

Arts & Culture

Community Library Grant

Reporting Form 2018/19

Organisation name:

Postal address:

Contact person 1:

Phone (daytime):

Email address:

Contact person 2:

Phone (daytime):

Email address:

Project dates

Start Date

Completion Date

What your project achieved

1. Briefly explain what your project did. (Outline the main activities of your project. FOR EXAMPLE: With the funding, we re-fenced the south boundary of the local domain).

2. What was the main **outcome** of your project? (How is the community better off as a result of this project? Provide a simple, clear and concise statement that describes the result achieved. FOR EXAMPLE: We re-fenced the south boundary of the domain to keep people from bringing their vehicles in and damaging the sports fields. The new fence helps to maintain the community's sense of pride in the area).

3. Use the following table to outline how well the project achieved its goals.

(Fill the table using your organisations goals (as outlined in your application for funding) and provide evidence of their achievement, or explanation of why they were not achieved).

Project Goal	Achieved / Not Achieved	Evidence
FOR EXAMPLE: 30 volunteers helped with the project.	Achieved	We had an attendance register that recorded the volunteers – 45 were recorded.
FOR EXAMPLE: 100m of fencing were replaced along the south end of the local domain.	Achieved	120m of fencing was replaced as there was greater damage than expected once the project was started.

4. Please make any other comments as to the success or failure of your project. (FOR EXAMPLE: Once we started the project and found there was greater damage than initially expected, the local hardware store donated the extra materials that we required to complete the job properly).

Financial Information

5. Please complete this simple budget outline to show how the grant was grant used.
 (Attach receipts for all Council expenditure.)

Project budget	Council funding received	Other funding for project	Total
Salaries/Wages			
Administration			
Accommodation/Rent			
Equipment			
Conference / Meetings			
Promotion / Marketing			
Telephone / Internet			
Travel			
Tutor Fees			
Consultants			
Resources (please specify)			
Resources (please specify)			
Resources (please specify)			
Resources (please specify)			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Other (please specify)			
TOTAL			