**Tourism Grant Program**

**Final Project Report**

Tourism Grant Program recipients must complete the Final Project Report to describe the accomplishments of the project as described in the Tourism Grant Program contract [Exhibit A] signed between the grantee and the Department of Commerce within 1 year of project completion date. The Final Project Report must be signed by the Tourism Grant Program recipient's Chief Elected Official or Executive Officer.

1. **Final Project Report**

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| --- | --- | --- |
| Name of Grantee: | enter organization or entity name | |
| Grant Contract Number: | enter grant contract number |
| Specific: | | |
| Describe how the project has specifically increased non-resident visitation and expenditures since completion. | | |
|  | | |
| Measures: | | |
| Identify the measure(s) and/or metric(s) utilized to track progress, such as targets or milestones, of increased non-resident visitation and expenditures due to the completion of the project. | | |
|  | | |
| Achieved: | | |
| Describe in quantifiable terms how the project has achieved the goals, objectives, or outcomes, since completion of the project to date. | | |
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| Relevant: |
| Detail how relevant the completed project is to the community, the tourism partnerships, and how the completed project is being promoted to the community, and by the community. Include a specific success story about the project from an individual or community partner. |
|  |
| Trace: |
| Trace the achievement of the project by providing photos of a construction project, screenshots of a website or media project, or statistical graphics of increased traffic/expenditures as a result of the completed project. |
|  |

II. **Certification of Grantee**

It is hereby certified that all activities under taken by the Tourism Grant Program recipient with funds provided under contract enter grant contract number have been carried out in accordance with said contract; and that

1. Statements and information contained in this Final Project Report are true and correct;
2. There are no unpaid costs, liens, or third-party claims remaining against the Tourism Grant Program project;
3. It is hereby acknowledged that any remaining unexpended balance of Tourism Grant Program funds for the Tourism Grant Program project under this contract have been retained or recovered by the Department; and
4. All records related to grant activities are available on request and will be kept by the Tourism Grant Program recipient for three years after the date of the submission of the Final Project Report.

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| (typed Name and Title of Authorized Signatory) | (Signature of Authorized Signatory) | | | (Date) |