

Community Development: Community Project Grant Funding

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 and what the funding received was used for. FOR EXAMPLE: With the funding, we organised, promoted and ran a basketball sports programme every Friday night for 8 weeks in October and November which gave teenagers in this area something positive and healthy to get involved in).

2. What group(s) of people mainly benefitted from your project?

(Outline the main group(s) of people who benefitted from your work. FOR EXAMPLE: Ashburton teenagers).

3. What was the main outcome of your project?

(How was the community better off as a result of this project? The outcome should be written as a simple, clear and concise statement that describes the outcome of the project. FOR EXAMPLE: There was a positive change in Ashburton with Police reporting a 50% reduction in disorderly behaviour and community members reporting quieter Friday evenings).

4. Use the following table to outline how well the project achieved its outputs.

(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 Outputs	Achieved / Not Achieved	Evidence
FOR EXAMPLE: 80 teenagers playing basketball per night.	Achieved	We had an attendance register that recorded the attendees – 145 were recorded.
FOR EXAMPLE: Deliver 8 weeks of the basketball sports programme.	Not achieved	7 rounds of basketball were held over the 8 week period. 1 evening was cancelled due to a snow event.

5. Please make any other comments as to the success or failure of your project. (FOR EXAMPLE: An unintended consequence of the competition was that many players brought along a friend, so our numbers of spectators, and players increased as the weeks progressed).

Financial Information`

6. 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			