



Development Funding – Project Reporting Form

Reporting on funded projects ensures that there is accountability for Ngāpuhi funds. Please complete and send your report to Te Rūnanga-Ā-lwi O Ngāpuhi, 16 Mangakahia Road, PO Box 263, Kaikohe 0440, or on funding@ngāpuhi.org. A good guide for you in writing your report is to look back at the original application and funding agreement. You will be able to capture most of the report by examining what was originally proposed, and what has happened to date.

Section 1: Details

1.1 Applicant name		
1.2 Project name and description		
1.3 Identify which report you are completing	Interim Report	Final Report
	Complete Sections 1-3 only	Complete Sections 1-5

Section 2: Project activities

2.1 Outline the activities that have been completed on your project to date, and (if applicable) any activities that are yet to be completed.			
Completed activities		Activities to be completed	
2.2 List the outcomes that have been achieved on your project to date, and (if applicable) outcomes that are yet to be achieved.			
Outcomes achieved		Outcomes to be achieved	
2.3 Tell us the <u>number</u> of people who will benefit from your project.			
Ngapūhi		Other	
2.4 Tell us how these people will benefit from your project.			

Section 3: Project expenditure

3.1 Total amount of funding received	\$
3.2 Item funded	Item cost
Total	
<p>Major Marae Project Assistance (MMPA) funding recipients are required to provide the following items to evidence project expenditure for Interim and Final Reports.</p> <ul style="list-style-type: none"> A detailed financial report that clearly illustrates where MMPA funding received has been used. Receipts for services received using MMPA funding. Please provide copies of receipts verified by the marae treasurer, and not originals. 	

Section 4: Final project evaluation - *FOR COMPLETED PROJECTS ONLY*

❖ Please note that information from this section may be summarised and published in Te Rūnanga-Ā-lwi O Ngāpuhi publications, and the Te Rūnanga-Ā-lwi O Ngāpuhi website.

4.1 Provide a summary of what has been achieved as a result of this project, and tell us how your project contributes to the long-term sustainability of Ngāpuhi hapū and marae communities.

All final project evaluation reports must include the following:

- A detailed description of the project outcomes achieved using funding received.
- Lessons learned and highlights experienced while carrying out your project.
- Challenges and issues that impacted on the delivery of your project, and how you have dealt with these.
- 1 x good quality project related photograph that is approved for publication. Please provide details of the photo including the date, location and full names of people, buildings or objects captured in your image.

Dependent on the type of project you have carried out, your final project evaluation report may also include:

- A list of key people involved in the project.
- Attendance registers, minutes and/or meeting notes for wānanga, planning sessions or hui held.
- The next steps in your development.

Securely attach additional pages if more space is required to complete your report.

Section 4: Final project evaluation – *FOR COMPLETED PROJECTS ONLY continued*

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Section 5: Funded documents

5.1 We are required to view documents that were funded such as Charters, Studies, Plans etc. State the name and lifespan of the document/plan developed below, and securely attach a hardcopy, or PDF if sending in electronic format.

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