

Tourism Advisory Panel – Final Reporting for Funding Application (Tourism Event)

An individual or organization that receives a grant from the Town is required to submit a post-project report within two months after the completion of the project, which clearly articulates the following:

Applicant Information	
Organization	
Contact Name	
Title	
Address	
Phone #	
Email	
Event Website	

Event Information	
Event Name	
Event Dates	
Event Organizer Name	
Event Organizer Phone #	
Event Organizer Email	
Funding Amount Received	

Final Reporting (continued)

Event Information

Please provide the total number of attendees and the percentage that traveled more than 40km one way.

Please provide an overview on how funds were spent on your project and/or event? If applicable, were any funds unspent? If yes, please indicate the amount and explain why.

Please describe in detail the success of your project and/or event.

Provide clear details on how you sourced locally and made partnerships that contributed to the event's economic impact.

Final Reporting (continued)

Provide a summary of any community-focused initiatives or outcomes resulting from your event.

What feedback did you receive from attendees, partners, or stakeholders (e.g., satisfaction, strengths, areas for improvement)?

Did the event achieve its intended objectives and reach its target audience? Please describe any measurable or observed impacts on local tourism.

Please provide any insights, performance results and/or data from any social media and website content you created for this project/event.

Final Reporting (continued)

How would you rate your experience with the TAP application process, and would you recommend the program to other events? Please explain.

Are there any outcomes, initiatives, or supports you would like to see come from the Tourism Advisory Panel?

Is this a project and/or an event you plan to do again in the future?

Yes	No
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Please provide a sample of your marketing materials showing how Gananoque and TAP were recognized in promotions.

Signature

Date