

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

**Please return the completed form to: [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:**

Funding Advisor  
Far North District Council  
Private Bag 752  
**KAIKOHE 0440**

**Name of organisation:**

**Name & location of project:**

**Date of project/activity:**

**Which Community Board did you receive funding from?**

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

**Board meeting date the grant was approved:**

**Please give details of how the money was spent:**

- Your contribution to the project and the funding you received from the Community Board must be accounted for**
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.**

Supplier/Description	\$amount	Receipt/s attached (please tick)
Celebrations/Pre-decorated Christmas Wreaths	\$1792	✓
Celebrations/Lamppost Banners	\$830	✓
	\$	
	\$	
Total:	\$2622	

**Give a brief description of the highlights of your project including numbers participating:**

The highlight was seeing the collaboration of the council, the KBA and Top Energy contributing their time and resources to bring the spirit of Christmas into Kaitaia. This was not a project where we could give numbers, but Christmas season is amongst the busiest time of the year for Kaitaia so it's nice to showcase our town by acknowledging Christmas amongst our businesses.

**Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:**

Hanging these wreaths and flags on the main street in town brought the spirit of Christmas. All those who drove through town or walked through town new that Christmas was here! It added to the atmosphere during the Santa parade and will look great for years to come. Top Energy contributed their time by installing and removing the decorations from the council structures. They also provide storage for these decorations at no added cost to the KBA.

**Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:**

Unfortunately, it does not look like enough was done in this area. With the new Executive and Coordinator we will ensure that this is done in future. Our sincerest apologies!

**If you have a Facebook page that we can link to please give details:**

<https://www.facebook.com/kaitaiabid/>

**This report was completed by:**

Name: Anita Lasike

Address: 3 Redan Road, Kaitaia

Phone 02108150060

mob:

Email: [kaitaiabid@gmail.com](mailto:kaitaiabid@gmail.com)

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