

Conservation and Heritage Fund



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 Conservation and Heritage Fund funding.

1. Your details

Name of applicant:

Project name:

Start date:

Finish date:

2. Give a brief description of the highlights of your project:

What worked well? What didn't work? If you require more space please attach additional pages.

3. How did your project deliver to the criteria of the fund:

4. Financial report: Please give details of how the money was spent.

Project costs: Write down all of your project costs. Include all items from the budget in your application (just the aspect funded via the Council’s Conservation and Heritage Fund).

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

Project Income: Write down all of your project income. Include all items from your application budget. Include your Conservation and Heritage Fund funding.

Item <i>eg Other grants /sponsorship</i>	Budgeted income (from application)	Actual cost	Reason for difference in amounts (if any)
Conservation and Heritage Fund funding			
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:

- Responses from other people involved in the project;
- Responses to the project from other funding bodies or partners/supporters;
- Photos of the project.

Do we have permission to use these photos to promote the Conservation and Heritage Fund?

Yes No

Please return your Accountability Report to info@auraki-dc.govt.nz ATTN: Vicki Cuthbert; Conservation and Heritage Fund Administrator.