

Mackenzie Charitable Foundation

GRANT REPORT FORM

As per the conditions of our grant your organisation is required to report back to us on the effectiveness of your project. This form is a template for you to use to ensure that you provide the information as required by our Foundation.

FAILURE TO PROVIDE THIS REPORT ON TIME COULD JEOPARDISE FUTURE FUNDING APPLICATIONS

Please complete all sections. Supplementary information may be attached.

PART 1

Organisation Details

Applicant's full Name

.....

Address

.....

Contact Person

.....

Telephone/Cell

.....

Email Address

.....

Website

.....

Project Name

.....

.....

MCF Funding Allocated

.....

Date Allocated

.....

Report Due Date

.....

TRUSTEES: Donald G Church Graham R Kennedy Mary E Ross Donald G McFarlane
A: PO Box 310 Ashburton 7740 P: 03 307 5902 E: secretary@advanceashburton.org.nz

Mackenzie Charitable Foundation

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Please provide progress reports on the Part 2 form (on next page), highlighting any major changes and the reasons for them

- Achievement of Outcomes as per your application
- Compliance with all agreed Conditions and Agreements
- Achievement of Milestones as per your application within the timeline specified
- Knowledge acquired from your project so far that you can share with us
- Budget (Predicted & Actual)

Please provide any additional information that you would like us to know about the project to date (e.g. specific requests, media reports etc)

Applicant’s Declaration

I certify that the above information is true and correct and that all grant conditions have been adhered to.

Signed

Name (please print)

Designation

Mackenzie Charitable Foundation

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PART 2

Name of Organisation

Planned Outcome	Measured By	% Expected Improvement	Improvements Achieved to Date (Include both amounts and description)

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Compliance with all agreed Conditions and Agreements

Achievement of Timelines and Milestones as per your Application

Knowledge Acquired

Budget (Predicted and Actual) - PLEASE ATTACH

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