

## Instructions for Grantees

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while running your funded project/program. Please be frank - while we absolutely want to know about and celebrate your successes, it's just important to us that we understand what did not work so well. This will help us to learn what we and others could do differently next time.

You must complete and submit this form no later than the date stipulated in your funding agreement. However, should you not be able to meet the deadline please contact Gertrud to arrange an alternative date. If you fail to do so you may not be eligible to apply for further grants from **InternetNZ**.

The completion of this form should be overseen by someone with an intimate knowledge of the funded project/program.

## Mid-project Report

### **Project Title**

Digital Inclusion Community Hub - through a drop-in-centre pilot

This question is read only.

### **Amount of funding granted from InternetNZ?**

\$9,000.00

Must be a dollar amount.

### **Please provide a short summary of the work that has been completed as part of this project/research**

Part 1: The Hub Pilot

We are just about to launch. We have confirmation from the library as the venue for the 3 month long hub. We have inducted our first log of 4 UCOL volunteers and are about to go to print on our artwork. We have employed an operations manager to do the volunteer management.

Part 2: The Case Study

Engaged with a local firm called Third Eye. They are helping us to clarify our proposal so that they can target the right grant funding.

Describe the 'who, what, where, when and why' of your initiative

### **When do you anticipate that your project will be completed?**

01/11/2019

Must be a date.

## Milestones

**What have been the major achievements/steps (i.e. milestones) involved in delivering your project to date?**

# Community Projects 2018/19

## Community Projects mid-year report

### Application CP0008 From Mr Liam Rutherford

Milestone	Description
Employment of Operations Manager	Our OM works 30 hours a week and is responsible for the recruitment and retainment of volunteers. They have specific targeted tertiary students to provide the volunteer base for the hub.
Design and delivery of the volunteer induction	We have delivered our first induction of 4 volunteers to run the hub. This induction was focused on sharing the purpose, health and safety, how to work with customers from potentially vulnerable communities.
Planning with Third Eye	The consultancy are really excited about our project and have been really supportive. They have asked us some really tough questions that has forced us to narrow down our focus. We are now wanting to confirm the larger funding application that we will target to bring this to life.
e.g. planning; major activities; evaluation	

#### What findings have you made so far?

#### What (if anything) did you change in your approach and practices as your project/program/initiative proceeded, and why?

Working with volunteers has meant that we can only move so fast. My initial planning had us starting the pilot earlier than we have, however, there have been a number of delays mainly caused by our changing approach to how we mobilise volunteers.

We may use this information to help inform others undertaking similar work

## Financial Report

\* indicates a required field

### Project Income & Expenditure

Please provide details of any project income (funds received) and project expenditure (funds spent) to date.

Use the 'Notes' column to provide any additional information you think we should be aware of.

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
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# Community Projects 2018/19

## Community Projects mid-year report

### Application CP0008 From Mr Liam Rutherford

Internet NZ Grant	Other Income *	Confirmed *	\$9,000.00	This is our current funding from Internet NZ

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Operations manager salary	Salaries and Wages *	\$1,500.00	Wages paid so far

## Income and Expenditure Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$9,000.00 This number/amount is calculated.	\$1,500.00 This number/amount is calculated.	\$7,500.00 This number/amount is calculated.

### Have you experienced any issues with your intended project budget to date? If so, please explain reasons for any major variances or for providing incomplete information:

There are a number of hidden costs with the pilot hub. E.g. design work highlight the hub - we are making temp walls out of corflute, stationery/furniture, and catering to enhance the volunteer induction meeting. We are having to fund this out of other money that the Trust has.

## Certification and Feedback

### Feedback

You are almost at the end of our application process. Before **Submitting** your application, please take a few moments to provide some feedback.

#### Please indicate how you found the acquittal process:

Very easy  Easy  Neutral  Difficult  Very Difficult

#### How many minutes in total did it take you to complete this form?

60

Community Projects 2018/19  
Community Projects mid-year report  
Application CP0008 From Mr Liam Rutherford

Estimate in minutes (i.e. 1 hour = 60 minutes)

**Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider:**