



Community Grants Fund Accountability Statement

Name of Organisation: _____

We, being officers/accountant of the above organisation hereby certify that we received a grant from *Buller District Council Community Grants Fund* of:

Amount received: _____

Name	Position	Signature	Date
Main contact:			
Second contact:			

- Any funding granted must be spent as per the details of your application and you may be required to verify this. Failure to adhere to this requirement will result in the funding needing to be returned to Buller District Council and may disqualify any future applications for funding from this organisation, Council wide.
- Your organisation has 6 months to spend the grant received, and your accountability has to be filed before you can apply for another grant. You can only apply for **one grant per financial year**, this being from 01 July to 30 June.
- Any unspent funds need to be returned along with your Accountability Statement.

NO FURTHER GRANTS WILL BE ALLOCATED TO ORGANISATIONS THAT HAVE NOT COMPLETED THE ACCOUNTABILITY REQUIREMENTS.

1. How was this grant spent? Please attach evidence of expenditure (receipts, invoices or signed statements by the organisation’s accountant).

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
Total:	\$

Amount unspent: \$ _____

2. How did this grant benefit your organisation?

3. How did this grant benefit the community?

Please send your completed Accountability Statement to:

Community Services Officer
Buller District Council
PO Box 21
Westport 7866