

# SPORTS ASSISTANCE FUND FINAL WRITTEN REPORT

Please return to:  
Sport Manawatu  
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):

<b>OFFICE USE ONLY</b>
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:**

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**Who attended the event (estimated number)?**

Participants	Number:
Officials eg Referees, judges	Number:
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**

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**What were the main highlights of your event?**

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**Describe the main findings in your evaluation of the event**

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**How did the project/event benefit the community?**

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**Were any problems encountered? If so, what were they and how did you overcome them?**

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**What will you change the next time you run this event?**

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**Was your event featured in local media? (Not including paid advertisement).**

- Radio
- Newspaper
- Magazine
- Television
- Other (Please specify)

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