

WELLINGTON



Saving Wildlife and Wild Places

Local Grants Final Report template

Office Use Only	
<i>Date funding sent out</i>	
<i>Date report received</i>	

Section 1 – Contact Details

1.1	Principal recipient and title	
1.2	Institution or organisation	
1.3	Contact address	
1.4	Email address	
1.5	Website address	
1.6	Project partners or other participants	

Section 2 – General Project Details

2.1	Project title	
2.2	Project start date	
2.3	Project completion date (or ongoing)	
2.4	Amount of money received	
2.5	Total project budget	

Section 3 – Report on achievements

Please give a 500-1000 word summary of how the project progressed and what was achieved. If the activities carried out were different from what was described in the application, please summarise in this section.

Section 4 – How the money was spent

Description of budget item	Zoo contribution	Contribution from other sources	Total cost of Item(s)
Sub-total: Wellington Zoo contribution			
Sub-total: Contribution from other sources			
TOTAL PROJECT BUDGET			

Section 5 – Pictures

Please include any pictures of the work you carried out and outcomes. Please indicate if you **do not** want these used by Wellington Zoo in publications, announcements, reports, media releases, etc. for the purpose of promotion of the Local Conservation Grants. Please ensure that any person featured in a photo is aware of this or indicate that the photo may not be republished. **Please also attach the pictures as files to your email when you send in this report.**

Section 6 – Future Activities

Please summarise what the next steps for the project/initiative will be. Highlight any potential areas which you feel might be suitable for further Wellington Zoo support

Section 7 – Other Information

Please include here anything else that you feel that it is important for us to know.