

OUTLAY REPORT AND REQUEST FOR
REIMBURSEMENT FOR TOURISM GRANTS

1. Grant No. _____ 2. Evaluation Form Attached: Yes ____ No ____

3. Period Covered (month / day / year)
From: _____

4. _____
Name of Grantee Organization

Mailing Address

City State Zip

5. Tax I.D. Number (**required for reimbursement**) _____
=====

(PLEASE ATTACH ORIGINAL INVOICES)

Description of Costs	Grant Payment Requested	Total Expenditures to Date (include both grant funds and local matching funds)
A. Advertising	\$	
B. Promotional Literature	\$	
C. Audio-Visual Productions	\$	
D. Other (please list)	\$	
E. Total Costs	\$	

CURRENT AMOUNT REQUESTED
FOR REIMBURSEMENT \$

As grantee, I certify to the best of knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the Room Tax Board share due which has not been previously requested and all promotions were in accordance with the terms of the grant.

Authorized signature: _____ Date Signed: _____

LYON COUNTY
ROOM TAX BOARD
Special Event
GRANT EVALUATION

Lyon County Room Tax grant funds are intended exclusively to develop, promote, and improve tourism to and within Lyon County. The evaluation of your organization's project effectiveness will be used in evaluating future grant awards for similar projects. The information should be as complete and accurate as possible. You may attach additional pages if necessary.

Grant # _____

Date: _____

Project Title: _____

Name of Organization: _____

Address: _____

Phone: _____

Project Director: _____

Summarize the objectives of the project as explained in the grant application:

Total Actual Amount Spent on Project: \$

Total Actual Amount Spent on Promotion of Project: \$

Amount of Grant Award: \$

Amount Spent From Grant: \$

If matching funds were contributed by your organization,
what was the amount? \$

To what specific areas were the matching funds applied? // Salaries
//Advertising //Publicity // Promotional Literature //Other - List

Was any of the Room Tax Grant money used to pay for anything completed by your governing body, board members, or staff (such as ad placement, services, commissioners, supplies)?

If so, to whom and how much?

Provide an exact and complete description of how the grant funds were expended:

How many tourists did your organization expect as a result of this project?

How many out-of-county visitors were drawn to Lyon County by this project?

How many Lyon County residents who traveled more than 50 miles were drawn to this project?

How many visitors stayed at least one night in your area as a result of this project?

What was the total number of visitor nights spent in your area as a result of this project?

Estimate the financial impact of this project upon your economy:

How did you arrive at the financial impact?

Was the project more successful _____ or less successful _____ than last year?

Difference in number of visitors?

Difference in financial impact?

Did the project achieve the objectives as stated in the grant application?

Overall, do you feel your project results compared favorably with your project goals?

Would you sponsor the same type of project again?

Do you have any recommendations on the administration of Room Tax Grants?

I hereby attest that the foregoing information is correct to the best of my knowledge.

Project Director

Date: _____