

Community Celebrations Grant Report Form

Note to applicants: This report must be completed by the event organizer within one month after the event is held or the project is complete. Failure to submit a report on-time will jeopardize future eligibility.

\$1,600.00

Name of Celebration Event _Lansing Harbor Festival

Name of Person Completing This Report Carrie Shearer

Date of Event August 10, 2013

1. Approximate attendance: 1750
2. How did you measure attendance and was the method effective? Why? Clicker as people entered. We find this effective since there is only one entranceway.
3. Did your actual expenses differ from your budgeted expenses? Not really. How and why? Attach a copy of actual expenses paid using the attached Grant Expense form.
4. How did you market the celebration and what was the most successful method. Posters where put up in places such as the Town Hall and Lansing Market where the community would see them. In addition, there was a Facebook page and a Twitter campaign. In addition, it was mentioned on the Lansing Community Council website.
5. What did you learn this year that will help you put on a better celebration in the future? What would you do differently next time? We need to do a better job of publishing a schedule so people know what activities will be taking place when.
6. What else would you like the Strategic Tourism Planning Board or other event planners to know about your event? The event is extremely popular within the community and serves the initial purpose of giving the town a place to get its diverse bodies together for a day.

Please return this completed report to tknipe@tom-pkins-co.org OR via mail to: Tom Knipe
Tompkins County Planning Department 121 East Court St.; Ithaca, NY 14850

Email submission is strongly preferred

Celebration Name: LANSING HARBOR FESTIVAL

Community Celebrations Grant Application - Budget/Expense Report Form

Instructions: Complete this form and submit it with the application. If successful in receiving a grant, the organizer must also fill in this form after the event takes place with actual expenses and submit the document with the narrative report within one month of the event to:

Tom Knipe, Senior Planner/Tourism Coordinator, tknipe@tompkins-co.org or Tompkins County Planning, 121 East Court St., Ithaca, NY 14850.
Email submission is strongly preferred.

EXPENSES	USE	DESCRIPTION (provide details)	ESTIMATED TOTAL	ESTIMATED USE OF GRANT	DIFFERENCE to be made up with other resources
<i>List all major categories of expenses</i>	Local Bands	Local Bands -	\$2,000	\$1,600	\$400
<i>Add or delete lines/rows as needed</i>	Local Educators	Cayuga Lake Floating Classroom, Karate Demonstration, Cornell Raptor Program, Composting	\$500	\$0	\$500
<i>Include the value of in-kind support</i>	Other entertainment	Frozen T-Shirt, Fishing Derby, Foot Races, Karate Demonstrations, BBQ Sauce Tasting	\$500	\$0	\$500
<i>Include the value of in-kind support</i>	Local food	Local Vendors	\$ N/A	\$0	
	Local products	Local Vendors Provide	\$ N/A	\$0	
	Local services	DJ - always local	\$350	\$0	\$350
	Space rental	Myers Park Pavillion	\$400	\$0	\$400
	Sound system	Audio	\$1,200	\$0	\$1,200
	Reusable signs	Already in existence	\$	\$0	
	Reusable banner	Already in existence	\$	\$0	
	Paid Advertising	Local newspapers	\$325	\$0	\$325
	Printed Collateral	Programs, Posters	\$500	\$0	\$500
	Other Marketing	T-Shirts, Flyers	\$5,000	\$0	\$5,000
	Support for Volunteers		\$	\$0	
	Other	Casella Waste	\$500	\$0	\$500
	Other	Rick's Rentals	\$1,600	\$0	\$1,600
	TOTAL EXPENSES		\$12,875	\$1,600	\$11,275

Grant share must be 50% or less

Community Celebrations Grant Share of Total Expenses (%) 12.4%

INCOME - CASH	SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
<i>List major categories of income</i>	Community Celebrations Grant		\$2,000
<i>Include value of in-kind donations</i>	Event revenues	Booth Rentals	\$2,400
	Cash donations	Gate donations and other donations	\$2,000
	Other	Program ads	\$2,000
	Other	Sponsors	5000
	SUBTOTAL (cash income)		\$13,400

INCOME - IN-KIND			
	Donated goods		
	Donated goods		
	Donated services	Discounted rate from most providers	\$3,750
	Donated services	Discount or free from graphics, photography, writing	\$1,250
	SUBTOTAL (in-kind support)		\$5,000

TOTAL REVENUES (including in-kind) \$18,400
REVENUES LESS EXPENSES \$5,525

Note: this form is also available as an Excel spreadsheet file. Email tknipe@tompkins-co.org