

Community Grants Scheme

ACCOUNTABILITY REPORT

- This form **MUST** be completed and returned to Upper Hutt City Council by 1 June 2022.
- Failure to return this form will negate any future funding applications from your organisation being considered.
- Please attach itemised receipts that clearly list each itemised purchase (EFTPOS receipts are not proof of purchase).

If you have any queries, or to get help with your report, contact the Community Development Advisor - Funding to discuss your project at funding@uhcc.govt.nz or on (04) 527 2793.

Please send your application to:

Upper Hutt City Council
ATTN: Community Development Advisor (Funding)
Private Bag 907
Upper Hutt 5140

Or email with appropriate attachments to funding@uhcc.govt.nz

1. Organisation Details

Name of Organisation

Contact Person

Contact Person Position

Phone Number

Email

2. Funding Details

Amount received from 2021 Community Grant fund

What was the funding allocated for?

How this funding benefited your organisation?

The grant was spent as follows:

Important: Please also attach receipts and evidence of expenditure that clearly list each itemised purchase (e.g. receipts, invoices or signed statements by the organisation's accountant). EFTPOS receipts are not proof of purchase.

Item	Cost

Signature

Date