

COMMUNITY EVENTS FUNDING GRANTS FINAL WRITTEN REPORT

Please return to: Debbie McLaren
Event Development Executive
Ashburton District Tourism
211a Wills Street, PO Box 482, Ashburton 7740
debbie@ashburtondistrict.co.nz

Note: This report is due three months after the completion of the event. This report is to be accompanied by an income and expenditure report (actuals vs budget), and an invoice to Ashburton District Tourism for agreed funding.

1.	Event Name:	
2.	Applicants Name:	
3.	Organisation Name:	
4.	Project/Activity Funded:	
5.	Amount of Grant:	

Please answer the following questions:

6.	Did you receive funding from other organisations for this project/event? Please give details and state the value(s) of the grant(s).
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7.	Who attended the event? Estimated numbers, make up of audience (ie. Families / ethnicity / age groups etc).
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8.	What happened on the day?
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9.	How did the event benefit the community?
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10.	What were the successes of your event?
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11.	Were any problems encountered? If so, what were they and how did you overcome them?
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12.	What would you change the next time you run this event?
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