

ACCOUNTABILITY REPORT



Polish Charitable
& Educational Trust
NEW ZEALAND

For Organisations/Individuals applying for project funding

Please complete this form telling us how you/your organisation and the community benefited from this grant.

Please return the form when the grant has been fully spent, or at the end of the grant expenditure period stated in the decision letter, whichever is soonest.

If the money has not been fully spent within the stated grant expenditure date, please advise us in writing requesting an extension of time. You will need to submit an accountability report when the grant has been fully spent.

Failure to submit an accountability report may affect the outcome of your future applications.

1. APPLICANT DETAILS

Your/Organisation's name: _____

Amount of grant: _____

Date grant approved: _____

Grant expenditure date: _____

2. PROJECT EXPENDITURE

Is your project complete? _____

Please complete the expenditure, inserting amounts in the table below:

Item	\$ amount spent
Total amount spent to date	
How much of the Grant remains to be spent?	

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3. PROJECT DETAILS

Tell us how the funding contributed to the outcome of your project?

Tell us how the community benefitted from the project and the grant?

I consent to Polish Charitable and Educational Trust using my testimonial and my first organisation name in marketing and promotional materials.

Signed:

Name:

Position in the organisation:
