

ACCOUNTABILITY FORM FOR FUNDING FROM HUTT CITY COUNCIL

Accountability reports are required from all recipients of grants received from Hutt City Council. Please complete and return this form detailing how your organisation and your community benefited from the allocated grant.

Organisations that do not complete and return the accountability form will not be eligible for further funding through any of the funding schemes administered by Hutt City Council.

- 1. Organisation: _____
- 2. Name of Funding Scheme: _____
- 3. Grant Received: _____
- 4. Purpose of Grant: _____
- 5. Date Grant Approved: _____

Please provide receipts or legitimate supporting documentation e.g. bank statement/PAYE info.

- 6. How has the grant helped your organisation achieve its purpose/How your organisation benefited from the grant:

- 7. How many people benefited from this grant and how did Hutt City benefit?

- 8. How did you assess these benefits?

Declaration

We solemnly declare that all details contained in this report are true and correct to the best of our knowledge and that we have the authority to provide this information on behalf of our organisation. **(This report needs to be signed by two officeholders within the organisation e.g. Chair and Secretary.)**

Name	_____	Name	_____
Signature	_____	Signature	_____
Organisation	_____	Organisation	_____
Position held	_____	Position held	_____
Date	_____	Date	_____