

Community Development Grant Accountability Report



This accountability report must be submitted within two months of your project being completed.

Please note: if you do not complete and return a satisfactory report, you or your group will not be eligible for future Community Development Grant funding.

1. Your details

Name of applicant:			
Project/initiative name/s:			
Start date:		Finish date:	

2. Project/initiative implementation

Tell us about the implementation of the project or initiative. What worked well? What didn't work? Will you repeat the project/initiative in the future? How many people/groups/businesses did it reach?

3. Outcome of project/initiative

How did the project/initiative contribute to the objectives of the grant?

4. Financial Information

Provide details of the expenditure and income for all projects/initiatives you received funding for (only the parts funded through the grant). Please attach your end of year financial statements to this report.

Project costs: Write down all the costs of your project and include the details, e.g. contractor fee, promotion costs, staffing to carry out administration of programme etc. Please provide copies of quotes/estimate as relevant. Include all items that were budgeted for in your application.

Item <i>e.g. Equipment</i>	Budgeted cost (from application)	Actual cost	Reason for difference in amounts (if any) <i>e.g. Inflation</i>
Total costs	\$	\$	

Project Income: Write down all project income. Include all items from your application budget. Include your CD grant under actual costs.

Item <i>e.g. other grants</i> <i>/sponsorship/koha</i>	Budgeted income (from application)	Actual cost	Reason for difference in amounts (if any)
CD Grant		\$	
Total income			
Costs less income			

You may be required to provide receipts for this project. Please keep your receipts in a safe place for seven years.

5. Other material. Please attach copies of any of the following:

- Media about the project/initiative.
- Photos of the project/initiative.
- End of year financial statements for your organisation.

Do we have permission to use these photos to promote the Community Development Grant?

☐ Yes ☐ No

Email, post or drop the completed Accountability Report to:

Community Development Advisor (Economic)
Hauraki District Council
PO Box 17
PAEROA

OR info@hauraki-dc.govt.nz ATTN: Community Development Advisor (Economic)

OR drop it into one of our [Council Service Centres](#)

Paeroa: 1 William Street
Waihi: 40 Rosemont Road
Ngātea: 84 Orchard West Road