

2023 COMMUNITY EVENTS FUND ACCOUNTABILITY FORM

Please complete all sections of the Accountability Form that apply.

A. GENERAL DETAILS

1. Name of organisation or individual that applied for the event:

Postal Address:	
Email:	
GST Registered	YES / NO


B. ACCOUNTABILITY

We hereby certify that we received the following grant from the Masterton District Council 2023 Community Events Fund:

Received
[Exclude GST if GST Registered] \$

C. INFORMATION ABOUT YOUR EVENT

1. Please tick the wellbeing area (s) that your project contributed to:

WELLBEING DEVELOPMENT AREA (PLEASE TICK)			
Social	 Cultural	Environmental	Economic

2. Please tick which category your event fall into?

EVENT CATEGORY (PLEASE TICK)		
Major events with economic benefit	Local and targeted events with community benefit	Emerging event

3. Please attach a brief description of your event including:

<input type="checkbox"/>	When and where it took place
<input type="checkbox"/>	The actual (or estimated) number of active participants and audience that attended
<input type="checkbox"/>	Where did those people come from
<input type="checkbox"/>	Were there any risks associated with the event (financial, public safety etc)
<input type="checkbox"/>	Was the event successful and was there anything you would do differently that wasn't successful
<input type="checkbox"/>	Anything else of interest

D. INFORMATION ABOUT THE COSTS OF YOUR EVENT

4. Please tell us about the event costs:

Total expenditure: <i>(excluding GST if registered)</i>	\$
Total income: <i>(excluding GST if registered)</i>	\$

Please attach any supporting documents:

<input type="checkbox"/>	Final detailed summary of event expenditure and income
<input type="checkbox"/>	Relevant invoices for council's funding

If you have any questions about the Community Events Fund Accountability Form, contact Deanna Elwin, Grant Administrator by telephoning (06) 370 6272 or email deannae@mstn.govt.nz

The completed accountability form can be:

POSTED TO:	PO Box 444, Masterton 5840	DELIVERED TO:	161 Queen Street, Masterton	EMAILED TO:	deannae@mstn.govt.nz
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Signed:

Date: