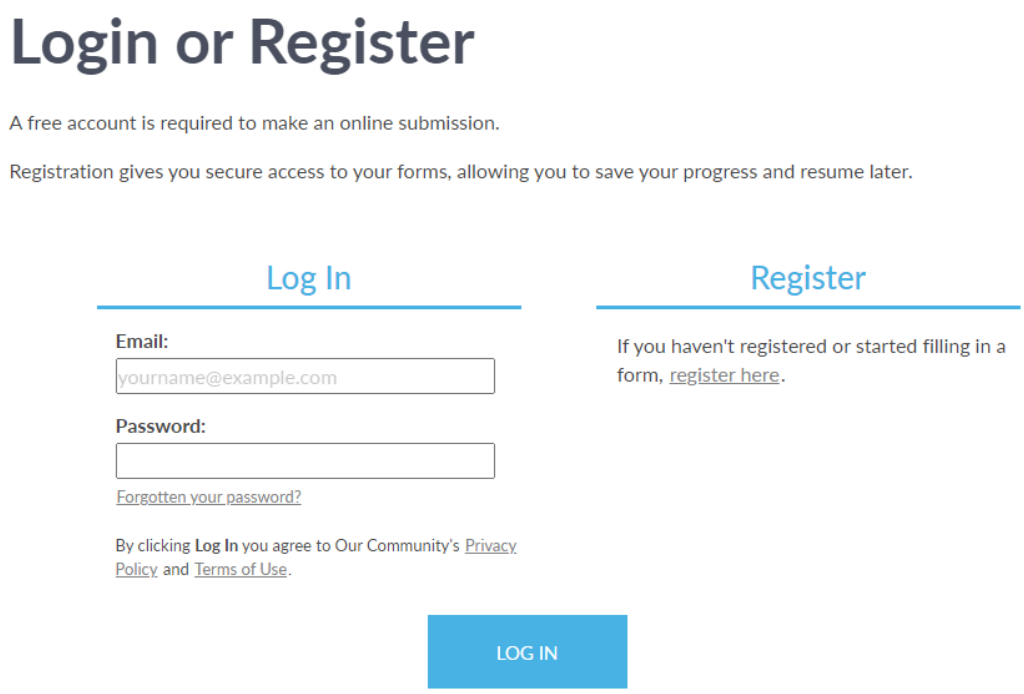
Tauranga Western Bay Community Event Fund Post-event Report Process

Please see below how to access and fill in the post-event report.

Downloading the Agreement

1. Log in to SmartyGrants here



2. Enter the email address and password that you applied with.

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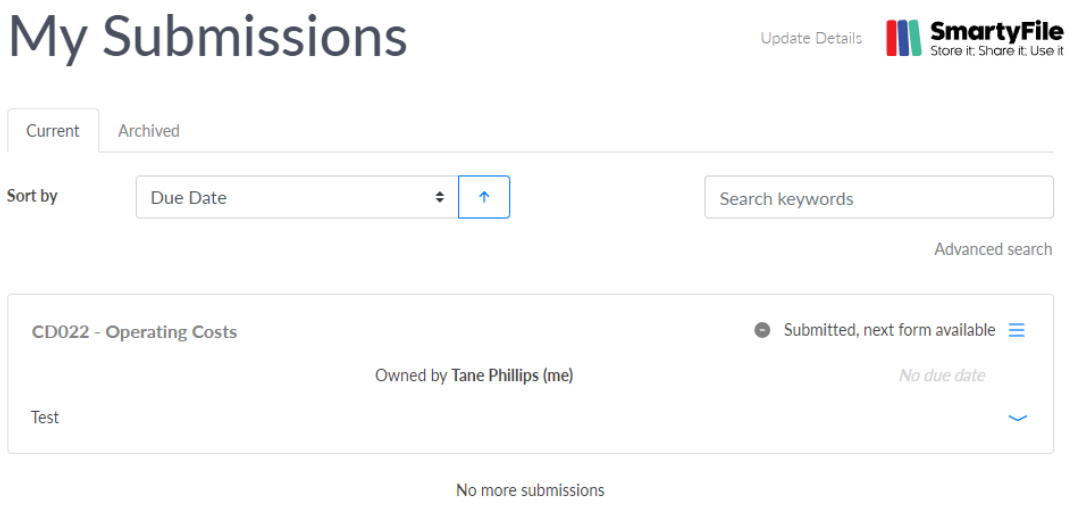
3. Once logged in, click “My Submissions” at the top of the page.

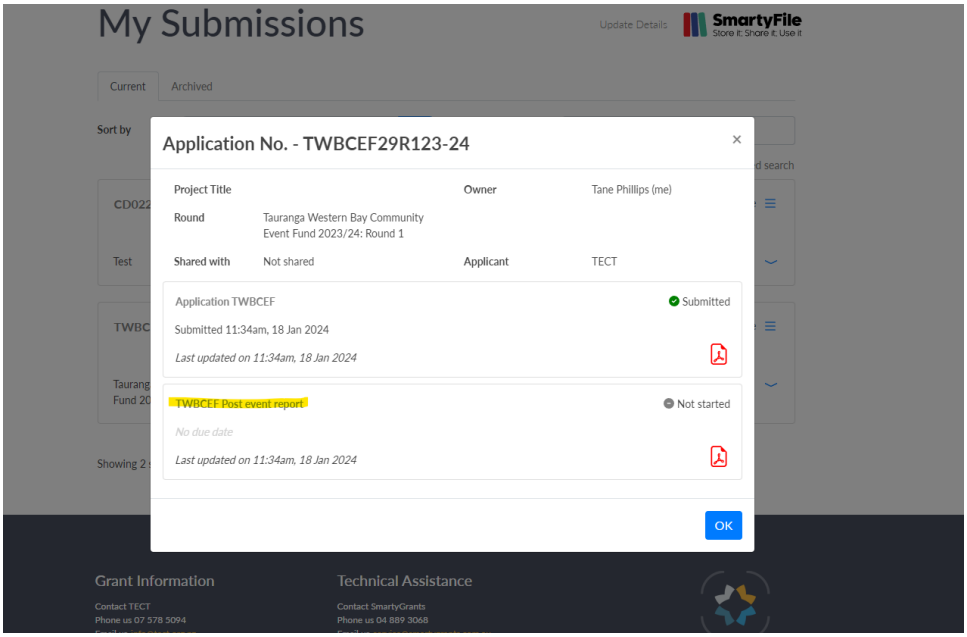
4. Find your approved application.



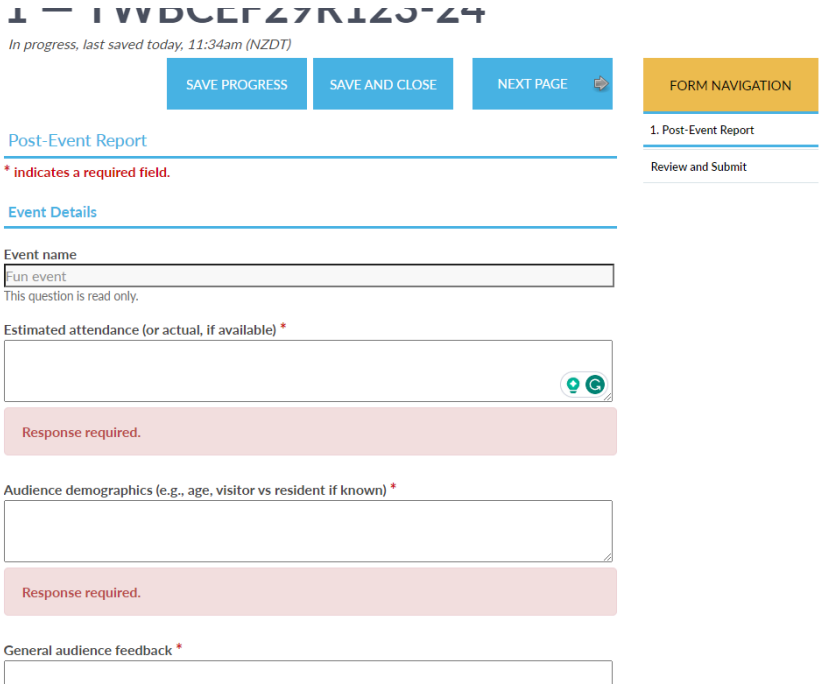
5. Click on the application number on the left-hand side of the page.

*The application number is individual – You would have received this in a confirmation email when you applied.

6. In the pop-up box select TWBCEF Post event report



7. Fill in the form, upload post event budget and upload event photos.



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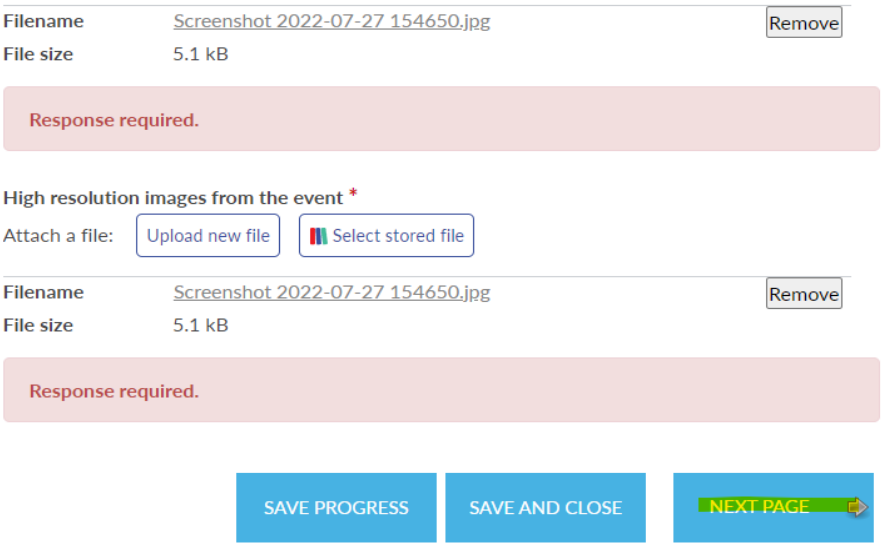
8. Select next page



9. Select submit