***Heritage 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 was and outline what the funds were used for.*For example: With the funding, we organised three re-cladding and painting days on the historic post office building. The funds contributed to the equipment required.* |
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| **2.** How is heritage better off as a result of the project?*Provide a simple, clear and concise statement that describes the result achieved. For example: We protected the historic post office from weather so in the future it will bring pride to the area, tell the story of our past to the general community and school groups, attract tourists and in the future become a commercial café creating jobs.* |
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| **3.** Use the following table to outline how well your project 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.*  |
| **Project goals** | **Achieved / not achieved** | **Explanation / evidence** |
| *For example: Involve 25 volunteers* | *Achieved* | *We had an attendance register that recorded the attendees – 45 were recorded.* |
| *For example: Replace 25 m2 of rotten wood* | *Achieved* | *35 m2 of rotten wood was replaced as there was greater damage than expected once the project was started.* |
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| **4.** Please make any other comments as to the success or failure of your project.*For example: Once we started the project and found there was greater damage than initially expected, the local hardware store donated the extra timber and paint that we required to complete the job properly.* |
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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.**