



## REPORTING SCHEDULE & FOLLOW UP REPORT CRITERIA

Please review written portion of funding packet for more details regarding project components

- A. Application Form
- B. Written Proposal
  - a. Purpose of Project
  - b. Goals of Project
  - c. Expected Impact on Tourism
    - i. Measurement standards for statistical data
  - d. Project Budget
  - e. Timeline
- C. Reports
  - a. Due upon below scheduled agreement
    - i. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  - b. Include Items completed as per timeline for set time period.
    - i. Copies of advertisements placed- Showing use of tourism Committee Logo & Website.
    - ii. Receipts
    - iii. Statistical data seen YTD
    - iv. Any changes made to budget, timeline, advertisements, or goals since last report.

**FINAL FOLLOW UP REPORT** (You may use the included Preliminary & Follow Up Budget report or your preferred format.)

- A. How did the overall Project meet its stated goals?
- B. Copies of Advertisements Placed – Showing use of Monte Vista Chamber of Commerce Logo & Website.
- C. Final Budget
- D. COPIES OF ALL RECEIPTS AND/OR OTHER DETAILS OF HOW FUNDING WAS SPENT
- E. Overall Statistical data and comparison to previous years
- F. Estimated percentage of total attendance for event or facility by:
  - 1. Tourists \_\_\_\_\_%
  - 2. Traveled \_\_\_\_\_%
  - 3. Overnight \_\_\_\_\_%
  - 4. Estimated total room nights generated \_\_\_\_\_
  - 5. Describe methodology used to determine these figures:

Agreed Upon This Date: \_\_\_\_\_

Project Representative X \_\_\_\_\_

Tourism Committee Representative X \_\_\_\_\_