

Community Celebrations Grant Report

Note to applicants: This report shall be completed by the event planner within one month after the event is held. This report helps the Strategic Tourism Planning Board (STPB) administer the program and helps us understand what is involved in successful event planning. Please complete it to the best of your knowledge. Thank you.

\$ 569

2013 Finishing Touches Craft Fair

Name of Celebration Event

Shirley E. Barton

Name of Person Completing This Report

16-17 Nov 2013

Date of Event

1. Approximate the attendance of your event: 150

2. How did you count attendance and was the method effective? Why?

One person was designated for this task. She counted arrivals at the door and made a written record. We feel confident of the number.

3. Attach a copy of actual expenses paid using the attached Grant Expense form.

4. List the methods for inviting attendees, and indicate the most success method.

We think community event announcements in newspapers, handbills, and PSAs were most effective. We also posted flyers in local markets, and we emailed members.

5. Please share with us what you would like the County's tourism board or other event planners to know about your event.

Over the course of the year, this event evolved into a hands-on craft fair which was a new concept for us. We were somewhat short of craft instructors. It was a popular event! (See photos) Even though this event had an ethnic focus, it appealed to all ages and skill levels. (See photos)

Please return this completed report to tknipe@tompkins-co.org. (Emailed .pdf is strongly preferred)

OR via mail to:

Tom Knipe

Tompkins County Tourism Program

Tompkins County Planning Department

121 East Court St., Ithaca, NY 14850





Celebration Name: Finishing Touches

Community Celebrations Grant Application - Budget/Expense Report Form

Instructions: Complete this form and submit it with the application. If successful in receiving a grant, the organizer must also fill in this form after the event takes place with actual expenses and submit the document with the narrative report within one month of the event to:

Tom Knipe, Senior Planner/Tourism Coordinator, tknipe@tompkins-co.org or Tompkins County Planning, 121 East Court St., Ithaca, NY 14850. **Email submission is strongly preferred.**

EXPENSES	USE	DESCRIPTION (provide details)	ESTIMATED TOTAL	ESTIMATED USE OF GRANT	DIFFERENCE to be
					made up with other resources
<i>List all major categories of expenses Add or delete lines/rows as needed Include the value of in-kind support Denote in-kind as in example.</i>	<i>Example only</i>	200 8.5x11 color posters at 25c each	\$50	\$30	\$20
	<i>Example only</i>	Donated food - restaurant X (in-kind)	\$300	\$0	\$300
	Local talent	Musicians	\$250	\$206	\$44
	Local talent		\$	\$	\$
	Other entertainment	Lecturer Honorarium	\$300	\$300	\$
	Local food	beverages and coffee bread	\$75	\$0	\$75
	Local products		\$	\$	\$
	Local services		\$	\$	\$
	Space rental	Firehall rental 2 days	\$150	\$0	\$150
	Sound system	sound system (lecture and music)	\$79	\$23	\$56
	Reusable signs		\$	\$	\$
	Reusable banner		\$	\$	\$
	Paid Advertising		\$0	\$0	\$
	Printed Collateral	signs for exhibits	\$40	\$40	\$
	Other Marketing		\$	\$	\$
	Support for Volunteers	lunch for set-up crew	\$35	\$0	\$35
	Other	in kind (room and board)for lecturer	\$250	\$0	\$250
	Other	cost of craft supplies	\$140	\$0	\$140
	Other		\$	\$	\$
	Other		\$	\$	\$
Other		\$	\$	\$	
TOTAL EXPENSES			\$1,319	\$569	\$750

Grant share must be 50% or less

Community Celebrations Grant Share of Total Expenses (%) 43.1%

INCOME - CASH	SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
<i>List major categories of income Add or delete lines/rows as needed Include value of in-kind donations</i>	Community Celebrations Grant		\$569.00
	Other grant		\$
	Event revenues		\$
	Cash donations		\$170.63
	Other		\$329.37
	Other		\$
	SUBTOTAL (cash income)		

INCOME - IN-KIND			
Donated goods			\$250
Donated goods			
Donated services			
Donated services			
SUBTOTAL (in-kind support)			\$250
TOTAL REVENUES (including in-kind)			\$1,319
REVENUES LESS EXPENSES			\$0

Note: this form is also available as an Excel spreadsheet file. Email tknipe@tompkins-co.org