



CAPITAL DEVELOPMENT & IMPROVEMENTS

2019 CLOSEOUT REPORT

Please send completed close-out reports to:
Greene County Tourist Promotion Agency
19 S. Washington Street
Waynesburg, PA 15370

Checklist for Close-out Report

- Close-out Report
- Final Comprehensive Budget
- Matching Funds (documentation of cash or in-kind match)
- Invoices or receipts detailing how the Tourism grant was spent along 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), and/or screenshots of social media posts.
- News coverage, clippings, etc.
- Any other relevant materials or documents: _____

Applicant Information

Business Organization Name: _____

Contact name and Title: _____

Project Information

Project: _____

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

Event/Project Information

Please give an overview of the final results of the project.

Did your project work with other area businesses/organizations?

If your event utilized vendors outside of Greene County, please give a summary of what services you employed and where they came from.

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

Have you seen interest in your project from outside of Greene County?

Have you utilized any forms of advertising? Please describe.

How did you use your Tourism grant funding?

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

Final Comprehensive Budget

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

Expenses	Detailed Description	2019 Actual Amount
Total Expenses		

Income	Detailed Description	2019 Actual Amount
Total Income		

Invoices

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 Purchases	Receipt of Payment?	Payable Amount
Total Payable Expenses				
Tourism Grant Awarded				
Match Required				

Table of Matching Funds

All grants require at least a 25 percent matching fund. Up to 50% of the matching funds may be in-kind services and/or donated materials. The remainder and/or full amount of the matching funds must be in cash.

List all match funding sources below. Support letters for financial commitments listed below should be included.

Organization Providing Funds	Amount	Cash	In-Kind	Documentation?
Total Matching Funds				

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: _____