

Accountability Report

This accountability report is due after the funds received are used or within 12 months of receiving funding. Along with this report, we also require no less than two high resolution (minimum 1MB, jpeg format) photos from the event, video will also be accepted.

Grant Details	
Name of organisation:	
Amount of grant:	
Year of grant (i.e. July 18 – June 19):	
Project grant awarded for:	

Financial Details	
<i>Please provide details of how the grant was spent</i>	
Item	Cost
Total Spent:	

How much did you do?

In the space below, please provide a description of you used the funds, the activities that took place or the equipment that was purchased. Include photographs, receipts and other evidence where relevant.

How well did you do it?

In the space below, please provider feedback from participants, evaluation details or reflections from, your organisation. Please include

Who is better off as a result?

In the space below, please provide a description of the benefits that have been achieved with the use of funds.

Declaration			
<i>This form must be signed by two authorised people from the percipient organisation.</i>			
First contact name			
Position in organisation			
Email address			
<i>I declare that I have been authorised by my organisation to complete this accountability report and that the information supplied is correct.</i>			
Signature		Date:	
Second contact name			
Position in organisation			
Email Address			
<i>I declare that I have been authorised by my organisation to complete this accountability report and that the information supplied is correct.</i>			
Signature		Date:	