***Sport Development Grant   
Reporting Form***

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

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

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

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

Programme dates, Start date ……………………………………. Completion date ………………………….....

|  |
| --- |
| **What your programme achieved** |
| **1.** Briefly explain what your programme is and how it was delivered. |
|  |
| **2.** What group(s) of people mainly benefitted from your programmes work? |
|  |

|  |  |  |
| --- | --- | --- |
| **3.** Use the following tables below to outline how well your programme 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.* | | |
| **Programme goals - outcomes** | **Achieved / not achieved** | **Explanation / evidence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *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.* | | |
| **Programme goals - outputs** | **Achieved / Not achieved** | **Evidence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **4.** How well did you deliver your programme?  *How well did you achieve the quality standards that you set for your programme? i.e. cost per participant, level of satisfaction per user etc.* |
|  |
| **5. a)** How many people were better off?  *If appropriate, break the numbers down by the target groups.* |
|  |
| **b)** What percentage were better off?  *The percentage who are better off out of all that could have potentially benefitted from the programme.* |
|  |
| **6.** How did you collect the information used to report the data in questions 4 and 5?  *What information sources did you use?* |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial information** | | | | | |
| **7.** Please outline the programme’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 #** | **Programme costs**  *Please itemise all expenditure for the programme.* | **Council funds** | **Other funds** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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.**