***Community Agencies Grant
Reporting Form***

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| --- | --- |
| 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.** Outline the main activities of your organisation and what the funding received was used for.*For example: We are a non-profit organisation with a mission of supporting people to manage their gardens by providing free community education classes. The funding was used to cover our costs of hosting the free community classes.* |
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| **2.** What group(s) of people mainly benefitted from your organisation’s work?*For example: Local gardeners of all ages who require education on managing their gardens.* |
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| **3.** Use the following tables below to outline how well your organisation achieved its goals. These tables relate to questions 4 and 5 on the application form.*Table 1: Complete the table using the* ***outcomes*** *described in question 4 of your application for funding and provide evidence of their achievement, or explanation of why they were not achieved.*  |
| **Organisation goals - outcomes** | **Achieved / not achieved** | **Explanation / evidence** |
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| *Table 2: Complete the table using the* ***outputs*** *described in question 5 of your application for funding and provide evidence of their achievement, or explanation of why they were not achieved.*  |
| **Organisation goals - outputs** | **Achieved / not achieved** | **Explanation / evidence** |
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| **4.** Please make any other comments as to the success or failure of your project. |
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| **Financial information** |
| **5.** Please outline the organisation’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 for Council funds and record below so that they can be easily matched with the costs.**If you have a separate budget you may attach this instead.* |
| **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** **before the end of the Council financial year 30 June or before applying for further funding, whichever is earlier.**