***Community Projects 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 what the funds were used for. |
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| **2.** What group(s) of people mainly benefitted from your project?*For example: Young children under 14 years.* |
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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.* *What were you trying to achieve – why did you need to do your project?* |
| **Project goals** | **Achieved / Not achieved** | **Explanation / evidence** |
| *For example: Installation of heat pumps in club rooms* | *Achieved* | *Heat pumps were installed before winter.* |
| *For example: Warmer club rooms during winter months* | *Achieved* | *Feedback from members was that the club rooms were warmer and therefore more enjoyable following installation of the heat pumps.* |
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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.**