

WAIMATE DISTRICT COUNCIL
COMMUNITY GRANTS SCHEME

ACCOUNTABILITY FORM

For all expenditure relating to Community Grants submitted to and made by the Waimate District Council

- PLEASE :**
1. Fill out this form
 2. Attach - Receipt of payment **OR**
- An invoice detailing items purchased **OR**
- A statement from your Club's Accountant
 3. Return to the address listed below immediately after the funds have been expended

NOTE : FAILURE TO RETURN THIS FORM MAY JEOPARDISE FUTURE APPLICATIONS FOR FUNDS

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NAME OF ORGANISATION / CLUB : _____

AMOUNT OF GRANT : \$ _____

PURPOSE GRANT AWARDED FOR : _____

PLEASE GIVE DETAILS OF HOW MONEY WAS SPENT:

_____ \$ _____

_____ \$ _____

_____ \$ _____

PLEASE PROVIDE A BRIEF DESCRIPTION OF BENEFITS ACHIEVED WITH THESE FUNDS:

PLEASE CERTIFY BELOW:

NAME : _____

SIGNATURE : _____

POSITION : _____

RETURN TO : **JOHN LARCOMBE, ADMINISTRATION OFFICER**
WAIMATE DISTRICT COUNCIL, P O BOX 122, WAIMATE