

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:	

B. ACCOUNTABILITY

I,

--


being the Chair/President/Treasurer/Secretary/Administrator (Please delete which does not apply) hereby certify that we received the following grant from the Masterton District Council 2020 Community Events Fund:

Received, excluding GST \$

--

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:

- When and where it took place
- The actual (or estimated) number of active participants and audience that attended
- Where did those people come from
- Were there any risks associated with the event (financial, public safety etc)
- Explain any risks associated with the event (financial, public safety etc.)
- Was the event successful and was there anything you would do differently that wasn't successful

D. INFORMATION ABOUT THE COSTS OF YOUR EVENT

4. Please tell us about the event costs:

Total expenditure: <i>(excluding GST)</i>	\$
Total income: <i>(excluding GST - ticket sales, other grants etc.)</i>	\$

Please attach any supporting documents:

- Final detailed summary of event expenditure and income
- Relevant invoices for council's funding

If you have any questions about the Community Events Fund Accountability Form, contact Deanna Elwin, Grants 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:	admin@mstn.govt.nz
-------------------	-------------------------------	----------------------	--------------------------------	--------------------	--------------------

Signed:

Date: