**FUNDING REPORT TEMPLATE**

**FROM:**

**DATE:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Provide a brief narrative summary of how the last tranche of funding has been used.**Key tasks and costs from your last tranche of funding:*

|  |  |  |
| --- | --- | --- |
| **Key tasks** | **Amount expended**  | **Invoices/receipts**  |
| **Hui/wānanga** |
| e.g. Hui at [x] on [x] for [x] |  | Y- date/N |
| Kai |  |  |
| Venue hire |  |  |
| **Specialist and Legal advice**  |
| [Name] [Role] [Month] [Hours] |  |  |
|  |  |  |
|  |  |  |
| **Project management/co-ordination**  |
| [Name[ [role] [month] [hours] |  |  |
|  |  |  |
|  |  |  |
| **Administration support**  |
| e.g. Photocopynig, Paper, office supplies |  |  |
|  |  |  |
|  |  |  |
| **Communications**  |
| e.g. advertising  |  |  |
|  |  |  |
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*Please attach evidence of expenditure.* |

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| *Provide a brief summary of how the next tranche of funding will be used, including key tasks, anticipated costs and timeframes for the next tranche of funding:*

|  |  |  |
| --- | --- | --- |
| **Key tasks** | **Anticipated costs**  | **Timeframes**  |
| **Hui/wānanga** |
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| **Specialist advice**  |
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| **Project management or co-ordination**  |
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| **Administration support**  |
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| **Communications**  |
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| *Comments (e.g. overall progress, any concerns about remaining funding)* |