



CCVC FINAL REPORT FORM

Project/Grant # _____
Project Title : _____

Organization Name: _____

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:

1. Feedback Form (provided by CCVC)
2. Visitor Tracking forms and/or compilation of results (tracking method form available online).
3. Signed and notarized Official Claim form that was provided by CCVC.
4. Detailed bill(s)/invoice(s) of expenses with proof of payment (copy of cancelled check(s) and/or cash/credit card receipt(s)).
5. Copies of print media ads (tear sheets) and/or audio/internet/television ads.
6. For cash awards disbursed at the event, Award Receipts signed by *ALL* cash award recipients are required.