

**Darke County Visitors Bureau  
2012 Tourism Grants Program  
FINAL REPORT FORM**

This **Final Report Form** is documentation for the grant activity funded by the Darke County Visitors Bureau. It must be submitted to the bureau **within 30 days** following the successful completion of the special event, project or program. Organizations that do not submit the **Final Report Form** within 30 days of the event, will not receive grant monies.

While completing this form, feel free to refer to your original Grant Application, budget and agreement. **Supplemental materials such as copies of invoices, printed materials, advertising tear sheets and media coverage must be included.** When this report is approved, payment of grant funding will be forwarded to the fiscal agent.

Name of special event or program: \_\_\_\_\_

Date of special event or program: \_\_\_\_\_

**REPORTING ORGANIZATION**

Name of Organization applying for grant: \_\_\_\_\_

Contact Person / Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

Name of treasurer or fiscal agent responsible for event/project's finances: \_\_\_\_\_

**PROJECT REPORT**

*Please attach a narrative response to each question listed in this section.*

Outline goals which were met.

Indicate economic impact to Darke County.

How were results measured?

Outline all successful and any unexpected results.

Estimated attendance/participants this year?

Estimate the number of people who came from more than 50 miles to participate.

Estimate the number of overnight stays for attendees/participants.

List any additional sponsors / supporters.

### **MARKETING, ADVERTISING AND PROMOTION**

*Please attach a narrative response to each question listed in this section. Feel free to attach samples of promotional efforts and any resulting publicity.*

Outline executed media plan (print, radio, TV, social media, web, etc.):

Outline executed plan that targeted areas outside Darke County:

Indicate how any flyers, posters and/or brochures were distributed:

Indicate how a mailing was used (number, distribution):

Outline any additional marketing, advertising and promotion executed plans:

Indicate how the Darke County Visitors Bureau received credit for funding of this special event, project or program:

**OVERALL BUDGET**

Actual Income – Revenue & Support

Tourism Grant \$  
Other Support/Grants \$  
Revenue \$  
Other \$

**Total Income: \$**

Actual Expenses

Personnel \$  
Administration/Operations \$  
Outside Fees \$  
Marketing/Promotion\* \$  
Other \$

**Total Expense: \$**

**Amount of grant funding: \$**

**\*This final report must include copies of all invoices covering the cost of marketing, advertising and promotion that was funded by this grant.**

Please indicate how Tourism Grant funds were spent:

We (the recipient of the grant) certify that the facts documented in this report are true, and that funds granted by the Darke County Visitors Bureau were spent as stipulated in the Grant Agreement.

Recipient's Authorized Signature

\_\_\_\_\_  
Name Title Date

Darke County Visitors Bureau Authorized Signature

\_\_\_\_\_  
Name Title Date