

From: **Community Building Partnership Program** <noreply@smartygrants.com.au>

Date: Thu, Jul 1, 2021 at 9:59 AM

Subject: Community Building Partnership 2020 - Progress Report now available, due 15 July 2021

To: Victoria Lush <balmainpspc@gmail.com>

Dear Victoria Lush,

Submission ID: CBP20 - 2044

The **Progress Report** for your Community Building Partnership grant CBP20 - 2044 (Installation of 9 kW Solar System at Balmain Public School) is now available for you to fill out and submit online. Please ensure that you submit this form by **11:59 PM, Thursday 15 July 2021**.

To access the form, you will need to:

1. Log in at <https://communitybuildingpartnership.smartygrants.com.au/applicant>
2. Click the **My Submissions** link at the top of page. Here you will see your submission CBP20 - 2044 and any associated forms open and waiting for you to complete.
3. Click on **Community Building Partnership 2020 - Progress Report**

All grant recipients **must** submit their Progress Report by Thursday 15 July 2021 regardless of whether or not you have received your grant funds or if development consent is required. This is an important part of the reporting cycle and a requirement of the program. It allows you to notify us of any concerns or potential issues with the delivery of your project.

Failing to submit the Progress Report may result in the withdrawal of your grant offer.

Please note: If you have already completed your project, please fill out and submit the **CBP20 - Completion Report** form instead of the Progress Report.

Please contact us if you require any assistance with completing your Progress Report.

Kind regards,

Community Building Partnership Program

Department of Communities and Justice

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