

CULTURE AND TOURISM MARKETING CO-OPERATIVE GRANT FINAL REPORT - FY 2008

Deadlines: Sixty (60) days after project completion or June 30, 2009 (whichever is sooner)

Please send the completed final report to:

Attn: Rena Calcaterra, Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor
Hartford, CT 06103.

APPLICANT INFORMATION

Grant Number (found on first page of contract) _____
Grant Amount Received _____ Federal Employer ID # _____
Applicant Organization Official Name _____
Street Address or Location _____
Mailing Address (if different) _____
City/State/Zip _____
Telephone _____ Fax _____
General Organization E-mail _____
Executive Director _____
Telephone _____ E-mail _____
Project Contact Person _____ Title _____
Telephone _____ E-mail _____

LEGISLATIVE INFORMATION

Were you notified of your grant by your state representative? ____ Yes ____ No
If so, was it by phone, letter, e-mail, other (please specify) _____
Did you have an event mailing? ____ Yes ____ No
If so, did you include your state elected officials on your mailing? ____ Yes ____ No
Did you write to legislators about your grant from CCT? ____ Yes ____ No
If so, please attach the sample letters.

PROOF OF MATCHING FUNDS

Proof of matching funds must accompany the final report. Proof may include invoices and/or cancelled checks.
State or Federal Funds cannot be used as matching funds.

PROJECT INFORMATION

Is this a new initiative? ____ Yes ____ No
Indicate if the grant funds were used to: (Check all that apply)

- Expand an existing program
- Create a new program

This project was for: (Note: Each Co-operative Marketing project must have a separate final report)

- Billboard Advertising
- Newspaper and Online Advertising
- Market Research
- Strategic Marketing Planning

Project location (City(ies)/Town(s)) _____

NARRATIVE REPORT

Answer questions for the funding period. Attach no more than three single sided 8 1/2" x 11" pages using a font size of at least 11 points. Retype the question numbers and questions for each answer.

1. Summarize the project for which you received funding. Include specific dates the project took place.
 2. How did your original proposal goals change, if at all, during the funding period?
 3. Bullet point the specific programs and services described in your original grant application and briefly describe the successes and challenges experienced during the implementation of each.
 4. Discuss any changes from your initial planning. Include what the change was, the reason for the change and how the change was implemented.
 5. How have you evaluated your activities?
 6. What was learned in this evaluation process and how will these lessons influence future planning?
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PROJECT RESULTS (ANSWER ON A SEPARATE PAGE)

1. Was the project successful? _____ Yes _____ No
 2. Explain the reason(s) for success/failure of this project.
 3. What was the greatest challenge in conducting this project?
How have/will you address the situation?
 4. How has this project increased culture and tourism visitation in Connecticut?
 5. How has this project furthered and supported the CCT Strategic Marketing Plan?
 6. How did you measure the program's impact?
 7. How did the project provide opportunities and revenue for Connecticut's culture and tourism industries and economic impact including
 - a. number of jobs created
 - b. revenue generated
 - c. rooms rented
 - e. percentage in lodging occupancy as compared to the previous year
 - f. percentage increase in number of tourists
 - g. number of participants/visitors, etc.
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SUPPLEMENTAL DOCUMENTS TO INCLUDE IN FINAL REPORT

Copies of any item(s) produced under this project.

Cancelled checks for **all** Matching Funds are required.

Invoices and Cancelled Checks of **all** expenditures are required.

SIGNATURE

Signature of Organization's Authorized Official _____

Title _____ Date _____

AUDIT

Grantees subject to a state single audit must send CCT a copy. (Each non-state entity which expends a total amount of state financial assistance equal to or in excess of \$100,000 in their fiscal year is subject to a state single audit.)