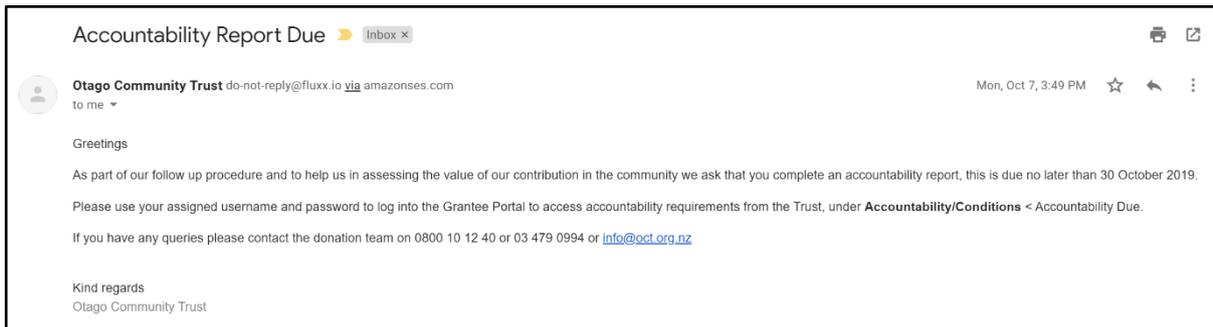


Completing Your Accountability

Accountability Report Due - Notification Email

All grantees who have been successful in receiving a grant from Otago Community Trust will be required upon the completion of their project, programme and / or event to complete an accountability report.

An 'Accountability Report Due' email is automatically sent within 12 months of your grant decision date. The email will instruct you to log back on to the grant portal to complete this requirement under the Accountability/Conditions section.



To find Accountability Report:

1. Go to our website www.oct.org.nz, click on Enter Grants Portal



2. Log into the grant's portal with your username and password



Welcome to the Otago Community Trust Grants Portal

The screenshot shows the login page of the Otago Community Trust Grants Portal. The 'Login Now:' section contains a username field with 'melone_mcatamne' entered, a password field with dots, and a 'Sign in' button. A yellow circle highlights these fields and the button. To the right, there are sections for 'Existing User' and 'New User' with links to 'New Organisation Eligibility Quiz'. The FLUXX logo and 'Privacy Policy' and 'Accessibility' links are at the bottom.

2. Under Accountability/Conditions, click on Accountability Due. This will show the questions you have to complete for your accountability report. Note that blue boxes will appear with prepopulated information from your original application.

Search...

Roslyn Kindergarten
 G-1908-17917
 Community Donations
 Status: New / Pending Submission
 Project Title: Safety Matting Replacement
 Granted at: 31/10/2018

[Edit](#)

Roslyn Kindergarten

Project Title: Safety Matting Replacement
 Grant ID: G-1908-17917 - Community Donations

Due On: 30/10/2019

Report Information

Project Title: Safety Matting Replacement

Project description: Resurfacing of Kindergarten safety matting with perma base geo membrane. Supply and installation of Pour N Play shock pad.

The geographic location in which your project will be delivered: Dunedin

The following project cost information was submitted with your application:

Total Project Cost: \$16,540.00

Total Approved from OCT: \$4,000.00

Were there any changes to the total project cost during the delivery of your project? If yes, please explain.

Report Information

Project Title: Safety Matting Replacement

Project description: Resurfacing of Kindergarten safety matting with perma base geo membrane. Supply and installation of Pour N Play shock pad.

The geographic location in which your project will be delivered: Dunedin

The following project cost information was submitted with your application:

Total Project Cost: \$16,540.00

Total Approved from OCT: \$4,000.00

Were there any changes to the total project cost during the delivery of your project? If yes, please explain.

Increase in cost from NuMat, total excl GST amount was in the end \$17,690.00

In your application, the following benefits were described: Roslyn Kindergarten is associated with the Dunedin Kindergarten Association. It is open to all families and whanau, and operates from 8.30am to 2.30pm five days a week. There are currently 55 children attending the kindergarten. We have a waiting list of 80. Over 3 = 33, Under 3 = 47. There are three full-time and two part-time teaching staff. The kindergarten covers a wide geographical area, with the majority of families coming from Belleknowes, Roslyn, Maori Hill, City Rise and Mornington. The kindergarten will benefit from having a well maintained, safe functional play area. Ensuring our kindergarten is well maintained also assists the wider Dunedin Kindergarten Association in the delivery of holiday programmes etc...

How successful were you at meeting these?

Successful, the new resurfacing has ensured that the kindergarten now has a safe no trip area under our swings. Our families have commented how great it looks and how it has improved the outdoor area.

Characters left for field: 300

Your application described how this project would make a difference to your wider community or group: Ensuring our kindergarten is well maintained assists the wider Dunedin Kindergarten Association in the delivery of holiday programmes etc...

What differences have you noticed now that the project is complete?

The old safety matting under the swing area was uneven and water would often pool in the area after a heavy rain. The installation of the new matting, along with site preparation has meant this flooding issue has been resolved. With the safety matting now all the same level, we no longer see this area as a potential trip hazard area.

Your application stated that you would know that your project would be successful by: We will have a safe and functional play area under the current swings for our children to play on without trip hazards.

Now that your project is complete, tell us the outcome.

We now have a safe and functional play area under the current swings for our children to play on without trip hazards.

Characters left for field: 382

Please tell us if you intend to run this activity, event, programme or project again in the future? If not please explain why. If yes, is there anything you intend to do differently?

This was a one off project, we anticipate this surface will last at least 10 to 15 years, at which point the Kindergarten may have to re-invest.

Characters left for field: 355

How do you intend to sustain your activity into the future?

We continually reassess kindergarten infrastructure and areas for improvement, we have a strong support base of families and regular annual fundraising activities, along with support from the DKA when and where required.]

3. As part of the Accountability requirement, Otago Community Trust will require that you upload Financial Statements showing the receipt of our grant and / or copies of invoices.

Documents



Please upload the following required documents in support of your Accountability:

Financial Statements receipt of our grant & expense of your project and/or copies of invoices for the total project amount +

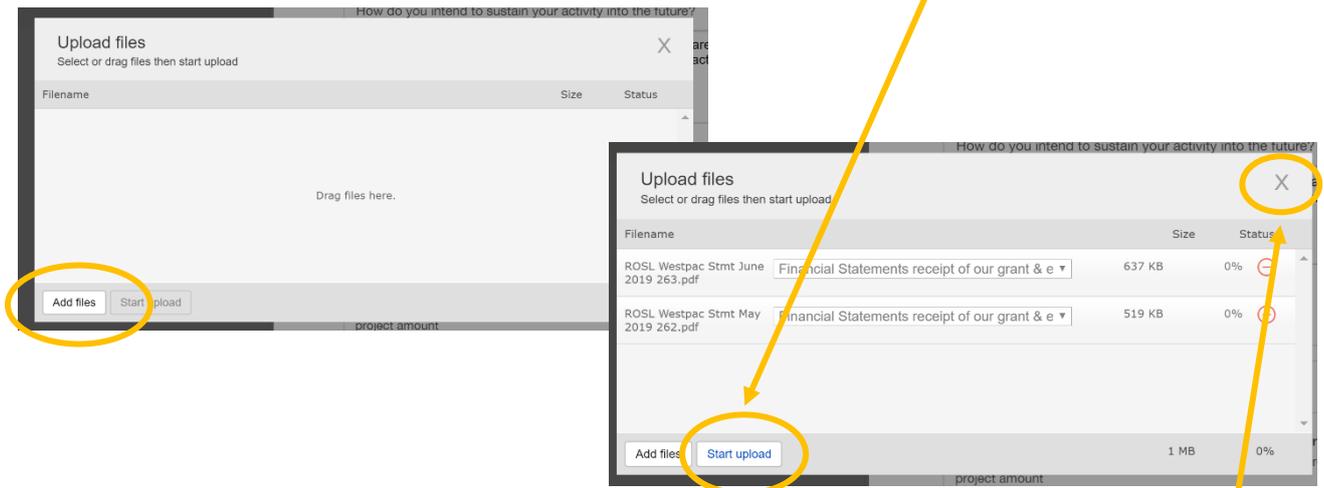
Please upload the following optional documents if applicable by clicking the [+] button below:

- Photographs of your project
- Independent Evaluation of your project

| |
|---|
| Supporting Documents + |
| |

Uploading the necessary supporting documents is straight forward.

- Click on  near Supporting Documents
- Click on the 'Add Files' button
- Select the documents to be uploaded. Once they appear click 'Start Upload'



- When the documents are finished uploading click on the X – in the top right-hand corner

4. You can see a summary of the 'Supporting Documents' – as illustrated below. Check that all the required documents have been successfully uploaded and once you are happy, click the 'Submit' button.

Documents

Please upload the following required documents in support of your Accountability:

Please upload the following optional documents if applicable by clicking the [+] button below:

- Photographs of your project
- Independent Evaluation of your project

Supporting Documents (+)

 [NuMat_RoslynKindy.pdf](#)
Financial Statements receipt of our grant & expense of your project and/or copies of invoices for the total project amount
Added by Melanie McAtamney at 9:29 PM on 8 November 2019

 [190626 Valley Crates Engineering Ltd_Inv 14249.pdf](#)
Financial Statements receipt of our grant & expense of your project and/or copies of invoices for the total project amount
Added by Melanie McAtamney at 9:29 PM on 8 November 2019

 [ROSL Westpac Stmt May 2019 262.pdf](#)
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5. The report will be filed in the 'Submitted section of the portal, on the left-hand side.

Roslyn Kindergarten

APPLICATIONS

- Pending Requests
- Requests to Edit
- Submitted Requests

GRANTS (3)

- Active (1)
- Closed (2)

ACCOUNTABILITY/CONDITIONS (6)

- Accountability Due
- Accountability to Edit
- Conditions due
- Conditions to Edit
- Submitted (3)

PAYMENTS (0)

- Grants Paid (0)

Please upload the following optional documents if applicable by clicking the [+] button below:

- Photographs of your project
- Independent Evaluation of your project

Supporting Documents

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If your Accountability Report is lacking information or missing supporting documents, the report maybe returned to you via the grant’s portal. If this occurs, you will be notified via email. You will be then required to log back into the portal and edit your Accountability Report which will be sitting under ‘Accountability to Edit’.

Note: Once amendments have been made you will need to ‘re-submit’ you Accountability Report.

