

Celebration Name:

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
	Example only	each	\$50	\$30	\$20
	Example only	kind)	\$300	\$0	\$300
List all major categories of expense	Local talent		\$	\$	\$
Add or delete lines/rows as needed	Local talent	BANDS	\$ 3000.00	\$ 3150	\$ 150.00
Include the value of in-kind support	Other entertainment		\$	\$	\$
Denote in-kind as in example.	Local food	FOOD FOLLOWING EVENTS	\$ 1200.00	\$ 750	\$ 450.00
	Local products		\$	\$	\$
	Local services		\$	\$	\$
	Space rental		\$	\$	\$
	Sound system		\$	\$	\$
	Reusable signs		\$	\$	\$
	Reusable banner		\$	\$	\$
	Paid Advertising		\$	\$	\$
	Printed Collateral		\$	\$	\$
	Other Marketing	CARDS	\$ 45.04	\$ 45.04	\$ 45.04
	Support for Volunteers		\$	\$	\$
	Other	POSTERS & PROGRAMS	\$ 350	\$ 198.00	\$ <152.00>
	Other	POSTAGE	\$ 44.00	\$ 44.00	\$ 44.00
	Other	WEB PAGE	\$ 300.00	\$ 49.00	\$ <251.00>
	Other	PERMIT FEE	\$ 100.00	\$ 100.00	\$ 100.00
	Other		\$	\$	\$
	TOTAL EXPENSES		4950 \$0	4336.04 \$0	613.96 \$0

Grant share must be 50% or less

Community Celebrations Grant Share of Total Expenses (% ~~10%~~ #DIV/0!

2686.04

INCOME - CASH

SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
Community Celebrations Grant		\$ 1000
Other grant		\$
Event revenues		\$
Cash donations		\$
Other	FUND RAISERS	\$ 3450
Other	CAN & BOTTLE DRIVE	\$ 498
SUBTOTAL (cash income)		4948 \$0

INCOME - IN-KIND

Donated goods	PC FRESH/WALMART	65.00
Donated goods	TARGET/BJ'S	100.00
Donated services		
Donated services		
SUBTOTAL (in-kind support)		165.00 \$0
TOTAL REVENUES (including in-kind)		5113.00 \$0
REVENUES LESS EXPENSES		776.96 \$0

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

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.

\$ 1000

T.C. VETERAN'S DAY

Name of Celebration Event

PARADE & CEREMONY

RONDA CATLIN

Name of Person Completing This Report

11.3.13 & 11.11.13

Date of Event

1. Approximate attendance: 1000+

2. How did you measure attendance and was the method effective? Why?

3 CORNELL STUDENT VOLUNTEERS - YES - THEY COULD FOLLOW THE PARADE ROUTE TAKING ZONE COUNTS.

3. Did your actual expenses differ from your budgeted expenses? How and why? Attach a copy of actual expenses paid using the attached Grant Expense form. YES. WE WERE ON AN AUSTERITY BUDGET & TRIED TO REDUCE EXPENSES AS MUCH AS POSSIBLE.

4. How did you market the celebration and what was the most successful method.

POSTERS, PSA'S, SOCIAL MEDIA, PRESS RELEASES. MOST SUCCESSFUL IS HARD TO JUDGE.

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 SLOW DOWN LEAD VEHICLE & HAVE MORE PARADE "MONITORS" TO KEEP THE UNITS (43 THIS YEAR) IN CLOSER FORMATION.

6. What else would you like the Strategic Tourism Planning Board or other event planners to know about your event? WE APPRECIATE YOUR CONTINUED SUPPORT.

Please return this completed report to tknipe@tompkins-co.org OR via mail to:

Tom Knipe

Tompkins County Planning Department

121 East Court St.; Ithaca, NY 14850

Email submission is strongly preferred.