

# PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS

## 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.**

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: \_\_\_\_\_

## PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS

**Please return accountability report to:**

Democracy Services Team  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

OR

[democracy.services@kapiticoast.govt.nz](mailto:democracy.services@kapiticoast.govt.nz)