# Instructions

* Please complete the Project Outcomes Reporting Form and send to: membership@ywca.org.au
* Please attach Financial Reporting Form if there was a budget element to your project

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| **Group Name:** |  |
| **Project Title:** |  |
| **Report Date:** |  |
| **Project Type:** | **☐** Local Event **☐** Fundraising Campaign **☐** Advocacy Campaign |
| **Project Start Date:** |  | **Project End Date:** |  |
| **Project Location:** |  | **Project Reach:** |  |
| **Reporting Against Project’s Goals:***(Outline your progress or outcomes related to the project’s goals)* | Goal 1:Goal 2:Goal 3: |
| **Project Outcome Summary:***(Describe your overall progress to date and any significant changes in strategy or requirements)* |  |
| **Alignment with YWCA Vision / Purpose / Priorities:** |  |
| **Key Learnings and Improvements:***(Outline any key learnings from the project and any improvements or changes you would make next time)* |  |
| **Total Project Budget** | $**☐** NIL **☐** Unknown  |
| **Outstanding or Ongoing Tasks** | **Project Tasks** | **Responsible Person** | **Due Date** |
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