

**DISTRICTWIDE FACILITY HIRE REMISSIONS FUND
ACCOUNTABILITY REPORT**

You/your organisation recently received a grant from the Districtwide Facility Hire Remissions Fund. As part of the acceptance of this grant we require you to complete the Accountability Report and attach copies of receipts of payments and any other financial information if applicable.

Please complete this form within **six months** of the use of the grant and return to the address provided below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: _____

Amount of Grant: \$ _____ Date Received: _____

Project/Event for which grant was made: _____

Please give details of how the grant money was spent _____

How did the grant money provide benefit(s) to the Kāpiti Coast District? _____

Please sign below: (2 signatories required for organisations only)

Grant Recipient: _____ Second Contact: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

**Please return to: Tracey Waye, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz**