

# **Final Report**

## **TSDC Tourism Grant Program**



## Final Report

The Final Report should be submitted no later than 90 days after the event, or completion of the project and should include:

- Report presenting the activities of the event and details of the project's accomplishments
- Promotional material
  - Program of activities
  - Activity posters/flyers
  - Print advertising samples
  - Additional materials
- Photographs of the area before the project starts (if applicable)
- Photograph of the completed project
- Summary of revenues, expenses and in-kind contributions (see Appendix A)
- Proof of invoices and payments for expenses reimbursed with MAT funds
  - Receipts indicated in the project budget table
  - A statement of final revenues and expenses for the event

Please note, the comments inserted in the Final Report could be used as an excerpt from testimony and shared with the public through different communication methods.

We will use the information to:

- Evaluate the results of funded projects
- Monitor the effectiveness and impact of the program

Non-submission of this report may result in the applicant's disqualification for future funding opportunities and the withholding of the final 10% instalment.

**Note:** if you require additional space, please attach another page to the final report.

Name of Organization:
Contact Name:
Contact information: (telephone & email)
Name of Project:
Website/Facebook page:

Project Start Date:

Project End Date:

Amount Received:

**Attendance:** What was the total number of participants (estimated)?

Local:

Regional:

Out-of-town (80kms):

**Number of volunteers:**

**Overview:** List the event/project key highlights and main activities.

**Highlights**

**Activities**

1.

1.

2.

2.

3.

3.

**Sponsor/partners:** List all final sponsors, funders, and partners who contributed to your event/project. Identify any not listed in the application form.

<b><u>Sponsors</u></b>	
<b><u>Funders</u></b>	
<b><u>Partners</u></b>	

List the type of goods and services support you received from local suppliers and expenditures for each.

Goods and Services	\$

**Funding Impact:** How did the funding received from the Tourism Fund contribute to the success of your event/project? This section may be used for promotional purposes on the Tourism Grant Program.

**Measurable Results:** Please list the specific measurable results demonstrating the impact or effectiveness for:

1. Attendance Numbers
2. Economic Impact
3. Media Reach

**Targeted results:** Did you reach all your targeted results? If not, please indicate the reasons (e.g., lack of resources, weather conditions, other challenges).

**Community Impact:** What was the overall impact of your event/project on the local community? Please include the measurable results for each category.

<b><u>Economic</u></b>	
<b><u>Social</u></b>	
<b><u>Cultural</u></b>	

**Marketing and Promotion:** What marketing and promotional activities were undertaken? How effective were they in attracting participants?

Please share any additional comments, lessons learned, or suggestions for future events/projects.

### **Applicant/Authorized Signing Authority and Date**

Applicant/Authorized Signing Authority Name:
Signature:
Date:

