



Hancock County Tourism Commission
Final Grant Report
Hancock County Tourism & Visitor Center Office 119 W. North St., Greenfield, IN 46140
317-477-8687 ♦ info@visitinhancock.org ♦ www.visitinhancock.org

Grant Report

Please Read Carefully

Hancock County Tourism is supported through a 5% innkeeper's tax on all hotel guests. Since these are tax dollars, all grantees are required to report to the Hancock County Tourism exactly where the granted money was spent. This creates transparency in the spending of tax dollars through documentation of where and how these dollars were used. Therefore, as a recipient of Hancock County Tourism grant dollars ó you must show a receipt for all of the grant dollars that were awarded to you. Failure to account for this money with a receipt may result in the Tourism Commission requesting a return of those unaccounted dollars. Any unspent dollars that you were awarded, must be returned to the Hancock County Tourism Commission.

Furthermore, Tourism is designed to bring people who live outside of the county boundaries to events, and attractions that are inside the county boundaries. Therefore, as a part of the granting process, you are required to show how people from outside of the county are being drawn to your event or attraction. You must have taken some effort to track visitors either through surveys, registration, or some other form of information gathering purposes. This justifies the use of tourism grant dollars by attracting out of county visitors.

Lastly, since the Tourism grant is supported through the innkeeper's tax, you must demonstrate some effort to involve hotels in your event or project. This could be working with hotels to secure rooms for vendors or visitors, providing a link to the listing of the hotels located on the Tourism website on your website, advertising our local hotels in your event literature, offering information about your event or attraction to the local hotels to enhance their guests' visit. As a part of this report, you will need to show how you made an effort to involve the hotels in your event or attraction.

If you should have any questions or concerns, please do not hesitate to contact the Hancock County Tourism Office at 317-477-8687. You can also email the office at info@visitinhancock.org The Executive Director, Brigette Cook Jones, will help you facilitate the grant process and answer any questions.



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Applicant Information

Company, Business or Organization Name Applying for the Grant:

Contact Person and Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone Number: _____ Alternate Number: _____

Email: _____

Event or Project Information

Describe the project or event: _____

If this was an event, what was your attendance? _____

How did you/will you track outside visitors to your event or project?

If your event has already happened can you provide out of county statistics?

How did you engage/are you engaging the county hotel industry in your event or project?

Where did you place the Hancock County Tourism logos as a sponsor of your event or attraction?



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Tourism Support Budget

What was the total amount that you received as grant support from the Tourism Commission?

Please provide a breakdown of the expenditures that were paid using Tourism grant monies. Please attach a copy of all receipts. You may attach a separate budget breakdown.

Project Needs Description: _____
(i.e. advertising, project support, studies or plans, operating expenses)

\$ _____

\$ _____

\$ _____

\$ _____

Were there any unspent Tourism funds? Yes or No?

If yes, state the amount, and submit a check made out to the Hancock County Tourism Commission: _____.

Signature

I hereby submit this report and supportive documents for the final tourism grant report. I have certified that all of the information contained in this report is true, complete and accurate.

Applicant Signature: _____ Date: _____

Title: _____

Company or Business Name: _____