Reporting Period?	No	Yes	If YES, please provide further information/details.



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4. Has the Property, Works and Assets been maintained in good condition during the Reporting Period?	No	Yes	If NO, please provide further information/details.
5. During the Reporting Period, did the Grantee meet all its insurance requirements as specified in the Grant Agreement? (This may include but is not limited to professional indemnity insurance, public liability, building and contents insurance, asset insurance to its full replacement cost). <i>As per Item J and Section 3, 16.2 of the Grant Agreement</i>	No	Yes	If NO, please provide further information/details.
6. As per the Funding Agreement, your organisation may be required to have a Lease Agreement over the property until the expiry of the Designated Use Period. Does your organisation have a current Lease Agreement over the property?	No	Yes	If NO, If a lease agreement is required but not in place, please provide information as to why:



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If YES, please provide expiry date of lease agreement:			
7. Do you need to tell us anything else about the property or it's use?	No	Yes	If Yes, please provide information
8. Has your organisation's contact person for this activity changed?	No	Yes	If YES, please provide further information/details. (In future, please notify DSSCapital@dss.gov.au of any changes as they occur)



This Declaration must be signed by a CEO, or another person who is suitably authorised within the Grantee's organisation to execute documents and legally bind the Grantee by their execution.

I confirm that:

- I am a person authorised by the Participant to execute documents and legally bind the participant by their execution.
- All information in this designated use report is true and is not misleading by reason of any material misstatements or omissions.

I acknowledge (subject to any qualifications provided in this report):

- That under section 137.1 of the schedule to the *Criminal Code Act 1995* it is an offence to knowingly provide false or misleading information to the Commonwealth.
- That compliance with all relevant laws including the terms and conditions of the Grant Agreement, has been maintained.
- The property/ies under the Grant Agreement have been used solely for Designated Use.
- The completed works meet the Designated Use requirements under the Grant Agreement.
- All relevant Commonwealth, State or Territory requirements for delivering the Designated Use have been complied with.
- The property, the works and assets used for the Designated Use complies with the requirements and obligations from the Grant Agreement for clauses SC22.1 Use of the Property, the Works and the Assets for the Designated Use.

Name	
Position Title:	
Signature	
Date	