

## 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 you to provide ***invoice copies*** and 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 (month and year):	
Project grant awarded for:	

Financial Details	
<i>Please provide details of how the grant was spent, please attach invoice copies to this form.</i>	
Item	Cost
<b>Total Spent:</b>	

How much did you do?
<i>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.</i>

How well did you do it?
<i>In the space below, please provide feedback from participants, evaluation details or reflections from, your organisation.</i>

### 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.*

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### Declaration

*This form must be signed by two authorised people from the organisation.*

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:	

Invoice Copies	
Please attach invoice copies here:	
Invoices:	

Photograph Consent			
<p><i>In order to abide by New Zealand's Privacy Act 1993, Selwyn District Council requires consent to use photos featuring people and will then hold copyright of these images. By signing this form you agree these images may be used for purposes including but not limited to: advertising, the promotion of Council services and events, promotional videos, newsletters, magazines, Council reports, public relations, newspaper stories, posters and brochures. This may also include publication on the internet, intranet, and social media pages associated with the Council. For more information or to request access to images of yourself please contact 03 347 2800.</i></p>			
<p>Do you have permission to use photos?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>			
Full Name:		Age:	
Phone:		Email:	
Township:		Signature:	