

Please complete

GRANT DETAILS

Applicant Name: _____ Grant No: _____

Amount Approved _____ Date Approved: _____

GST Registered Yes

Purpose(s) for which funds were approved: _____ No

Specific exclusions (if any): _____

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 evidence by the reconciliation that follows and the attached documents.

Name: _____ Position: _____

Signature: _____ Date: _____

Email: _____ Contact: _____

EXPENDITURE RECONCILIATION (continue on separate sheet if required)

Item(s) Purchased	Supplier	Amount Paid (GST excl if GST registered)	Payment Date (from Bank Statement)
TOTAL \$:			

THIS REPORT MUST BE RETURNED TO THE TRUST BY:

Please attach

Copies of:

- Bank statement showing grant deposit
- Bank statement showing expenditure
- All invoices for grant expenditure

Please check & tick that you have attached all of the above.

Please return

To: **Grants Auditor**
Pelorus Trust
PO Box 39-445
LOWER HUTT 5045