

# Natural and Built Environment: Heritage Grant

## Reporting Form 2018/19

Organisation name:

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Postal address:

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Contact person 1:

Phone (daytime):

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Email address:

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Contact person 2:

Phone (daytime):

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Email address:

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Project dates

Start Date

Completion Date

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### What your project achieved

1. Briefly explain what your project did. (Outline the main activities of your project. FOR EXAMPLE: With the funding, we organised three re-cladding and painting days on the historic post office building).

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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 protected the historic post office from weather so in the future it will bring pride to the area, tell the story of our past to the general community and school groups, attract tourists and in the future may become a commercial café creating jobs).

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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: 25m <sup>2</sup> of rotten wood was replaced.	Not achieved	35m <sup>2</sup> of rotten wood 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 timber and paint that we required to complete the job properly).

## Financial Information

1. 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)			
<b>TOTAL</b>			