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**Waverley Council Small Grants Program**

# Report Form Community and Cultural Projects

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| **Contact information** |
| Name of Grant Recipient |  |
| Your name |  |
| Your position  |  |
| Best phone contact |  |
| E-mail |  |

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| **Your Small Grant Project** |  |
| Project title |  |
| Grant amount received |  |
| Month & year grant was received |  |
| Date of this report |  |

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| Describe the project Council’s grant funds helped you to implementWhat did you do, where and when?  |
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| **Did your project involve any partners? Name them and describe their role in helping to implement the project.** Add rows if needed |
| **Project Partner** | **Role/ Contribution to the project** |
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| **What were your project’s outputs?** |
| Number of groups/sessions or events |  |
| Number of people attending the activity |  |
| Age range of participants |  |
| Groups targeted for inclusion, eg: women, LGBTQIA, people with disability, people of diverse cultural backgrounds |  |
| Estimated % of participants living in the Waverley LGA |  |
| Number of people paid through the project |  |
| Number of volunteers involved in the project |  |
| Resources produced |  |
| Other outputs |  |

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| What benefit has your project generated for the Waverley community? |
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| How did you spend Council’s grant funds? Add rows as needed |
| **Item of expenditure** | Council Grant | Other Sources | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total**  |  |  |  |

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| **How did you promote your project?** |
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| **How was Council’s support acknowledged in your project activities** |
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| **Do you have any feedback on Council’s Small Grants Program – things that worked well for you or things you think can be improved?** |
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Please return this form within a month of completing your project to Julie Jenkinson at smallgrants@waverley.nsw.gov.au

If you have a photo illustrating your project that we can share with the broader community, please attach it as a JPEG. We also need a ‘photo release’ form signed by the people in the photo, that indicates they are happy for it to be published.

**Thank you!**