



Get to Know Your Neighbours

Evaluation & Claim Form

*It is essential that we receive this form with **receipts attached** to enable reimbursement*

As part of the Selwyn District Council's evaluation of Neighbourhood Week, all small subsidy recipients are required to complete this form. **Reimbursement is usually capped at \$50.00 per group.**

Name Organisation/Street: _____

Contact Person: _____

Postal Address: _____

Phone: Email: _____

Where was the event held? _____

Type of event: _____

Date & time of event: _____

*Please give details of how the money was spent & **Include copies of your receipts.***

Item	Amount

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Bank Account details (attach Bank slip) _____

Activities that took place: _____

Attendance numbers: _____

Weather: ☐ Good ☐ Average ☐ Poor

How did you notify your neighbours of your event? _____

What worked well for the event? _____

Any incidents and/or accidents? _____

What didn't work and why? _____

Other comments: _____

Signature: _____ Date: _____

Please complete this form after your event, attach receipts and return to enable reimbursement. REMEMBER to send us a photo if you have one from your event!
Email photos to sue.jenkins@selwyn.govt.nz

Post To: Sue Jenkins
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