



Grant Accountability & Evaluation Report

To be completed within 12 months of receiving the West Coast Community Trust grant. Please note – failure to complete this report may result in your organisation having to refund the donation..

ORGANISATION & CONTACT DETAILS

Organisation Name	<input type="text"/>		
Contact Person	<input type="text"/>	Position	<input type="text"/>
Telephone <i>(landline and mobile)</i>	P: <input type="text"/> M: <input type="text"/>	Email Address	<input type="text"/>

GRANT INFORMATION

Purpose for which you received the grant?

How much was the grant approved for? \$ **Total cost of the project: \$**

Has the grant money been fully expended? YES NO

If the grant has not been fully expended, please explain why & provide time-frame etc of when it will be::

When was the grant approved?	How many people have benefited from this project?		
<input type="text"/>	1-100 <input type="checkbox"/>	100-1000 <input type="checkbox"/>	1,000 -more <input type="checkbox"/>

BUDGET INFORMATION

Please attached a summary of income/expenditure, receipts & any other supporting information that is relevant to this project.

WHAT DID YOU DO

What were the main benefits and outcomes of your project? (these may be for your organisation, clients/individuals and/or the community)

What were the successes and challenges of your project (what worked well, what didn't work so well and what have you learned?)

Please provide details of how you publicised the project and grant received?

Please provide a photo of your project, this can be forwarded by email to wccomtrust@netspeed.net.nz along with the name of your organisation

Photo
emailed

DECLARATION & PRIVACY ACT 1993 AUTHORISATION

Please note: this form needs to be completed by two authorised signatories of the organisation and that to the best of your knowledge all information provided in this report and attachments is true and correct.

I agree that the information included in this report and any attachments/supporting information may be used by WCCT for monitoring, evaluation, research and learning purposes.

Signature	
Name:	
Organisation	
Office Held	
Date	

Signature	
Name:	
Organisation	
Office Held	
Date	