

# Takutai moana financial assistance scheme

## Small Grant Use Form

Complete and submit this form when you have completed the project or activity covered by your grant funding. It must be submitted by the End Date specified in your Funding Agreement.

**Have you spent the full grant amount?** Fill out Part A ONLY.

**Have you still got funds remaining?** Fill out Part A and Part B.

Complete the form and email it to [fundingtakutai@tearawhiti.govt.nz](mailto:fundingtakutai@tearawhiti.govt.nz) OR print and post it to:  
Takutai Moana Funding Team, Te Arawhiti, SX10111, Wellington, 6011

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### PART A: FUNDS SPENT

Please provide a brief outline of how you used your small grant funding. Attach any supporting documentation (eg receipts or invoices) which shows how you used the small grant. Please make a specific note of any item you don't have a receipt for.

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### PART B: FUNDS REMAINING

**Please note:** This section does not need to be filled out if you have spent the full grant amount. Provide a brief description of how you intend to use the rest of your small grant.

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### AFTER YOU SEND US YOUR FORM

We will review your form and contact you if we need any further information or documentation. If there are funds remaining we will need to agree your plan to spend those funds before you spend them, or you will need to return the remainder in line with the Funding Agreement. Otherwise your grant request will be closed off and complete.

