



How to complete your Accountability Report

An Accountability Report is required for all grants of \$2,000 or more received through the Annual Funding Round. These short reports help us understand the difference your grant has made in our community.

Please note that future funding applications cannot be considered until your Accountability Report has been submitted.

Accountability Reports must be completed and submitted through our Grants Portal. If you need any help with this, please reach out to us.

Accessing the Grants Portal

- Returning applicants: Log in using your existing details.
- Forgotten your password? Contact us and we can reset it.

Grants Portal link:

<https://taranakifoundation5.my.site.com/fundingprograms/s/>

How to complete your Accountability Report

- Log in to the Grants Portal.
- Select 'My Applications,' and click on the drop-down arrow and choose 'My Funding Requests'.
- If your funding request doesn't appear, click the drop-down arrow from 'Recently Viewed' and change to 'All' and you should now see your organisation's request.
- Once you have opened your application, click on 'Create Accountability Report'.
- Complete all required fields.
- Click 'Next', this will advise that you can add any attachments showing how the grant was spent, click 'Next'.
- Supporting documents could include invoices, receipts, a summary of costs or evidence of payment.
- You don't need to provide every document, just enough to show how the grant was used.
- 'Upload Files (or drop files)' for any invoices relating to the grant expenditure.
- 'Upload Files (or drop files)' for any bank statements showing the payment of invoices.
- Click 'Next' and your Accountability Report is now completed.

Adding Additional Files

If you need to upload extra files (eg photos or supporting documents):

- Return to 'My Applications' and click on the application that the Accountability Report was completed for.
- Scroll down until you reach 'Files'
- 'Upload Files (or drop files)' here and it will appear with your Accountability Report.

Publicising Your Grant

On behalf of our Taranaki Foundation donors, we are proud to support local charities and community groups that make Taranaki thrive. We would be grateful if you would share your story. Acknowledging your grant helps raise awareness, inspire others to give, and celebrates the amazing mahi happening across our region.

Need Help?

We're here to make the process as simple and supportive as possible. If you're unsure or need guidance at any stage, please reach out.

info@taranakifoundation.org.nz

027 853 4483

taranakifoundation.org.nz/apply-for-funding/