***School Holiday Programme Grant - Reporting Form***

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

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

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

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

Programme dates, Start date …………………………………… End date ………………………………………

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| **What your programme achieved** |
| **1.** Briefly explain what your programme is and outline what the funds were used for. |
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| **2.** What group(s) of people mainly attended your programme?*For example: Ashburton children 5 to 14 years.* |
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| **3.** Use the following table to outline how well your programme 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 – how is the community better off as a result of this programme?* |
| **Programme goals** | **Achieved / not achieved** | **Explanation / evidence** |
| *For example: Increase knowledge of healthy foods* | *Achieved* | *A survey at the end of the programme showed children had a better understanding of how to prepare healthy foods.* |
| *For example: 50 different young people attend the school holiday programme* | *Achieved* | *We had an attendance register that recorded the attendees – 55 were recorded.* |
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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 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 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.**