***Community Infrastructure Grant   
Reporting Form***

Name of organisation ……………………………………………………………………………………………………

Amount of funding received …………………………………………………………………………………………….

Contact person ……………………………………………………... Phone (daytime) ……………………………

Email address ……………………………………………………………………………………………………………

Project dates, Start date ………………………………………. Completion date …………………………….....

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| **What your project achieved** |
| **1.** Briefly explain what your project was and outline what the funds were used for. |
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| **2.** Use the following table to outline how well your project achieved its goals.  *Complete the table using the outcomes described on your application for funding and provide evidence of their achievement, or explanation of why they were not achieved.*  *What were you trying to achieve – why did you need to do your project?* | | |
| **Project goals** | **Achieved / not achieved** | **Explanation / evidence** |
| *For example: 100m of fencing were replaced along the south end of the local domain.* | *Achieved* | *120m of fencing was replaced as there were greater damage than expected once the project was started.* |
| *For example: Keep vehicles off the domain to prevent damage to the sports fields.* | *Achieved* | *The new fence has stopped all vehicles from driving across the domain.* |
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| **3.** Please make any other comments as to the success or failure of your project. | | |
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| **Financial Information** | | | | | |
| **4.** Please outline the project’s expenses below to show how the grant was used.  *Attach GST receipts, or invoices and bank statements, for all Council expenditure. Please number receipts and record below so that they can be easily matched with the costs.* | | | | | |
| **Receipt #** | **Project costs**  *Please itemise all expenditure for the project.* | **Council funds** | **Other funds** | **Total** |
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| **TOTAL** | |  |  |  |

**Please return form to** [**grants@adc.govt.nz**](mailto:grants@adc.govt.nz) **before the end of the Council financial year 30 June or before applying for further funding, whichever is earlier.**