Please return to:

Sport Manawatū

P O Box 797

Palmerston North

**Due eight weeks after the completion of the event, to be accompanied by an income and expenditure report**

|  |  |
| --- | --- |
| Name of organisation: |  |
| Event name: |  |
| Funding is granted for: |  |
| Name(s) of contact person(s): |  |

**OFFICE USE ONLY**

|  |  |
| --- | --- |
| Amount granted $ |  |

**Please answer the following questions and use additional sheets if necessary**

The Sports Assistance Grant was spent as follows and we attached the following:

* Final event budget
* Evidence of expenditure (receipts, invoices)

|  |  |
| --- | --- |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
| Amount unspent $ | |

|  |
| --- |
| The grant had the following benefits for the event: |
|  |

|  |  |
| --- | --- |
| Name of organisation: | |
| Participants (numbers) |  |
| **Officials eg Referees, judges** (numbers) |  |
| **Coaches** (number) |  |
| **Managers** (number) |  |
| **Support people eg Accompanying parent** (number) |  |
| **Teachers** (number) |  |
| **Performers** (number) |  |
| **Other (please explain)** (number) |  |

|  |  |
| --- | --- |
| What was the make-up of the audience i.e. families / ethnicity / age groups etc? | |
|  | |
| What were the main highlights of your event? | |
|  | |
| Describe the main findings in your evaluation of the event | |
|  | |
| How did the project/event benefit the community? | |
|  | |
| Were any problems encountered? If so, what were they and how did you overcome them? | |
|  | |
| What will you change the next time you run this event? | |
|  | |
| Who attended the event (estimated number)? | |
|  | Radio |
|  | Newspaper |
|  | Magazine |
|  | Television |
|  | Other (Please specify) |