

Major Events Sponsorship End Report



Application Details

Please print clearly

Name of Organisation	
Contact name	
Position	Postal address
Telephone number <i>include area code</i>	
Email	
Company/organisation number	Event Dates dd/mm/yy – dd/mm/yy

Filling out the Completion Report

Please print clearly

Having received a grant from the TCDC Major Events Fund, there are two reporting requirements. Firstly there is a requirement to provide details in relation to the outcomes of your event, and secondly to document the expenditure and provide invoices. These reporting requirements (which are also contained in the funding contract) are set out in this form.

The Completion Report must be provided to the Thames-Coromandel District Council within three (3) months of the event finishing.

Name of event	
Amount of the Major Events grant:	\$
Overall number of participants attending the event:	
Thames-Coromandel residents	New Zealanders from outside the district
International visitors	
Estimated number of participants staying overnight	
Estimated number of participants staying more than one night	Number of nights
Estimated average daily spend per participant:	
Food/Retail	Transport/Fuel
\$	\$

Monies spent utilising local businesses (eg brochure printing etc)

\$

Media coverage obtained

Promotion of the Coromandel brand

Estimate of employment generated by event

(Note: the grant cannot be used for payment of event organiser wages or honorariums)

Provide supporting documentation showing any other performance measurements that are specified in your funding contact have been met.

Please return this completed form to:

Major Events Sponsorship
Thames-Coromandel District Council
Private Bag
Thames 3540

Or scan and email to: customer.services@tcdc.govt.nz

Major Events Sponsorship Expenditure Declaration



MAJOR EVENTS SPONSORSHIP EXPENDITURE DECLARATION

Declaration

Please print clearly

I advise that the amount of \$ received under the Major Events Sponsorship Programme.

Tick one box and provide copies of invoices/receipts 

- Has been expended in full for the purpose for which it was originally applied for (*provide copies of invoices/receipts*)
- Has been partially or not expended for the purpose for which it was originally applied for and written approval from the Council.
- Has been obtained to retain funds.
- Is sought to retain funds.

State the project

Amount spent \$

Amount remaining \$

Reason why grant not fully expended

- Has been partially expended for the purpose for which it was originally applied for and the remaining funding of \$ is enclosed.

Name of Organisation

Full Name

Designation

Signed

Date (DD/MM/YYYY)

At the completion of the expenditure please complete and return to:

Major Events Sponsorship
Thames-Coromandel District Council
Private Bag
Thames 3540