**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 |  |  | |  |  |  | |  |  |  |   *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** | | | |  |  |  | |  |  |  | |  |  |  | | **Specialist advice** | | | |  |  |  | |  |  |  | |  |  |  | | **Project management or co-ordination** | | | |  |  |  | |  |  |  | |  |  |  | | **Administration support** | | | |  |  |  | |  |  |  | |  |  |  | | **Communications** | | | |  |  |  | |  |  |  | |  |  |  | |

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| *Comments (e.g. overall progress, any concerns about remaining funding)* |