

Economic Development & Events

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 were able to cover our traffic management plan costs of the local street parade of cropping machinery).

2. What was the main **outcome** of your project? (How is heritage better off as a result of this project? Provide a simple, clear and concise statement that describes the result achieved. FOR EXAMPLE: We showcased to the community the range of vehicles that are used throughout crop farms in the district, helping to connect the urban and rural communities).

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: 2000 people watched the parade.	Not achieved	1800 people attended based on estimate counts by volunteers, the wet weather is likely to have stopped people attending.

4. Please make any other comments as to the success or failure of your project. (FOR EXAMPLE: Once we started the project a number of items of machinery were added at the last minute. Support from local crop farmers for the event was high however the late entries made it challenging to organise the order of the parade, so next time greater emphasis will be made on confirming machinery earlier in the organisation).

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			