



Visit Clearfield County  
208 Plaza Drive, Clearfield, PA 16830  
[www.visitclearfieldcounty.org](http://www.visitclearfieldcounty.org) 814-765-5734

**CCTP Grant Closeout Report**

**General Information**

Upon acceptance of grant award and receipt of funds, all grant awardees agreed to complete a post-project report. This form must be turned in to CCRTA no later than 60 days after project completion. Incomplete reports will not be accepted. Awardees not completing a post-project report will be ineligible for future CCTP and may be required to return up to 100 percent of the funds awarded. For assistance in completing this form call CCRTA at 814-765-5734 or email [ccrta@visitclearfieldcounty.org](mailto:ccrta@visitclearfieldcounty.org).

Date: \_\_\_\_\_

Office Use: Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Name of Reporting Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name and Title of person completing report: \_\_\_\_\_

Signature: \_\_\_\_\_

**Section 1.**

**Project Work Description**

Please describe the results achieved by the awardee with funds received. i.e., if a signage project, explain the type, dimensions and placement of signage. If advertising or promotion, please describe in detail the type of advertising purchased, run dates, etc. If a brochure or other fulfillment piece, include the amount printed, where distributed and other information relevant to the targeted market. Please attach photos, media articles, or copies of marketing materials.

**Section 2.****Project Outcome**

*Please provide a narrative of the outcome of this project as it relates to the criteria of the awarding grant program, including how this project helped generate visitor traffic and increased overnight stays in Clearfield County. Actual numbers of visitors and quantifiable changes in visitor traffic should be clearly documented. Also include how you would rate this project's overall success in comparison to the goals included with the marketing plan submitted with your application, and in evaluation, if there are aspects of this project that you would have done differently or plan to change in the future. Please attach photos or copies of quantification materials (zip code surveys, occupancy rates, visitor counts, gate receipts, etc).*

**Section 3.**

**Expense Report**

Please list project expenses below. Include amounts used from grant award and match. Document in-kind\* labor and materials total on separate sheet listing volunteers and hours / dollar amount used to compute. The total of in-kind and cash match should total or exceed the grant award. Please use additional sheet for expenses if necessary. Copies of receipts and in-kind documentation should be attached to this report.

\* In –kind is the term used to identify materials and services for which the awardee paid no cash. The most common items are volunteer labor, corporate donations of materials, or free services from a company or individual.

Example:

<b>Type of Expense</b>	<b>CCTP Funds used</b>	<b>Cash match used</b>	<b>In Kind used</b>
<i>Sign design</i>	300		500
<i>Sign production</i>	1100	300	
<i>Sign installation</i>	200		800
<i>map design</i>	900	900	
<i>Map printing</i>	2500	2500	
<b>Totals</b>	5000	3700	1300

<b>Type of Expense</b>	<b>CCTP Funds used</b>	<b>Cash match used</b>	<b>In Kind used</b>
<b>Totals</b>			