

# *The Mahinga Kai Enhancement Fund Reporting Form*





### Section 3: Project Expenditure to Date

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**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
		<b>* Total remaining:</b>	

**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)

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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 5: Feedback on our Process

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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

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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**