***Biodiversity 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 did and outline what the funds were used for.*For example: We organised three pest management days, involving 30 volunteers. The funds payed for the equipment to trap the pests.* |
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| **2.** How is biodiversity better off as a result of the project?*Provide a simple, clear and concise statement that describes the result achieved. For example: We controlled predators in the local reserve which will allow native species to fledge, a population to re-establish and the community will be able to experience NZ biodiversity, increasing the support of protection..* |
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| **3.** Use the following table to outline how well your project achieved its goals. *Complete the table using the goals described on your application (question 2) 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: Involve 25 volunteers* | *Achieved* | *We had an attendance register that recorded the attendees – 30 were recorded.* |
| *For example: Lay 200 predator traps* | *Not achieved* | *20 of the traps we had received were faulty and could not be used.* |
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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 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** **before the end of the Council financial year 30 June or before applying for further funding, whichever is earlier.**