

COMMUNITY GRANTS SCHEME ACCOUNTABILITY RECORD

Application No. _____
(office use only)

PLEASE NOTE THAT THIS FORM SHOULD BE COMPLETED AND RETURNED WITHIN 2 MONTHS OF THE PROJECT'S COMPLETION

Project Title _____

Name of organisation _____

Postal address _____

Street address _____

Telephone No _____ Fax _____

Funding received \$ _____

We certify that \$_____ of this grant was spent entirely for the project or service specified above and attach documentation clearly confirming this.

Signed on behalf of the above organisation:

Name: _____

Signature _____

Title _____

Date _____

The Project

In which local authority area(s) did your project or service take place?

Where did the participants/recipients of your project or service come from? Please estimate numbers.

--

Did your project or service involve a particular interest group/s? If so please state

--

What were the benefits of your project or service to the Kawerau District?

--

How did the grant help you to achieve your purpose?

Money and Resources

Please outline the costs of your project or service. Organisations not registered for GST should include GST in their income and expenditure.

In your application you specified that the Community Grants Scheme would contribute to the cost of		Please tell us what the money was actually spent on	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Please attach substantiating documentation

DETAILED RECEIPTS ARE PREFERRED but detailed invoices supported by bank statements clearly confirming payment are acceptable.