



**TOURISM DEVELOPMENT PROGRAM**  
**FINAL REPORT**

**For Capital Improvement Projects**

PROCEDURAL GUIDE AND APPLICATION FOR COOPERATIVE AGREEMENTS

*Applicable for: January & July 2018*  
*Applications Revised: 2017*

## **FINAL REPORT AND REVIEW**

In an effort to see that proposals are completed in a timely fashion, each grant recipient will submit for the Tourism Development Committee a Final Report once the project is complete.

The Final Report should include:

- 1) Letter requesting final 25% of approved funding
- 2) Form D – Final budget –compare proposed to actual budget
- 3) Overall summary of the project and its status
- 4) Copies of all marketing materials recognizing the support of the CVB (proof of use of CVB logo, etc.)
- 5) Photos of the capital improvement

The follow-up report and Form E should be submitted to the Convention and Visitors Bureau within **60 days** of completion of the project or event. The remaining funds will be released upon approval of the Board of Directors. If the organization does not request the remaining funds within one year of the award date, the organization forfeits the amount and it will be reincorporated into the Tourism Development Fund.

One year after completion of project, the recipient must submit a letter of completion and goals reached. This letter should include:

1. Summary of Project
2. A list of goals for the project detailing which goals were met and how those goals were reached.
3. List of new events held or to be held due to capital improvements.
4. Marketing done within the year to increase visitation/participation in the capital improvement project.
5. Attendance numbers versus previous attendance numbers.
6. Event attendance/participant numbers as well as number staying overnight in hotels.

**FINAL REPORT FOR CAPITAL IMPROVEMENTS PROJECTS  
FORM D**

**GENERAL BUDGET INFORMATION:**

Budget Information (This is a sample format. You can include additional line items appropriate for your project.)

	BUDGET	ACTUAL
<u>Revenue:</u>		
Project Grant	\$ _____	\$ _____
Sponsorships	\$ _____	\$ _____
Ticket Sales/Registrations	\$ _____	\$ _____
Vendor Registrations	\$ _____	\$ _____
In-Kind Donations	\$ _____	\$ _____
Other Income <i>Designated to project</i>	\$ _____	\$ _____
<b>Total Income:</b>	<b>\$ _____</b>	<b>\$ _____</b>
<u>Expenses:</u>		
Construction Costs	\$ _____	\$ _____
Marketing/Promotion	\$ _____	\$ _____
Administrative	\$ _____	\$ _____
Other Expenses	\$ _____	\$ _____
<b>Total Expenses:</b>	<b>\$ _____</b>	<b>\$ _____</b>

*\*\*Attach construction bills to this report.*