**Accountability Report Back**

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

* Attend a meeting of the Paraparaumu Community Board and give a verbal report on how the money was spent; **and/or**
* Complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

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

**Please Note: You must return this form to be considered for future funding.**

**Any monies that are not used for the purpose applied for are required to be returned. Failure to do so may exclude the applicant from any further application.**

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| --- | --- |
| Name of Individual/Organisation: |  |
| Amount of Grant: | **$** |  | Date Received: |  |
| Project/Event for which grant was made: |  |
|  **Please give details of how money was spent?** |
|  |
| **What benefits did you receive from this grant money?** |
|  |
| **Please provide details stating when and how you provided the benefits to the Paraparaumu area as proposed in your application:** |
|  |
|  |
| **Please sign below:***Two signatories required for organisations only.*  |
| Grant Recipient: |  | Second Contact: |  |
| Signature: |  | Signature: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |

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| **Please return accountability report to:** |
| Democracy Services TeamKāpiti Coast District CouncilPrivate Bag 60601Paraparaumu 5254 | OR | democracy.services@kapiticoast.govt.nz |