**Accountability Report Back**

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

* Complete the Accountability Report Back form and attach photographs, 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.**

**Any monies that are not used for the purpose applied for are required to be returned. Failure to do so may exclude the applicant from any further application.**

|  |  |
| --- | --- |
| Name of Individual/Organisation: |  |
| Amount of Grant: | **$** |  | Date Received: |  |
| Project/Event for which grant was made: |  |
|  |
| **Please provide a detailed account of the activity including photographs** |
|  |
| **Please provide a detailed financial report outlining how the money was spent** |
|  |
| **Please provide details of other funds acquired for the activity**  |
|  |
| **Please provide details of the benefits to the Raumati community** |
|  |
| **Please provide plans for the ongoing sustainability of the project (if applicable)** |
|  |
| **Please sign below:***Two signatories required for organisations only.*  |
| Grant Recipient: |  | Second Contact: |  |
| Signature: |  | Signature: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |

|  |
| --- |
| **Please return accountability report to:** |
| Governance TeamKāpiti Coast District CouncilPrivate Bag 60601Paraparaumu 5254 | OR | governance@kapiticoast.govt.nz |