



Reporting on your IRP grant

- Documenting and communicating the progress, performance and financial management of your grant-funded ranger activities (or Reporting) assists with transparency and ensures that your project stays on track with its goals.
- Reporting gives you the opportunity to reflect on progress, celebrate successes and identify areas where you might need extra support from the National Indigenous Australians Agency (NIAA).
- Good reporting shows accountability and helps tell your story about the impact rangers are making on Country and in their communities.
- It gives funding bodies, like the NIAA, the information needed to assess the impact of the funding and to make decisions about future funding, policies and supports to the sector.

Reporting – why is it important?

Reporting, for the purposes of the Indigenous Rangers Program (IRP), is the process of documenting and communicating the progress, performance, and financial management of a grant-funded project. It involves providing detailed accounts of activities, achievements, challenges, and how grant funds have been used.

Reporting includes:

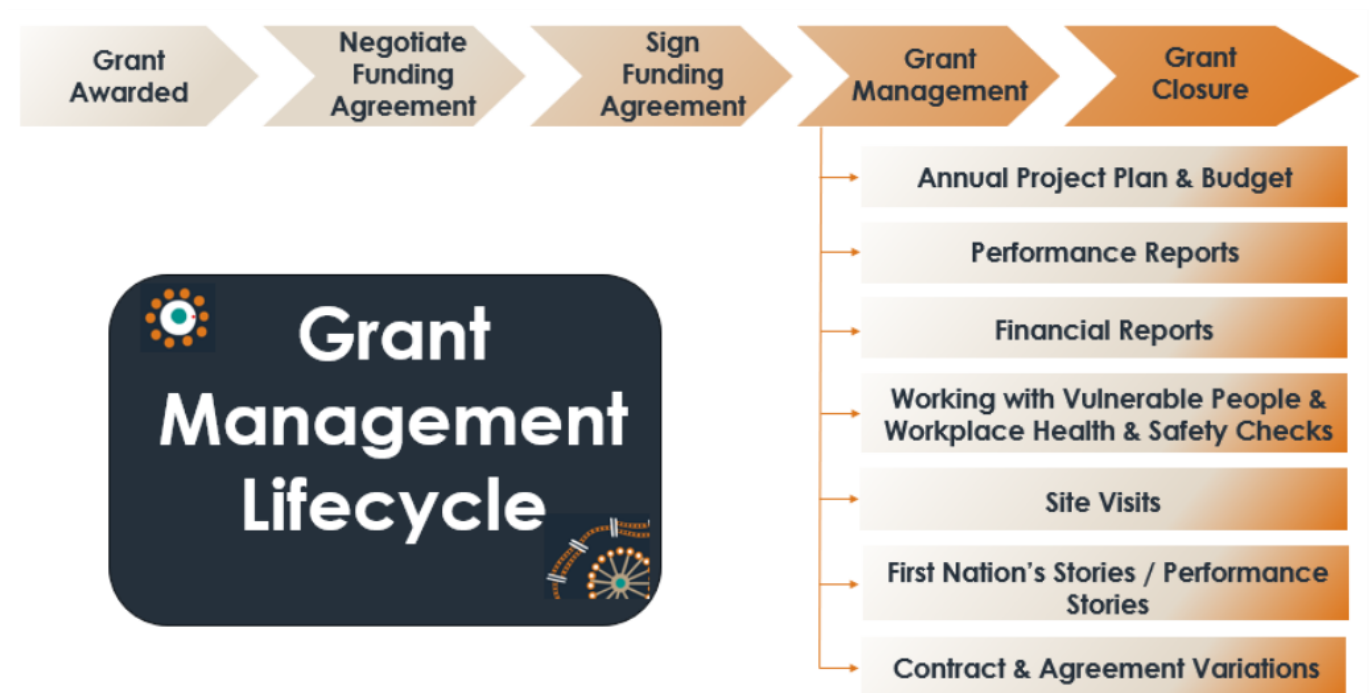
- **Performance reports:** assess project activities, achievements, and challenges in relation to agreed KPIs.
- **Financial reports:** demonstrate how grant funds were spent in accordance with the funding agreement.
- **First Nations Performance Stories (good new stories):** provide qualitative insights into the impact of your project, through these performance stories, especially the impacts on First Nations communities. The NIAA and the Minister for Indigenous Australians may use your stories to highlight the excellent work being done by Indigenous rangers (with your permission).

Reporting is vital for several reasons. It:

- is a measure to ensure funds are used appropriately and that the project is delivering on its commitments
- helps stakeholders understand the project's status, including successes and any challenges faced
- allows the NIAA to assess progress, address risks, and provide support if needed
- informs adjustments to future funding agreements and project strategies based on past performance
- guides broader policy and program reform for the IRP and broader Indigenous rangers sector
- supports compliance monitoring, including site visits and document inspections to ensure obligations are met.



Grant Management Lifecycle



You are required to provide several reports on different aspects of your project during the financial year (see diagram).

Reporting Obligations and Frequency

You are required to report on the overall progress and performance of your activities and against the KPIs in your funding agreement. You will generally report every six months or every year, depending on the risk rating for your activity. If your project activity has a high-risk rating, more frequent performance reports may be required. Please speak to your Agreement Manager if you require information about what your risk rating is and how the activity risk rating is calculated.

Make sure you are familiar with your funding agreement as the Agency may also request further information or action from you to support monitoring (these will be outlined in your funding agreement).



Annual Project Plan & Budgets (APP&B)

Each year, by 30 June, you must submit an Annual Project Plan and Budget (APP&B) for the upcoming financial year. This document outlines planned ranger group activities, expected outputs and the associated budget, and serves as both a planning and reporting tool.

Further information on the Annual Project Plan and Budget (APP&B) can be found on the factsheet on APP&B.

IAS Online Performance Assessment Report

Reporting periods: Mid-Year & Annual

The Indigenous Advancement Strategy (IAS) Online Performance Report helps the NIAA assess your project's delivery against agreed outcomes and KPIs. You will be notified by email when a report is due, with a link and access code to complete the report online.

You are typically required to submit these reports every six or twelve months, depending on your funding agreement and activity risk rating.

Your report usually includes a project progress summary, performance data (e.g. Indigenous employment), supporting documents, and updated contact details. You'll also need to include your annual First Nations Performance Story and financial report. These will help paint a more complete picture of your project's impact.

Mid-Year Report

Reporting Period: (reporting on the first half year's performance)

The Mid-Year Report provides an assessment of your project's progress over the first half of the financial year. It supports the NIAA to early identification of issues, such areas where things may not be going to plan or where additional support may be needed.

This report is a key input for assessing progress towards KPIs and agreed outcomes. Transparency about delivery issues enables more effective collaboration and improvement planning.

The Mid-Year Report complements the Annual Report. It will help shape future APP&Bs by tracking performance and management objectives.

Annual Report

Reporting Period: (reporting on the performance for the whole financial year)

The Annual Report provides a comprehensive assessment of your project's performance over the full financial year. It is a key accountability tool that demonstrates how you have fulfilled your contractual obligations, and how funding has been used to achieve the agreed outcomes in the APP&B.

As the grant recipient, you are expected to:

- report against all KPIs using the IAS online Performance Assessment Report
- provide a narrative on outcomes achieved, challenges faced, and how they were addressed



- submit a First Nations Performance Story to showcase community impact
- include financial reporting to confirm that funds were used as agreed and to highlight any under- or over-spend.

The Annual Report helps track your progress, supports any updates to the APP&B, and may be used alongside site visits and other monitoring tools to assess how your project is going overall.

From 2025-26, all IRP providers will also be required to complete a short, online survey covering data in relation to their organisation and project from the previous year. This data was previously collected in the 'annual data' tab of the APP&B report. At the end of the financial year, organisations will receive a unique survey link to complete their online survey. Completing the survey is a mandatory part of your annual reporting. The survey does not need to be completed for Expansion Round 1 projects in 2024-25, but will need to be done for all projects in 2025-56.

Contract & Agreement Variations

The NIAA recognises that unexpected events may affect your progress, or the project may not be achieving results consistent with agreed priorities. In these circumstances, either the NIAA or you can request a variation to the funding agreement, including:

- changing key performance indicators or milestones
- extending the timeframe for completing the grant
- changing grant activities
- reducing funding.

If either the NIAA or you want to propose changes to the funding agreement, the instigating party must put its concerns, issues and proposed changes in writing before the funding agreement end date.

The NIAA will consider your request based on factors such as:

- how it affects the grant activity outcome
- consistency with the program policy objectives and any relevant policies of the NIAA
- changes to the timing of grant payments and
- availability of program funding.

If your organisation becomes unable to carry out the grant activities during the funding period, the NIAA may also consider a request for another suitable organisation to take over the project. This alternative entity should have the support of relevant Traditional Owners to manage the project.

All decisions to vary a funding agreement must be mutually agreed by your organisation and the NIAA before a variation can be executed by the parties.

Contact for further information

For further information, please contact your NIAA Engagement Officer/Agreement Manager.

