

# Kāpiti Coast District Council District Events Fund

## Accountability Form

Your organisation received a grant from the District Events Fund. As part of the acceptance of this grant we require evidence the money was spent for the purpose granted. Please attach copies of receipts of payments.

**NOTE: You must return this form by 31 July 2011 in order to be eligible for future funding.**

Name of organisation \_\_\_\_\_

Amount of grant \_\_\_\_\_

Date received \_\_\_\_\_

Project for which grant was made \_\_\_\_\_

Please give details of how money was spent (copies of receipts must be attached)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

A brief description of the benefits that have been achieved with these funds

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: If the money has not been spent please contact the Strategic Projects Manager to discuss options.

Name and signature of two people involved with the event for which the grant was made.

First contact	_____	Second contact	_____
Signature	_____	Signature	_____
Position	_____	Position	_____
Date	_____	Date	_____

**Return to:**  
Kāpiti Coast District Council  
\_\_\_\_\_  
Private Bag 60601  
\_\_\_\_\_  
Paraparaumu 5254  
\_\_\_\_\_