



Nelson City Council: Community Assistance Fund

Nelson City Council Contract Accountability Form 2010/11

te kaunihera o whakatū

Due 30 September 2011

Notes: Recipients of grants must complete this form in full and attach copies of receipts of any major purchase items relating to the grant and any additional information. Failure to do so may jeopardise future applications for funding. Please type your form or if it must be handwritten, print neatly and use a black pen (so that it can be photocopied).

1. Organisation Details

Name of Organisation: _____

Contact Person: _____ Phone: _____

2. Funding

Please provide a copy of your 2010/2011 annual report including a summary of your audited financial accounts. Tick if enclosed

Grant received: \$ _____

Give details of how the grant was spent (October 2010 – June 2011):

Facility use: \$ _____

Wages/Salaries: \$ _____

Promotion: \$ _____

Transport/Travel: \$ _____

Other (specify): _____ \$ _____

Describe the service provided you were funded for in your contract:

3. Reporting Outcomes

Give a brief description of the success of your project in achieving the performance outcomes listed in your contract:

1. _____

2. _____

3.

Provide details of any unspent funding or outcomes that were not achieved:

4. Signatories Sign Off

Name and signature of two people:

Name: _____ Name: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

Checklist:

- 1. Complete this form
- 2. Attach copy of 10/11 annual report and financial audited accounts
- 3. Provide copies of all receipts related to funding
- 4. Include any photos and/or additional support information

Return to:

**Community Assistance Accountability
Nelson City Council
PO Box 645
Nelson 7040 (phone 546 0217)**