



## Bucks County Tourism Grant Program

### Grant Completion Report

A Grant Completion Report must be submitted within twelve (12) months of receipt of the grant funds on the following Grant Completion Report Template.

Total project expenditures must be provided on the Grant Completion Report Expenditures Worksheet.

This report must be accompanied by copies of receipts and/or invoices for goods and services rendered in connection with the execution of the grant. Copies of cancelled checks, bank statements showing electronic payments, credit card statements, receipts and/or invoices will be required to document your total expenditures.

Please contact Kelley Keeling, Senior Industry Relations & Analytics Manager (KelleyK@VisitBucksCounty.com) for any questions.

1. Project description.

2. How did the project accomplish your organization's mission?

3. How did the project benefit the local, Bucks County economy?

4. Provide actual attendance or visitation numbers and tracking method (if applicable.)

5. Provide visitation numbers beyond Bucks County (50+ miles) (if applicable.)

6. Provide metrics from media impressions (if applicable.)

# VISIT BUCKS COUNTY

*Pennsylvania*

7. What was the project's impact on area accommodations and room nights booked (if applicable?)

8. If this is an annual event, how was this year different (if applicable?)

**Required Attachments:**

- Marketing/advertising piece related to grant request (if applicable)
- Photos/visuals related to grant request (if applicable)
- Grant Completion Report Expenditures Worksheet
- Copies of receipts and/or invoices

**Certification and Signature:**

I certify with my signature that the information provided in this Grant Completion Report and on the Grant Completion Report Expenditures Worksheet are accurate and were used in accordance of the Rules and Regulations to the best of my knowledge.

**Name of Chief Executive of Organization:**

**Electronic Signature of Chief Executive Officer of Organization:**

**Date:**