

2026 COMMUNITY EVENTS FUND

ACCOUNTABILITY FORM

Please complete all sections of the Accountability Form that apply.

A. GENERAL DETAILS

1. Name of organisation or individual that applied for this event:

Postal address

Email:

GST Registered: Yes No

B. EVENT AND FUNDING DETAILS

2. Name of event:

2. Date(s) of event:

3. Grant Received:

4. Please tick the wellbeing area(s) below that the event contributed to:

WELLBEING DEVELOPMENT AREA (PLEASE TICK)			
 Social	 Cultural	 Environmental	 Economic
☐	☐	☐	☐

5. Please tick the category below for the event:

EVENT CATEGORY (PLEASE TICK)		
Major events with economic benefit	Local and targeted events with community benefit	Emerging event

6. Please attach a brief one-page description of your event including the following information:

- a) Where the event took place.
- b) Number of active participants.
- c) Audience numbers and areas they came from.
- d) Were there any risks for this event e.g. financial, health & safety, weather etc.
- e) Was the event successful and is there anything you would do differently.

7. Final Event Costs:

➤ Total Expenditure (excluding GST if registered)

➤ Total Income (excluding GST if registered)

8. Please attach any supporting documentation:

☐

Final detailed summary of event expenditure and income

☐

Relevant invoices pertaining to council's funding

C. DECLARATION

This form was completed by:

Name:

Signed:

Date:

If you are completing this form electronically, please type your name in the signatory box. If completing manually, please sign.

The completed Accountability Form can be::

POSTED TO:	PO Box 444, Masterton 5840	DELIVERED TO:	27 Lincoln Road, Masterton	EMAILED TO:	mdc@mstn.govt.nz
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