creative communities NZ
Wairoa District

Project report form

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through the Creative Communities Scheme.

[Contact details to be provided by the local CCS Administrator]

Please return the completed form to –

Gay Thompson
Wairoa District Council
PO Box 54
Wairoa 4160

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1. Project/grant number**:** _____

2. Name of applicant: _____

3. Name & location of project: _____

4. Date of project: _____

5. Amount received from the Creative Communities Scheme: $_____

6. Please give details of how the money was spent. Your contribution to the project and the Creative Communities Scheme funding you received must be accounted for.

$ _____

$ _____

$ _____

$ _____

7. Please provide details about the project or activities that were supported by the Creative Communities Scheme. Explain what was successful, and what didn't work so well.

_____

_____

_____

8. Give a brief description of the highlights of your project, including the number of participants.

_____

_____

_____

9. How did your project benefit your community?

_____

_____

_____

10. What, if any, are the next steps (for your project, for you and/or for the people involved)?

_____

_____

11. This report was completed by:

Name: _____

Address: _____

_____

Date: _____

Phone:_____