



COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

## Cultural Tourism Marketing Grant Program Final Reporting Form

*If you have questions or concerns while completing this form, please contact the Grants Program Manager, Kevin Carr, at 850-224-2500 or via email at [kevin@tallahassee.org](mailto:kevin@tallahassee.org).*

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### PART I

Date:

Grant Year (FY)

Grant Amount Received:

Amount Expended:

Organization Name

Organization Address

State

Zip

Organization Phone #

Website

E-mail

Contact

Grant Contact Phone #

By submitting this report, I certify that I am authorized by the organization indicated above to manage this grant on their behalf. I also attest under penalty of perjury and to the best of my knowledge, that this report presents an accurate and complete description of grant activity and that the conditions of the grant, as outlined in the grant guidelines and my organization's grant application, have been met. In addition, I understand the information provided in this report is subject to verification by COCA, the City of Tallahassee and/or Leon County.

Print Name

Signature

Title

Date

## PART II

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1. Please write a summary  
of how the grant funds were  
used.

(1500 characters or  
less)

2. Please describe any  
changes made to the  
project after the original  
application was filed and  
the grant was awarded.

(1500 characters or less)

*If not applicable please  
write "N/A"*

3. Discuss how your marketing efforts are being tracked through audience surveys and/or other methods.

(1500 characters or less)

4. How did this grant enhance or increase tourism?

**Include examples of your outcome results:**

*(Increases in attendance, memberships, subscriptions website and social media engagement, etc.)*

(1500 characters or less)

## Part III

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The following must be submitted along with the Final Reporting Form

### Required documentation:

- Receipts of all grant related expenses
  - *Grantees MUST spend all grant funds by August 31, 2017 at 5pm. Any documented or unused expenses must be repaid to COCA by August 31, 2017. Organizations who fail to repay unused or undocumented grant funds will be ineligible to receive future COCA grant awards.*
- Proof of Funding Recognition
  - *Organization must include logos for COCA, Visit Tallahassee, and the City of Tallahassee, along with the Leon County seal in all grant-related visual marketing materials (online, print and media). All granted marketing materials must be submitted to [kevin@tallahassee.org](mailto:kevin@tallahassee.org) for approval by Leon County administration prior to publication, dissemination, or release to the public.*

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