# STRATEGIC PARTNERSHIP STATUS REPORT

This template is to be used to report on the Strategic Partnership at the end of its term.

*Text in italics is explanatory and should be deleted in completed documents.*

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| **Partner Name** |  | | | |
| **Partnership Start Date** |  | | | |
| **Partnership End Date** |  | | | |
| **Report Compiled by** |  | | | |
| **Submission Date** |  | | | |
| **Section One: Summary** | | | | |
| *Please provide a summary of what the partnership achieved over the whole of its term, which could be published on the Towards Zero Waste website.* | | | | |
| **Section Two: Activity and Achievements** | | | | |
| **Objective 1: *Insert title*** | | | | |
| **Status:** tick box which best describes the result of this objective: | | | | |
| **Complete** | |  | **Overachieved** |  |
| **In-complete** | |  |  |  |
| *If objective is in-complete, provide reasons why* | | | | |
| *Describe activities conducted and accomplishments to achieve this objective* | | | | |
| **Objective 2: *Insert title*** | | | | |
| **Status:** tick box which best describes the result of this objective: | | | | |
| **Complete** | |  | **Overachieved** |  |
| **In-complete** | |  |  |  |
| *If objective is in-complete, provide reasons why* | | | | |
| *Describe activities conducted and accomplishments to achieve this objective* | | | | |
| **Objective 3: *Insert title*** | | | | |
| **Status:** tick box which best describes the result of this objective: | | | | |
| **Complete** | |  | **Overachieved** |  |
| **In-complete** | |  |  |  |
| *If objective is in-complete, provide reasons why* | | | | |
| *Describe activities conducted and accomplishments to achieve this objective* | | | | |

*Add more objective boxes as required.*

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| **Section Three: Outcomes** |
| *List any additional outcomes achieved during the partnership term, if not already mentioned in section 2.* |

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| **Section Four: Deliverables** | |
| *List all deliverables achieved during the partnership term.*  *Attach copies of deliverables not previously supplied to the Waste Authority to the end of this report.* | |
| **Section Five: Risks, Issues and Challenges** | |
| *Report any partnership project risks, issues and challenges experienced during the partnership.* | |
| **Section Six: Financial Statement** | |
| *Attach a brief financial summary report covering the whole partnership term, using the Waste Authority Brief Financial Statement Template.*  *Supply a copy of your organisation’s Audited Financial Statement signed by the Chief Executive Officer or Chief Finance Officer, within 3 months of the end of the last financial year of the partnership.* | |
| **Section Seven: Additional Comments** | |
|  | |
| **Section Eight: Author Signature** | **Date** |
|  |  |

**Checklist:**

Before you submit this report, please ensure you have:

* Attached the brief financial summary report using the Waste Authority Brief Financial Statement Template
* Attached copies of Deliverables
* Signed and dated the report in Section Eight.