Masterton District

creative nz COMMUNITIES

Project Completion Report

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed. If you do not complete and return this form you will not be eligible for future funding through this scheme.

Photographs of the event should be provided if available.

Please return this completed form to one of the following:

POSTED TO:	*PO Box 444 Masterton 5840*	*DELIVERED TO:*	*27 Lincoln Rd Masterton*	*EMAILED TO:*	*deannae@mstn.govt.nz*

1. **Project title:**

2. **Name & Address of Applicant:**

3. **Location of Project:**

4. **Date(s) of Project:**

5. **Amount Received from the Scheme:**

6. **Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project. You can attach a financial statement.**

Project Costs		
Item	**Detail**	**Amount**
e.g. Hall hire	*3 days at $100 /day*	*$ 300.00*
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		Total Cost
Project Income		
Item	**Detail**	**Amount**
e.g. Tickets	*100 tickets @ $5.00*	*$ 500.00*
		$
		$
		$
		$
		$
		$
		$
		Total Cost

7. How many people?

☐ actively participated

☐ attended (i.e. audience numbers)

8. Highlights – give a brief description of the highlights of your project.

Also describe if anything did not work so well and what you might do differently next time.

9. How did the project benefit our community?

Signed: **Email:**

Type your name in this box to sign

Contact Telephone Number: **Date:**

Office Use Only:

Application No.	
Agenda	/ / 20
Grant Tracking Tool	2026_27_
Year and Round	202 /2 Round