

CCVC FINAL REPORT FORM

Project/Grant # _____
Project Title : _____



Non Profit Organization: _____

Amount requested in original grant _____

Approved grant amount _____

Total claimed on accompanying claim form _____

What was your expected attendance to this event? _____

Total # of actual participants _____ Total # of actual spectators _____

Total # from Out of County _____ **Increase** ____ **or Decrease** ____ (from last year's attendance)

Where specifically did attendees come from? (#'s from all locations) _____

What tracking method(s) were used to track attendance? _____

What was the direct benefit to any/all lodging facilities? _____

What factors negatively impacted the event? _____

What factors positively impacted the event? _____

What changes or improvements are planned for next year? _____

THE FOLLOWING SHOULD ACCOMPANY THIS FINAL REPORT FORM:

- Signed and notarized claim submission form.
- Attach copy of each bill detailing expense to the claim form. Attach proof of payment (copy of cancelled check Or credit card receipt). Attach copies of print media ads (tear sheets). Attach all copies of notarized ad schedules (for radio or television ads). Attach tracking method form.