

Sport & Recreation: School Holiday Programme 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 and what the funding received was used for. FOR EXAMPLE: With the funding, we organised, promoted and ran a school holiday programme during the July and October school holidays, with a focus on fundamental skills such as healthy eating, healthy activity and healthy attitudes).

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 young people aged between 5 and 14 years of age).

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 attitudes of the attendees of the holiday programme, with most children understanding more about healthy choices at the end of the holiday programme).

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	Project Outputs	Project Outputs
FOR EXAMPLE: 50 different young people attend the school holiday programme each holidays.	Achieved	We had an attendance register that recorded the attendees – 145 were recorded.
FOR EXAMPLE: Deliver 4 weeks of school holiday programmes	Not Achieved	We missed 1 day of delivering the school holiday programme due to our facility being closed from a snow event.

5. Please make any other comments as to the success or failure of your programme. (FOR EXAMPLE: A number of families have already put their names down to attend the school holiday programme next year).
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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)			
Other (please specify)			
Other (please specify)			
TOTAL			