ŌTAKI COMMUNITY BOARD COMMUNITY GRANTS

**Accountability Report Back**

You/your organisation received a grant from the Ōtaki Community Board recently. As part of the acceptance of this grant we require you to:

* Attend a meeting of the Ōtaki Community Board and give a verbal report on how the money was spent; **and/or**
* Complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form **within two months** of the use of the grant and return to the address listed below.

**Please Note: You must return this form to be considered for future funding.**

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| Name of Individual/Organisation:  |
| Amount of Grant: | **$**  | Date Received:  |
| Project/Event for which grant was made:  |
| **Please give details of how money was spent, the benefits you received and the benefits to the Ōtaki Ward as a result of the grant:** |
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| *Note: If the money has not been spent, please explain why and your intentions for the money.* |

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| **Please sign below:***Two signatories required for organisations only.*  |
| Grant Recipient: |  | Second Contact: |  |
| Signature: |  | Signature: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
|  |  |  |  |

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| **Please return this accountability report to:** |
| Democracy Services Team Kāpiti Coast District Council Private Bag 60601Paraparaumu 5254 | OR | democracy.services@kapiticoast.govt.nz |