

GRANT AND FUNDING ACCOUNTABILITY REPORT



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

To be completed within 90 days of the end date of the activity

It is important that we are able to ensure due diligence and accountability for the use of funds. All organisations, groups and individuals who receive funding need to complete this report at the end of their approved project, initiative or activity.

The Council requires the following areas be reported:

- Financial costs of the project, including (where appropriate) full accounts for the activity.
- Benefits achieved for the audiences and communities detailed in your application including number of participants
- How the project or outcomes may have differed from your original plan or proposal.
- How the funds contributed to one or more of our wellbeing outcomes:

Social wellbeing – Residents are active, healthy, safe, resilient, optimistic and connected.

Cultural wellbeing – Strong relationships with whānau, hāpu and marae, celebrating diverse cultural identity, arts and heritage.

Economic wellbeing – A place of destination, new business and diverse employment that gives people independence and opportunity.

Environmental wellbeing – Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced.

Part one: applicant details

Organisation name:	
Primary contact full name:	
Organisation address:	
Email address:	
Phone number:	
Secondary contact full name:	
Email address:	

Part two: project details

Project title:		
Date/s activity was held:		
Place, venue or facility where the activity took place:		
How many helped deliver the activity:		
How many people participated/attended:		
Which communities and audiences benefited from the activity:		
Funding amount requested:		
Funding amount approved:		
Total cost of the activity:	Applied for \$	Actual spend \$
Brief summary of the delivered activity: How did it go? Any comments or learnings?		

Part three: financial report

For grants under \$1,500 we require receipts for accountability. For grants over \$1,500 please also include a bank account statement showing income 'in' and income 'out'.

For grants over \$10,000 please include your organisations most recent annual accounts.

If you have any questions or need additional support in completing this form, please reach out to: grants@swdc.govt.nz

***Please note: any unspent funds MUST be returned.**

3.1 What was the approved funding used for? **Please attach receipts and/or invoices**

Approved purpose item	Amount
<i>e.g Seedlings</i>	\$380
Total costs	\$

3.2 Project income (include any estimates from your original budget)

Item	Estimated income	Actual income	Reason/s for variance
<i>e.g ticket sales</i>	\$500	\$600	extra tickets sold
Total income		\$	

*Note: you may be required to provide additional invoices/receipts for this project if requested.

Part four: wellbeing outcomes

Which of our four wellbeing outcomes does your project meet? (tick as many as applicable)

	Social wellbeing – Residents are active, healthy, safe, resilient, optimistic and connected
	Economic wellbeing – A place of destination, new business and diverse employment that gives people independence and opportunity
	Environmental wellbeing – Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhance
	Cultural wellbeing – Strong relationships with whānau, hāpu and marae, celebrating diverse cultural identity, arts and heritage
<p>Please share the community benefits achieved by the outcomes of your project: How did South Wairarapa communities benefit?</p> <p>Please feel free to attach any further information you wish to provide.</p>	

We appreciate you sharing supporting evidence that outlines how you met the proposed wellbeing outcomes detailed in your application. Including but not limited to:

- Case studies
- Survey results
- Event attendance
- News stories - links or clippings
- Social media posts and/or reviews
- Photos of the activity or project milestones. By sending these to us, you agree for them to be used for future promotions of grants.

Please complete and return your accountability report within 90 days of the end date of your project to: grants@swdc.govt.nz or in person to the Council office at 19 Kitchener Street, Martinborough.