

# Waitaki Region Events Fund Grant Post-Event Report

## Applicant information:

- Organisation name:
- Project/event name :
- Contact name:
- Postal address:
- Suburb:
- Town/City:
- Postcode:
- Contact phone number:
- Email address:
- Date grant funding received:

### 1. Purpose for which you received the grant? (250 words)

Include a copy of the Financial Statements and Report that relate to the year you received and spent this grant - please upload your documents with this form.

### 2. Amount granted \* (required)

### 3. Total cost of the project \* (required)

### 4. Describe where other funding came from so you could proceed with the project/event/activity (250 words)



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4b. Volunteers labour/in kind supported contributed by other organisations? (250 words)

5. Is your project / event / activity completed? If not, please explain why (250 words)

6. How did your organisation benefit from the REF grant? (250 words)

7. How did the wider community benefit from the grant? (250 words)

8. How did your event meet goals of the Tourism Waitaki Events Strategy? (250 words)

9. Tell us what went well? And what didn't go well? (250 words)

10. What do you plan to do next? (250 words)

• **11. Report on each of the five MBIE economic evaluation attributes using the guidelines and appropriate sample size (10% of attendees to be surveyed) across your event. The five MBIE Criteria:**

- a. Identify the total number of event attendees
- b. Determine the number of attendees from outside the host region
- c. Identify the length of stay associated with attending the event
- d. Determine the average daily spend while attending the event
- e. Determine the number of people included in the average daily spend



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**NOTE:** These reporting requirements must be met within three months of the event or 30 June (whichever date is earliest).



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