***Community Events Grant   
Reporting Form***

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

Name of event ……………………………………………………………………………………………………………

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

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

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

Event dates, Start date …………………………………………… Completion date …………………………….

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| **What your event achieved** |
| **1.** Briefly explain what your event was and outline what the funds were used for.  *For example: With the funding, we were able to cover our traffic management costs of the local street parade of cropping machinery.* |
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| **2**. How many people attended your event? Please comment on whether this is what you were expecting. |
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| **3.** Describe how you made your event: |
| 1. Smoke-free |
| 1. Sun-smart (if applicable) |
| 1. Working towards waste-free |

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| **4.** What group(s) of people mainly attended your event?  *For example: Young children under 14 years and their parents.* | | |
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| **5.** Use the following table to outline how well the event 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.* | | |
| **Event goals** | **Achieved / not achieved** | **Explanation / evidence** |
| *For example: 90% of attendees want to come again next year* | *Achieved* | *A survey at the gate found 95% of attendees said if the event was held next year they would come again.* |
| *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.* |
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| **6.** Please make any other comments as to the success or failure of your event.  *For example: A number of items of machinery were added to the exhibitors 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 exhibitors earlier in the organisation.* | | |
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| **Financial information** | | | | | |
| **7.** Please outline the event’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 #** | **Event costs**  *Please itemise all expenditure for the event, e.g. salaries, marketing etc.* | **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.**