

Tourism Grant Program Final Reporting Form

Part I

Date:

Grant Year

County

Grant Type

Grant Amount Received:

Amount Expended:

Legal Name of Organization

EIN #

Address

State

Zip

Phone #

Fax #

E-mail

Website

Fiscal Sponsor Name

Fiscal Sponsor Contact

Grant Contact

Grant Contact Phone #

I hereby certify that all of the funds received pursuant to said grant have been disbursed for the purpose(s) for which the grant was made. I am attaching receipts and proof of payment detailed on the Grant Expenditure Form evidencing the expenditure of the funds and/or other required documentation pertaining to the project for which the funds have been utilized.

Print Name

Signature

Witness:

Print Name

Signature



Part II

1. Please briefly describe the project for which you requested a grant. (3,250 characters or less)

2. Please describe any changes made to the project after the original application was filed and the grant was awarded. (3,500 characters or less)

3. Please write a brief summary of how the grant funds were used. (3,500 characters or less)

4. Describe how this grant helped you accomplish your mission. (3,500 characters or less)

5. How did this grant impact your targeted audience?
(3,500 characters or less)

6. How did this grant enhance or increase tourism in your County? (3,500 characters or less)

7. Provide current year
visitation/attendance/lodging
#'s.

Provide the number of out of
county participants who
visited/attended/stayed.

Briefly summarize how they
were tracked.
(i.e. ticket sales, surveys, zip
code, etc.)

(3,500 characters or less)

8. Please provide your
outcome results
**(increase/decrease in
visitation/attendance and/or
lodging #'s compared to
prior years, % increase/
decrease in sales from prior
years, social media hits to
website or facebook, etc.)**
(3,500 characters or less)

Part III

The following must be submitted along with the Final Reporting Form

Required documentation:

- Completed Grant Expenditure Form <http://laurelhighlands.org/grants>
- Copy of approved Budget Expenditure Form from grant application
- Copies of all invoices and proof of payment
- Marketing grants must provide copies of all printed advertisements, press releases, or samples of media placements/media
- Capital grant projects must provide before and after photos of the project
- Grant recipients shall abide by all local, state, and federal laws and regulations and agree to furnish all the documentation listed above. In addition, grant recipients understand that the expenditure of grant funds received might be subject to audit and/or further verification and agree to cooperate with any such audit or verification process

MAILING ADDRESS FOR ALL GRANT CORRESPONDENCES

Laurel Highlands Visitors Bureau
ATTN: Grant Administrator
120 East Main Street
Ligonier, PA 15658