**Accountability Report Back**

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

* Attend a meeting of the Raumati 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.**

**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.**

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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?** | | | | | | | | | |
|  | | | | | | | | | |
| **What benefits did you receive from this grant money?** | | | | | | | | | |
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| **Please provide details stating when and how you provided the benefits to the Raumati area as proposed in your application:** | | | | | | | | | |
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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 accountability report to:** | | |
| Governance Team  Kāpiti Coast District Council  Private Bag 60601  Paraparaumu 5254 | OR | governance@kapiticoast.govt.nz |