

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**

<b>Name of organisation:</b>	Kaikihe Business association
<b>Name &amp; location of project:</b>	Kaikohe Christmas on broadway
<b>Date of project/activity:</b>	Dec 3rd - Dec 26th 2021

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

<input type="checkbox"/> Te Hiku	<input checked="" type="checkbox"/> Kaikohe-Hokianga	<input type="checkbox"/> Bay of Islands-Whangaroa
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<b>Amount received from the Community Fund:</b>	\$2500
<b>Board meeting date the grant was approved:</b>	granted November 2021

**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)
Mel Borich - Map, website	\$ 396.75	x
Crazy Domains	\$ 49.50	x
Signs x 4 - BBM (Fusion Graphics)	\$ 200	x
Xmas in the village - marketing, posters design, administration	\$ 2000	x
<del>Kaikohe New World Prize money</del>	\$ 434.78	
Total:		\$3396.03

Please note I have attached zero report and receipt

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

<p>This is event was created out of need due to red light restrictions for covid</p> <p>We had 17 entries (shop windows decorated)</p> <p>We created a peoples choice award whereby over 50 people voted.</p> <p>The decorated shop windows created a feeling of festivity and positivity in a time of great negativity and little hope.</p> <p>The KBA itself put on a display also (Sleigh/Santa) and this was very well recieved.</p>
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**Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:**

The feedback from the community was fabulous - it created a xmas vibe in town.

We got amazing community by-in / participation. The community liked that the displays were up for several weeks and it enabled, whanau and friends to view the creations - it gave the whole town a lift!

We also had a hunt for clues to encourage the community to view every window. Each shop was on a map we developed which also had a positive effect with people looking in all the shop windows and possibly encouraging some purchases!

We felt it was so beneficial the KBA will look to do something along these lines in combination with the Xmas in the Village for this coming Xmas.

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

Attached - posters - signage and website landing page - as well as facebook promo

We also developed a website landing page for this particular event - which we will now use for promoting other events and things around town .

<https://www.kaikohebusinessassociation.co.nz/>

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

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

**This report was completed by:**

Name: Anika Whapshott

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Phone

mob:

0211240382

Email:

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Date:

18/03/2022

## **Schedule of Supporting Documentation**

### **KAIKOHE BUSINESS ASSOICATION**

**(Kaikohe Christmas on Broadway)**

**The following supporting documentation has been provided in support of the project report and is emailed under separate cover.**

<b>1</b>	<b>Invoice: Website – x 1 page</b>
<b>2</b>	<b>Invoice: Administration and Marketing – x 3 pages</b>
<b>3</b>	<b>Bank Statements – x 3 pages</b>
<b>4</b>	<b>Advertising and Marketing – x 3 pages</b>