

## TOURISM GRANT EXPENDITURE FINAL REPORT

APPLICANT: NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

AMOUNT OF GRANT \_\_\_\_\_ EVENT COMPLETION DATE \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS CLEARLY AND CONCISELY ON A SEPARATE SHEET AND ATTACH TO THIS FORM.**

1. Give a brief description of the event, including activities and outcomes
2. Give attendance figures for your event, including any data you have regarding how many were from outside of Clay County and where they came from.
3. How did you recognize the Clay County Tourism Grant in connection with your event?  
*(Digital copies of newspaper articles or promotional materials, and photos of the event are appreciated.)*
4. Submit a financial accounting of your event including:
  - Description of Expenditures and Amounts
  - Total spent
  - Any balance of grant award not spent *(Call 712-580-8687 for procedure regarding any balance not spent)*

CERTIFICATION: These funds were expended for the purpose of the grant as described above.

\_\_\_\_\_  
Applicant – Authorized Signature

\_\_\_\_\_  
Typed/Printed Name & Title

\_\_\_\_\_  
Date

Grant Expenditure Final Report form can be emailed or mailed.  
info@explorecaycounty.org  
Clay County Convention and Visitors Bureau