**Milestone Claim Form**

Active Transport Fund

(All fields are mandatory)

About the project

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| --- | --- |
| **Project number** |  |
| **Project name** |  |
| **Council/Department** |  |

About the milestone

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| **Milestone type** | Select |
| **Have you included evidence to support the milestone?** | *Please let us know what evidence you are providing to substantiate the claim.* ***Please note****, photographic evidence (including photographic evidence of signage) is required for all commencement and completion milestones. Further advice on the types of evidence required to substantiate your milestone claim is provided on the next page.* |
| **Milestone amount** | *Please include whole figures (do not include cents).* |
| **Attributes completed so far** | *Please let us know what works/attributes/milestones have been completed on the project. For example, if you are claiming for commencement of construction you may include completion of design and application of necessary permits and approvals.* |
| **Next milestone estimated due date** | *Please let us know when the project is expected to achieve its next milestone. For example, completion of contruction is estimated to be complete on 1 January 2025.* |
| **Is the project likely to complete on time and within budget? If not, why not?** | *Please let us know if the project is experiencing any delays or cost pressure issues.* |
| **Are there any planned events related to this milestone?** | *Please let us know if your local member or state minister is considering attending an event. For example, commencement or completion of construction of the project. If an event is planned, please notify the events team at* [*events@infrastructure.gov.au*](mailto:events@infrastructure.gov.au) *at least four weeks prior to the date of the event.* |

Certification

I the undersigned certify that all information provided in this report is true and correct:

* All activities relevant to this milestone, for this project, have been completed.
* All conditions of funding have been complied with.
* The information provided above is true and accurate.
* All evidence provided is of the funded project.

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: | Postion: |
| Contact Phone Number: | Contact Email Address: |

**.**

Acceptable Evidence

|  |  |
| --- | --- |
| ***Milestone Type*** | ***Required mandatory evidence*** |
| **Completion of Design** | * *Evidence of completed design (copies of design drawings)* * *Provision of an invoice for the costs or other evidence of expenditure* |
| **Commencement of Construction** | * *Photographic evidence of signage installed on site (please see Section 12 of the Active Transport Fund – Program Guidelines for further information).* ***Please note****, any questions regarding signage should be referred to* [*events@infrastructure.gov.au*](mailto:events@infrastructure.gov.au)*.* * *Photographic evidence that work has commenced on site.* |
| **Completion of Construction** | * *Photographic evidence of signage installed on site (please see* [*section 12*](https://investment.infrastructure.gov.au/sites/default/files/documents/slrip-guidelines.pdf) *of the Active Transport Fund – Program Guidelines for further information).* ***Please note****, any questions relating signage should be referred to* [*events@infrastructure.gov.au*](mailto:events@infrastructure.gov.au)*.* * *Photographic evdience which demonstrates the project is complete and open to traffic.* |
| **Acceptance of Post Completion Report** | * *A completed Post Completion Report* * *An expenditure report listing all costs incurred on a line by line basis.* |

Returning the form

Please check that you have completed all sections of the form, including signature (electronic is acceptable). Once complete, this document and substantiating evidence should be returned by email to   
[ActiveTransportFund@infrastructure.gov.au](mailto:ActiveTransportFund@infrastructure.gov.au). Proponents should also provide an email copy to their state/territory transport/infrastructure agency contact.