

Otago Peninsula Community Board

PROJECT COMPLETION REPORT

Organisation: _____

Contact person: _____ Position: _____

Email: _____ Phone: _____

Project / event name: _____

OPCB grant: \$ _____ Date of meeting at which grant was awarded: _____

Project/event completion date: _____

Project / event expenditure:

Please provide a detailed breakdown of expenditure for the OPCB grant (insert extra lines if needed):

Item	Amount \$
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL EXPENDITURE OF GRANT	

Outcomes and community benefits:

Please describe the outcome of the project or event and how it benefited the Otago Peninsula community.

At the completion of the project / event (and within 12 months of the meeting at which the grant was awarded). Please note failure to provide a project completion report may result in a 12 month stand down period before a new funding application will be received for consideration.

Please send your project completion report to:

The Governance Support Officer at: gsoteam@dcc.govt.nz

OR

Governance Support Team
Dunedin City Council
PO Box 5045
DUNEDIN 9058

Privacy: Your project completion report, including your name, may be published in agenda papers and meeting minutes available on the DCC website. Contact details are required to communicate with you about the project; however, if these relate to an individual rather than an organisation, they will be removed from publicly available agenda papers.