

## Grant Report

<b>Organization Name *:</b> (Max. Characters: 300)	
<b>Name of Project*:</b> (Max. Characters: 300)	
<b>Describe Project*:</b> (Max. Characters: 1000)	<i>Please briefly describe the project and any noteworthy changes that were made after your grant application was submitted.</i>
<b>Year Established*:</b> (Max. Characters: 4)	<i>Indicate the first year this event took place.</i>
<b>Start Date*:</b> (Max. Characters: 10)	<i>Enter the start date of the event or project as (MM/DD/YYYY)</i>
<b>End Date:</b> (Max. Characters: 10)	<i>Enter the end date of the event or project as (MM/DD/YYYY). Leave blank if the event was a single day.</i>
<b>Expected Attendance*:</b> (Max. Characters: 7)	<i>Indicate the number of people who were expected to attend your event or participate in the funded activity.</i>
<b>Attendance (Low Estimate or Actual)*:</b> (Max. Characters: 7)	<i>Please indicate the low estimate of actual attendance or participation. If you have an accurate count of participation (such as ticket sales) please enter that figure instead.</i>
<b>Attendance (High Estimate or Actual)*:</b> (Max. Characters: 7)	<i>Please indicate the high estimate of actual attendance or participation. If you have an accurate count of participation (such as ticket sales) please enter that figure instead.</i>
<b>Visitor Participation Percent (Low Estimate or Actual)*:</b> (Max. Characters: 4)	<i>Enter a value between 0 and 100 representing the low estimate for the percent of participants who traveled from 50 miles or more. If you have an accurate percent of visitor participation (such as ticket sales) please enter that figure instead.</i>
<b>Visitor Participation Percent (High Estimate or Actual)*:</b> (Max. Characters: 4)	<i>Enter a value between 0 and 100 representing the high estimate for the percent of participants who traveled from 50 miles or more. If you have an accurate percent of visitor participation (such as ticket sales) please enter that figure instead.</i>
<b>Participation*:</b> (Max. Characters: 1000)	<i>Describe your methods for estimating participation. Describe your method for determining where participants came from. Describe any circumstances that you believe influenced participation (i.e. weather). Please include any detailed observations about participation you observed (i.e. popular times or days, demographics).</i>
<b>Municipality*:</b>	<i>Indicate the municipality(s) where the event or project took place. Choose all that apply.</i>
<b>Total Project Expenditures*:</b> (Max. Characters: 300)	<i>Enter the total amount spent on this project. Do not include values of volunteer time or in-kind donations.</i>
<b>Total Marketing</b>	<i>Indicate the amount spent toward marketing this project or event.</i>

<b>Expenditures*:</b> (Max. Characters: 300)	Do not include the value of in-kind or donated services.
<b>Budget Narrative:</b> (Max. Characters: 1000)	<i>Describe any significant differences from your original project budget included in your grant application.</i>
<b>Marketing and Public Relations*:</b> (Max. Characters: 1000)	<i>Describe your marketing and public relations efforts and outcomes. How much coverage did your project generate, in what media, and in which markets?</i>
<b>Lessons Learned*:</b> (Max. Characters: 1000)	<i>Optional: share any lessons you learned through this grant project you wish to share with the Tourism Program or Strategic Tourism Planning Board.</i>
<b>Name of Person Filing Report*:</b> (Max. Characters: 300)	

Supporting Materials

Upload Supporting Materials Below

In addition to a completing a grant report form, grant recipients are asked to provide the following supporting materials upon completion of the campaign, project or event.

1. Copies of any collateral, print advertising, and/or samples of any audio, video or web advertising purchased with Tompkins County Tourism Program funds.
2. Final project budget with actual expenses
3. Participant data (attendance statistics, survey results, attendance by zip code, etc.)
4. Photos from your event or project (optional)
5. Additional materials (optional)

Type		Name	Size	Updated
Collateral / advertising				
Notes				
Final Project Budget				
Notes				
Participant Data				
Notes				
Photos				
Notes				
Additional materials				
Notes				