



Tourism Grant Final Project Report

Sponsored by Cumberland Valley Visitors Bureau

Due Date: No later than 45 days after completion of the project;
No later than March 12, 2018.

Submit To: Cumberland Valley Visitors Bureau (CVVB)
Attn: Ashley Kurtz, Promotions Manager
53 W. South Street, Suite 1
Carlisle, PA 17013
akurtz@visitcumberlandvalley.com | (717) 240-7192

Final Project Report Instructions: Applicants may compile their Final Project Report in the program they see fit. The report may use the applicant's style guide for font, logo inclusion and coloring. Each report should be at least one, but no more than five typed pages, and must touch on the following areas to be deemed complete:

1. Grant Basics

- a. Name of the organization receiving the grant, the grant amount and cooperative partners involved in the grant.

2. Grant Purpose

- a. Why was there a need for the grant funds?
- b. What projects were completed with the grant funds?

3. Grant Outcome

- a. Was the project successful? Why or why not.
 - i. Marketing Initiatives projects should submit copies of the finished product and/or advertising metrics.
 - ii. Tourism Capital Improvements projects should submit photos of completed project, hold ribbon cutting ceremonies, send press releases or host CVVB FAM tours, as applicable.
- b. Were there surprises, good or bad, that arose during the project? How did these affect your timeline?

4. Budget

- a. Did your project come in over or under budget? If so, why?
- b. Please complete the budget template found at visitcumberlandvalley.com/newsroom/tourismfunding/tourismgrants and attach it to your Final Project Report.
 - i. If you have any questions about this budget, or would like to edit it, please contact Ashley Kurtz at akurtz@visitcumberlandvalley.com or (717) 240-7192.
 - ii. For projects that included printed product, like brochures, please use the Notes field to indicate the total quantity printed.

5. Feedback

- a. What advice would you give to future applicants requesting grant funds for similar projects?
- b. Please provide a one to three sentence testimonial to be used for future CVVB Grant Programs.