



## LIVINGSTON TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) PROJECT GRANT REPORT

The Livingston Tourism Business Improvement District (TBID)'s goal is to support events and projects that make Livingston a desired destination, encourage longer Livingston hotel/motel stays and return visits, and enhance Livingston's cultural assets and economy.

*If you received a grant from TBID, you are required to submit a report within 30 days of the completion of the event or project the grant supported. **Failure to do so will disqualify the organization from future funding.***

### Requirement Checklist:

- Projected visitor reach of project, with relevant details about demographic or region drawn from.
- Copies of receipts or other evidence of each line item of the originally proposed project budget, noting any changes in expenses if different than original grant proposal.
- Screen shots or other copies of marketing that includes: TBID logo, TBID support cited, [explorelivingstonmt.com](http://explorelivingstonmt.com), and the words Livingston, Montana.
- Other partner raised or donated, if relevant.
- What you learned and future plans for event improvements/changes.

*All funded projects must comply with local public health and safety regulations, and may not discriminate based on race, sexual orientation, gender or religion. Failure to comply with the grant criteria as listed in original application may require full repayment by the awarded organization of the grant. Award money is not retroactive. Regulations and policies of grants are at the sole discretion of the TBID Board.*

### GENERAL INFORMATION

Name of Organization:

Name and Position of Contact:

Title of Event:

Dates of Event:

Location of Event:

Amount of Funding Granted:

### **SUMMARY OF EVENT AND NUMBER OF GUESTS IN ATTENDANCE**

Please add any relevant details about guest demographic or regions drawn from to the best of your knowledge.

### **WHAT YOU LEARNED AND FUTURE PLANS**

What was successful about the event? Are you planning to host this event again? Will you make any changes?

### **IF RELEVANT, FUNDS RAISED AND RECEIPIENTS OF DONATION:**

### **ADDITIONAL COMMENTS:**

Please provide any other relevant comments.

### **ALSO INCLUDED:**

- Copies of receipts or other evidence of each line item of the originally proposed project budget, noting any changes in expenses if different than original grant proposal. Please include original budget.
- Screen shots, pdfs or other copies of marketing that includes: TBID logo, TBID support cited, explorelivingstonmt.com, and the words Livingston, Montana.

**Send report and supporting documents via email to [info@explorelivingstonmt.org](mailto:info@explorelivingstonmt.org) or mail to: TBID, PO Box 348, Livingston, MT 59047**