

## Purpose of the Funding Accountability Report

This Funding Accountability Report must be submitted within three months after your project has been completed and before any further funding requests are made.

*Please note that if you do not complete and return a satisfactory report you or your group will not be eligible for future funding.*

## Attachment Details

Please make sure you have attached the following information:

- Completed funding accountability report
- Copies of receipts, invoices or bank statement showing funding spent.
- Photographs (if applicable)
- Any other supporting documentation

If you are unable to provide any of the above, please give a brief explanation below (use a separate sheet if needed).

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## Fund Details

Please check the appropriate fund for this Accountability Report

- Local Discretionary Fund
- Tangata Whenua Liaison Fund
- Waimate Plains Development Levy Fund
- Perpetual Fund
- Other .....

Amount received from the funding scheme:

\$.....



# Section 1 – Applicant

Name of applicant: .....

Project name: .....

Start Date: ..... End Date: .....

Number of people who actively participated in your project: .....

# Section 2 – Project Report

**Give a brief description of the highlights of your project**

What worked well? What didn't work? What might you do differently next time? Are there any future plans for this project? If you require more space, please attach additional pages

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**Project Income.**

Item	Detail	Amount
<i>e.g. Ticket Sales</i>	<i>250 tickets at \$15 per ticket</i>	<i>\$3,750.00</i>
<i>e.g. Donations</i>	<i>Five donations</i>	<i>\$500.00</i>
		\$
		\$
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		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Income:</b>		\$

## Section 4 – Other materials

Please attach copies of any of the following (if applicable):

- A summary of participant or audience survey results
- Newspaper articles or reviews
- Responses from other people involved in the project
- Responses to the project from other funding bodies or partners/supporters
- Photos of the project and/or event
- Do we have permission to use these photos to promote South Taranaki District Council funding?

Yes     No

**Any comments/messages/additional information:**

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## Section 5 - Declaration

- I/we declare that we are a not-for-profit group (*A not-for-profit does not earn profits for its members. All of the money raised or donated is used in pursuing the group's objectives*)
- I/we declare that the information supplied in this report is true and correct.
- I/we undertake that that I/we have obtained the consent of all people involved to provide these details.
- I/we understand that my/our organisation name and brief details about the project may be released to the media or appear in publicity material.
- I/we understand that the South Taranaki District Council is bound by the Local Government Official Information and Meetings Act 1987.
- I/we have used funding received solely for the project or purposes disclosed in our application.
- I/we have provided any receipts or invoices relevant to our project/event.

### Project report completed by:

Name: .....

Signature: .....

Position in group: .....

Date: .....

**Post:** Community Funding Advisor  
South Taranaki District Council  
Private Bag 902  
Hāwera, 4640

**Email:** [funding@stdc.govt.nz](mailto:funding@stdc.govt.nz)

**INCOMPLETE REPORTS WILL BE RETURNED TO APPLICANT FOR COMPLETION**

## Due Date

Accountability Reports and proof of expenditure must be completed and returned by no later than 30 June of the financial year applied or no later than three months after the project's completion and prior to any further funding being sort.

For further details please visit:  
**[www.southtaranaki.com](http://www.southtaranaki.com)**

