

Community Funding

Pūtea a Hapori

Grant report form

This form is to report back on the use of your grant after your project is complete. Further support from us is dependent on receiving a satisfactory grant report in a timely manner.

If you need help to complete this report form, please contact the Community Funding Officer: call 09 430 4200 or email funding@wdc.govt.nz.

Project information

Organisation name

Project name

Amount of grant received \$

How did it go?

Describe the difference your project made to the community:

Did your project go as planned and as outlined in your application?

How many people directly benefitted from the project? How many were actively involved?

What have you learnt through this and what would you do differently next time?

How did your project deliver on our funding priorities?

- Arts, Culture and Heritage
- Environment
- Recreation and Sport
- Community Wellbeing

Project budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, you can attach your budget separately. Figures should be GST inclusive where appropriate.

What did it cost?

Include all your project expenses. e.g. materials, venue hire, promotion, equipment hire. Attach copies of invoices where possible.

Amount

\$

\$

\$

\$

\$

\$

\$

\$

\$

Total expenses \$

How was it funded?

Grants and donations \$

Own contribution / fundraising \$

Other income (e.g. ticket sales) \$

\$

\$

\$

\$

\$

Total income \$

Difference \$

Is there anything else you'd like to tell us?

Your details

Group's postal address

Your name

Position in group

Email

Phone number(s)

Date

Supporting documentation

Attach to your report:

- Copies of invoices
- Optional – photos of your project (do not include originals or USB flash drives)

Thank you for contributing to your community and helping Whangarei to be a vibrant, attractive and thriving district.

Submitting your report

All material provided should be via email as attachments. Please do not use file share applications like Google Docs, and do not send in physical files such as original photos, bound documents or USB drives.

Send your report to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

**Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148**