

**QUINCY TOURISM COMMISSION
TOURISM GRANT FOLLOW-UP REPORT**

The Quincy Tourism Commission provided funds for your organization's project. As required by our guidelines, in return for your investment, you must provide a written evaluation of the results of your project ***within forty-five (45) days*** of its completion.

Please keep in mind that evaluations will be considered by the Quincy Tourism Commission and will be utilized for future funding consideration.

Grant Recipient Information

Legal Name: _____

Trade Name (DBA): _____

Name of Contact (first, middle, last): _____

Contact Phone: _____ Tax ID (FEIN) _____

Contact Email: _____

Grant Title: _____

Project's Completion Date: _____

Follow-Up Report Completion Date: _____

Please attach your responses to A. through H. in order and labeled as listed.

- A. Describe how your Project is supportive of Tourism in the Town of Quincy.
- B. Describe the impact your project will continue to have on the Quincy Tourism Commission and the residents of the Town of Quincy.
- C. Please describe the challenges/obstacles your organization encountered (if any) in attaining your project's objectives.
- D. Upload/Share a detailed FINAL budget for your Project, **including receipts for expenditures of the grant monies.**
- E. If you did not use 100% of the Quincy Tourism Commission's Fund Grant, briefly explain why. *Any unused monies will need to be returned to the Tourism Commission.*
- F. If applicable, share a success story that illustrates your Project's impact.
- G. Upload/send up to three photographs that capture the essence of the impact of your project.
- H. Additional comments/feedback.

Signature

Date

Name Printed

Title

*Completed Follow Up Reports can be mailed or dropped off at:
Town of Quincy, Attn: Quincy Tourism Commission, Quincy Town Hall
2599 County Road Z, Friendship, WI 53934*

Or emailed to: quincyth@frontier.com (subject line: Quincy Tourism Commission Grant Follow-Up)