



**New Zealand-France Friendship Fund  
PROJECT REPORT COVER SHEET**

NZFFF Use: Proj. No. \_\_\_\_\_

Name of Project:

Date:

Type of Report submitted: Interim

Final

Amount funded by NZFFF: NZD\$

Total cost of project: NZD\$

Organisation Name:

Email:

Contact Name:

Phone:

Address:

Fax:

Partner Organisation:

Email:

(if applicable)

Contact Name:

Phone:

Address:

Fax:

Duration of project:

Start Date:

Completion Date:

Attachment(s):

Photos/articles/ details of any media coverage?

Other (please describe)

\_\_\_\_\_

electronic material can be emailed to [nzfff@mfat.govt.nz](mailto:nzfff@mfat.govt.nz)



## Project Report

This section is to be completed and returned to the Board Secretary within **one month** of the completion of the project. Reporting is a requirement of the Board, and a condition of the grant. The report should include the following information:

- Brief project description including dates, location, activities undertaken
- Full report on the outcome of the project, including how the Friendship Fund's criteria have been met
- Breakdown of expenditure of the money received, including receipts where applicable
- Assessment of future links as a result of the project
- Comprehensive comments on the usefulness of the project in terms of enhancing friendship and exchange between France and New Zealand

[Please attach any press clippings, additional reporting (eg from individual French or New Zealand participants)].