





## COVID-19 Community Fund Reporting Template

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As a condition of receiving a grant from the COVID-19 Community Fund (the Fund) you agreed to report on how you used the funding allocated to you. Please send your report to [communityfund@women.govt.nz](mailto:communityfund@women.govt.nz) by **20 December 2020**.

Your report should include:

- a financial statement for your organisation. This could be a profit and loss statement or any other form of accounting your organisation uses to keep track of finances;
- copies of invoices or receipts as appropriate;
- answers to the three questions below (no word limit).

The letter we sent you to say that your organisation's application was successful advised you how the funding could be used. If your actual spending varies significantly from those approved purposes please contact us as soon as possible to discuss. Please also contact us if you have leftover funds that you no longer need.

In addition to this report you are welcome to provide extra information such as pictures, videos or web links highlighting your achievements.

### Please provide the following information:

Name of organisation

Main contact name

Main contact person's position

Email address

Amount of grant allocated

\$

1. How did you spend the grant (please itemise how the money was spent)?
2. What outcomes was your organisation able to achieve due to the funding allocated to you?
3. Is there anything else you would like to share about your organisation, the work that you do and how the COVID-19 Community Fund assisted you?

### Declaration

I certify that the grant was used for the approved purpose(s) and declare that this project completion report is true to the best of my knowledge. I understand that subject to its statutory obligations, Ministry for Women treats all information in reports as confidential. The personal information provided is used solely for the purpose of administering and evaluating the report. Ministry for Women is subject to the Official Information Act 1982 and we may have to release information under that Act to third parties if requested. Ministry for Women is also subject to the requirements of the Public Records Act 2005;

Name/Signature:

Date:

Submit your report to [communityfund@women.govt.nz](mailto:communityfund@women.govt.nz) by **20 December 2020**.

Thank you for taking the time to complete this report.