



WASTE LEVY FUND

Project Progress Report

This Waste Levy Fund Project Progress report form must be submitted on funds expended and project progress. For funds approved greater than \$3,000 the recipients will be required to provide a 6 monthly report as well as an end of project report. Projects under \$3,000 need only produce an end of project report.

Please note that if you don't complete and return a satisfactory report, you or your group will **not be eligible** for future support from the Stratford District Council Waste Levy Fund.

If you have any questions about this form, please phone (06) 765 6099 or email wasteminimisation@stratford.govt.nz

APPLICANT DETAILS

Applicant name

Project name

Email

Phone

Project start date

Project end date

Date today

Number of people who are *actively* participating in your project?

If possible, estimate the amount of *diversion of waste* of your project to date (preferably in kilos)

GIVE A BRIEF DESCRIPTION OF THE HIGHLIGHTS OF YOUR PROJECT

What is working well?

What isn't working well?

What might you do differently for rest of project?

Are there any future plans for this project?

If you require more space for narrative, please attach additional pages.

HOW IS YOUR PROJECT DELIVERING AGAINST YOUR HIGH-LEVEL OBJECTIVES AND MEASUREMENTS FROM YOUR APPLICATION?

Please list objectives and results to date

FINANCIAL REPORT

Please give details of how the money has been spent so far.

Project costs

Write down all of your project costs. Include all items from the budget in your application.

Item <i>eg. Venue hire</i>	Budgeted cost (from application) <i>eg \$600</i>	Actual cost <i>eg \$400</i>	Reason for difference in amounts (if any) <i>eg Project moved to cheaper venue</i>
Total costs	\$	\$	

Project Income

Write down **all of** your project income. Include all items from your application budget. Include your SDC Waste Levy Funding.

Project income item <i>eg. Ticket sales</i>	Budgeted income (from application) <i>eg \$1600</i>	Actual cost <i>eg \$1700</i>	Reason for difference in amounts (if any) <i>eg Extra tickets sold</i>
Waste Levy Contestable Fund	\$	\$	
Total income	\$	\$	
Costs less income	\$	\$	

You may be required to provide receipts for this project. Please keep your receipts in a safe place for seven years.

OTHER MATERIAL

Please attach copies of any of the following:

- A summary of any participant or audience survey results, feedback, or comments
- Newspaper articles or reviews
- Responses from other people involved in the project
- Responses to the project from other funding bodies or partners and supporters
- Photos of the project

Do we have permission to use these photos to promote the Stratford District Council Waste Levy Fund?

- Yes No

Please return your Waste Levy Fund project progress report to: WasteMinimisation@Stratford.govt.nz

Please note: Recipients of the SDC Waste Levy Fund must submit a report on funds expended at the end of SDC financial year (June). For funds approved greater than \$3,000, the successful applicant will be required to provide a six-monthly report, in addition to the final report.

OFFICE USE ONLY

Application # Date Decision Amount funded