

NZOHA Grant Progress Report Form

Terms and Conditions

- Any actual, potential, and perceived conflict of interest must be disclosed.
- A grant recipient should submit a progress report:
 - **Round one: 1 October of the same year**
 - **Round two: 1 May of the following year**
- A grant recipient may be asked to provide an additional progress report if the grant is not fully spent at the time the report is submitted.
- Progress reports may be used for communication purposes, including social media posts and the association newsletter.
- A grant recipient must acknowledge the association in any meaningful way.
- A grant recipient should be prepared to share their project outcomes with NZOHA members through various channels, including a webinar.

1. Contact Information

Full name:	
NZOHA membership no.:	
Grant reference no.:	

2. Funding

Total fund received:	
Fund used:	

3. Progression Report

- Please attach a summary report of your research, postgraduate study, or voluntary activity, including updates on how the funds have been used and the progress achieved.

Required information:

- An executive summary (maximum one page) providing a brief overview of the research or community project, its objectives, and key accomplishments during the reporting period.
- For postgraduate study without research components, the executive summary should outline a brief overview of your learning during the reporting period.
- A 100-word summary for association communications (e.g., newsletter, social media, etc.).
- **Optional:** Photos from your project (if available) to be shared with members.

Please send your report to Chris Heuiwon Han (engagement@nzoha.org.nz)