

---

## Quarterly Report for Tourism Grant Program

Organization/Entity [the Grantee] \*

Limit: 200 characters

Contract Number with the Department for Tourism Grant \*

Limit: 9 characters

Brief Description of Project \*

Limit: 100 words

Provide a brief description of the project / components of the project to be supported with tourism grant funds. You may want to refer to Exhibit A of the contract.

Occurred on the Project to Date \*

Limit: 200 words

Describe what activities / scope of work have occurred on the project this quarter. As applicable this could include planning/design, going out to bid or securing a contractor, ordering of materials, actual project construction or implementation, etc.

Percentage of Project Completed to Date \*

 %

### Approximate Date [M/YR] of Project Completion \*

### Obstacles or Delays on the Project

Limit: 200 words

If applicable, describe any obstacles or significant delays that may affect project completion date **and** what steps have been taken to ensure the project stays on the timeline for substantial completion by contract end date.

### Name of Person Completing the Quarterly Report \*

First Name

Last Name

Through this submission, it is hereby certified that all activities under taken by the Grantee to date with tourism grant funds have been carried out in accordance with the Contract; and that statements and information contained in the Quarterly Report are true and correct.

**Save and Send** completed Quarterly Report to [TourismGrants@mt.gov](mailto:TourismGrants@mt.gov).