ŌTAKI COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

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

- attend a meeting of the Ōtaki Community Board and give a verbal report on how the money was spent; and/or
- complete the Accountability Report Back and attach copies of receipts of payments and any other financial information if applicable.

Could you please complete this form within **two months** of the use of the grant and return to the address listed 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 money was spent, the benefits you received and the benefits to the Ōtaki Ward as a result of the grant.

NOTE: If the money has not been spent please explain why, and your intentions for the money.

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

Grant Recipient:	----------	Second Contact:	----------
Signature:	----------	Signature:	----------
Position:	----------	Position:	----------
Date:	----------	Date:	----------

Please return to:

Samara Shaw
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

File No. 8.7.9.1