



Greene County Tourist Promotion Agency

2018 Grant Close-Out Report Community Events & Projects

Please send completed close-out reports to:

Greene County Tourist Promotion Agency
19 S. Washington Street
Waynesburg, PA 15370

- Reports must be typed. A fillable PDF or Microsoft Word document can be found online under the Member Access link at www.VisitGreene.org.
- All grants require documentation of at least a 25 percent matching funds.
- Be sure to review all pages of the guidelines and complete as appropriate.

Checklist for Close-out Report

- ✓ Close-out Report
- ✓ Zip-Code Capture Data
- ✓ Final Comprehensive Budget
- ✓ Matching Funds (documentation of cash and/or in-kind match)
- ✓ Invoices and receipts with proof of payment for all expenses funded by the Tourism grant.
- ✓ Tear sheets of all print advertising, scripts from broadcast advertising (must be labeled and dated), screenshots of social media posts, news coverage, clippings, etc.
- ✓ Any other relevant materials or documents: _____

Applicant Information

Business Organization Name: _____

Contact name and Title: _____

Event & Project Information

Event Name: _____

Grant Award: \$ _____ Matching Funds: \$ _____

Event/Project Overview

Please give an overview of the event/project and how you feel it went this year:

Did your event/project work with other area businesses/organizations?

If your event utilized vendors, please give a summary of what kind of vendors and where they came from:

Did the event/project encourage anyone to stay at Greene County hotels and motels?

How does this year's attendance compare to previous years, if applicable?

What was the weather like for your event/project? Did it affect the overall attendance?

What forms of advertising did you use for your event/project?

How did you use your Tourism grant funding to support marketing and/or advertising expenditures?

Would you apply for additional funding from Tourism in the future?

Final Event/Project Comprehensive Budget

**This is a template. Please adjust as necessary for your event/project.*

Expenses	Detailed Description	2018 Actual Amount
Advertising		
T-Shirts and Souvenirs		
Food, Drinks, Etc.		
Labor Costs		
Entertainment		
Supplies		
Postage		
Rentals		
Insurance		
Other		
Other		
Other		
Total Expenses		

Income	Detailed Description	2018 Actual Amount
Rentals		
Entry Fees		
Donations / Sponsorships		
T-Shirts and Souvenirs		
Food and Drinks, Etc.		
Tourism Grant		
Other		
Other		
Other		
Total Income		

Matching Funds

Per state regulations (Act 18 of 2016), all grant requests must provide documentation of at least a 25 percent matching fund. The Matching Fund is a requirement as the Tourism Grant cannot be the singular financial support of an event or project, however the match does not have to be entirely in cash, in-kind contributions may also be considered.

In-Kind Match

Up to 50% of the matching funds may be in-kind services and/or donated materials. Documentation must be provided for any in-kind match. Documentation of in-kind services must include the type of work performed, the date, the hourly rate and number of hours the work was performed and who performed the work. In-kind volunteer work is only acceptable for events (such as festivals) and only for the time the volunteer works at the event. The volunteer’s time is valued at \$10 per hour and must be documented, including dates, services they provided and hours of service.

Name	Date	Time In	Time Out	Total Hours	\$10/hour	Total Value
					X \$10	
					X \$10	
					X \$10	
					X \$10	
Total Amount (\$)						

Cash Match

The remainder and/or full amount of the matching funds must be in cash. The cash can be a sponsorship, ticket sales, vendor rents, merchandise sales, or the organizers own financial backing. Documentation can be in the form of a letter or contract from a sponsor or vendor committing to the event or project, paid receipts in excess of the grant, or a breakdown of sales and total monies collected during the event.

Vendor, Organization, OR Sponsorship	Short Description	Documentation?	Amount (\$)
Total Amount (\$)			

Breakdown of Grant Funding

List all invoices or receipts detailing how the Tourism grant was spent along with proof of payment for all expenses funded by the Tourism grant. Attach copies of invoices and receipts to close-out report.

- Please note that under the County of Greene, the GCTPA is tax-exempt and will not reimburse explicit sales tax expenses.

Vendor	Invoice#	Short Description of Advertising/Marketing Purchases	Receipt of Payment?	Payable Amount
Total Payable Expenses				

Tourism Grant Awarded	
Match Required	
Total Match Submitted	

Examples of Advertising/Marketing

Please provide copies/tear sheets of all print advertising, scripts from broadcast advertising (labeled and dated), screenshots of social media posts, news coverage, clippings, etc.

Type of Advertising / Marketing	Short Description	Publication/Location	Date(s) of Advertising

Agreement

I/We affirm that all information in this close-out report is true and correct to the best of my/our ability, and that the grant funds were used for the purposes detailed within the original grant application. I/We guarantee that I/we will abide by the Tourism Grant Guidelines and all local, state, and federal regulations as they apply. I/We understand that if the stated event or project was not held or completed within the approved timeframe, disbursed grant funds will be reimbursed to the Greene County Tourist Promotion Agency.

Authorized Signature: _____ Date: _____

Name (print): _____ Title: _____