

**WAIKANAĒ COMMUNITY BOARD
COMMUNITY GRANTS**

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to 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 **six 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 Waikanae 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: Democracy Services Team
 Kāpiti Coast District Council
 Private Bag 60 601
 Paraparaumu 5254
 democracy.services@kapiticoast.govt.nz