



TAPF Final Report Form

General Information

Upon acceptance of award and receipt of funds, all awardees agreed to complete a post-project report. This form must be turned in to CCRTA no later than 60 days after project completion. If project is not completed until later in the year, then grant must be closed out by December 5, 2024. Whichever date comes first. Incomplete reports will not be accepted. Awardees not completing a post-project report will be ineligible for future TADP and may be required to return up to 100 percent of the funds awarded. For assistance in completing this form call CCRTA at 814-765-5734 or email ccrta@visitclearfieldcounty.org.

Report Date: _____

Office Use: Date Received: _____

Received by: _____

Name of Organization: _____

Address: _____

Phone: _____

Email: _____

Name and Title of Person Completing Report: _____

Signature: _____

Section 1.

Project Work Description

Please describe the results achieved by the awardee with funds received. Include all information about further work and funding that will support the completed plan. Please provide as much information about the project completion as possible and how it will enhance the Clearfield County tourism product.

Section 2.

Project Outcome

*Please provide a narrative of the outcome of this project as it relates to the criteria of the Tourism Attraction Plan Funding Program, including how this project has helped or will help generate visitor traffic and increased overnight stays in Clearfield County. Please include how you will evaluate or quantify these overnight stays. Also include how you would rate this project's overall success in comparison to the goals included with the marketing plan submitted with your application, and in evaluation, if there are aspects of this project that you would have done differently or plan to change in the future. Please attach photos or copies of quantification materials if possible (zip code surveys, occupancy rates, visitor counts, gate receipts, etc.). **Please provide proof of Visit Clearfield County Logo being used throughout your project.***

Section 3.

Expense Report

Please list project expenses below. Include all amounts used from award. The total should match award amount. Please use additional sheet for expenses if necessary. **Copies of receipts, paid invoices, proof of preapproved Visit Clearfield County logo and/or website was used, and other proper documentation should be attached to this report.**

Example:

Type of Expense	TADP Funds used	Comments
ABC Consulting Firm	30,000	
Survey & Meeting Advertising	500	
Maps	100	
Totals	30,600	

Type of Expense	TADP Funds used	Comments
Totals		