

The Mahinga Kai Enhancement Fund Reporting Form



Section 1: Details

Applicant:	<input type="text"/>	Project Leader:	<input type="text"/>
Project Title:	<input type="text"/>		
Site(s) of focus:	<input type="text"/>	Specie(s) of focus:	<input type="text"/>
Which report are you completing?	<input type="checkbox"/> Interim Report <input type="checkbox"/> Final Report		

Section 2: Project Activities

Please outline below what has been completed and/or achieved by the project and what, if anything, remains to be completed. (Please include photos with your report).

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Section 3: Project Expenditure to Date

Total amount funded: \$ _____

Please outline what you items you were funded for and the amount you have spent to date. Also attach all evidence of expenditure such as receipts, bank statements and copies of wage/salary records to your final report.

Item Funded	Amount Funded	Amount Spent	Amount Remaining
		* Total remaining:	

Please note that for all unspent money is to be returned by cheque with the final report.

Section 4: End of Project Evaluation (for completed projects only)

Please note information from this section may be summarised and published in Te Rūnanga o Ngāi Tahu publications and/or on the Ngāi Tahu website.

4a: Please provide a summary of what has been achieved as a result of this project, stating how this contributes to the Fund’s objectives.

Depending on your project, your summary may include one or more of the following:

- A list of key people who have been involved such as: Kaumātua, Tutors, Facilitators;
- Photos (on a disk), short videos (on disk), books created, full copies of any research; and
- Any templates, planning tools or other processes used in the project.

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Section 4: End of Project Evaluation (for completed projects only) (continued).

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4b: Please detail any lessons that have been learnt through this project.
List any issues that have impacted on the delivery of the project, and how you have dealt with these.

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Section 5: Feedback on our Process

Do you have any suggestions about the process of applying for and dealing with the Mahinga Kai Enhancement Fund? Any areas which might need improving? Any areas which you liked?

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Section 6: Project Report Approval

I declare that all information provided within this report is true and correct to the best of my knowledge.

Recipients Name:
(Chair)

Signature: **Date:**

I declare that all information provided within this report is true and correct to the best of my knowledge.

Project Leader/ Manager:

Signature: **Date:**

Please send the completed project report form and any other documentation to:

**The Mahinga Kai Enhancement Fund
Ngāi Tahu Funds
PO Box 13-046
Christchurch 8141**