

Hockey Foundation Accountability Report

Funding Recipient: [Enter Association or Region Name]

Project Funded: [Enter Project Name]

Reference Number: [Grant notice reference number]



Amount Granted	Total:	Date Grant Approved:	
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Reporting Guidelines:

Please complete the following table reporting back on the project funding was received toward. If you have supporting documentation such as media clippings, photos or anything else relevant please send through. Our aim is to share success stories and by sending us photos you are agreeing to Hockey Foundation’s use of these photos on our website, in collateral and any other relevant communication channels.

SECTION	KEY CONTENTS
Project summary	[Provide a description of your project]
Evaluation	[Provide a description of what was achieved with your project eg how many people benefitted, what was the outcome, what was the highlight(s)]



Grant expenditure	<ul style="list-style-type: none"> Please summarise grant expenditure in the table below Please provide your most recent audited accounts and/or an up to date income and expenditure statement (for the last six months)
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Item	Supplier	Invoice #	Date paid	Total Paid	Grant claimed (excl GST)
TOTAL EXPENDITURE/GRANT CLAIMED				\$	\$

***Any unused funds MUST be returned to Hockey Foundation by cheque or direct debit to account number 06 - 0103 - 0119717 - 00 (please use applicant name and grant number as reference)**

ACKNOWLEDGEMENT OF GRANT

I acknowledge receipt of grant funds as listed above and confirm that this money has been used to fund the specific purposes for which it was approved, as evidenced by the reconciliation that follows and the attached documents.

Name: _____

Position: _____

Signature: _____

Date: _____



Please send completed report and supporting documentation to:

Hockey Foundation
C/- HNZ
PO Box 67-088
Mt Eden
Auckland 1349

Or email to: accounts@hockeynz.co.nz

Grant Accountability Guide

Your obligations: When your organisation applied for funding, it acknowledged the various obligations and responsibilities associated with any grants it received. Set out below are these and other requirements that are conditional on your acceptance of the funds.

The amount granted: Your application has been assessed by the Hockey Foundation and the outcome approved by the Board of Trustees. The amount granted may be less than the amount you applied for. The Hockey Foundation is an independent organisation with an unfettered discretion to support any application to a level it feels is appropriate. Your grant history, the amount requested, how much your organisation has raised independently, whether you have applied to other funding agencies, alignment to Hockey Foundation areas of priority and the overall community benefit your funding will provide are the main factors taken into consideration by the Hockey Foundation.

What should you spend the money on? In your application you specified the purposes for which you needed funding. You also provided quotes and/or a budget for the products and services involved. The Grant Advice Notice from the Hockey Foundation indicates clearly which of these purposes your funds must be spent on, and may specify purposes which are excluded.

Deposited Funds: The amount approved will be deposited into your nominated account on the date specified on the Grant Advice Notice. This forms the first step of the audit trail. Please note the grant is a charitable donation and is GST exempt.

After the money has been spent: Included in this Grant Advice Notice is an Accountability Report for your grant. You must complete this report and return it to the Hockey Foundation along with relevant invoices and bank statements by the due date indicated, which is approximately 3 months from the date the grant was approved. You must post or scan the original Accountability Report to us with copies of everything attached. If you are unable to meet this timeframe please contact us. Failure to provide the Accountability Report may impact on your suitability for future grants from the Hockey Foundation. Additional auditing may be carried out by the New Zealand Hockey Federation Inc. You must supply information to these auditors if requested to do so.



Unused Funds

If the goods you wish to buy cost less than your initial quote, or, if you received funding from another organisation for the same purpose, or, if you no longer require those items for any reason, you may have grant monies left unspent. In some cases, the Hockey Foundation Trustees may grant permission for you to use unspent funds for another authorised purpose but only after approval has been granted. Please apply in writing to the Hockey Foundation (enclosing new quotes if applicable) if you wish to pursue this. Otherwise, you must return any unused funds to the Hockey Foundation.

Future applications to the Hockey Foundation

Please note that a successful application in this time does not necessarily infer that a similar application in the future will automatically be approved.

For more information

The Hockey Foundation contains important information for grant applicants and recipients. Please visit us at www.hockeyfoundation.org.nz