



## **City of Walhalla HTAX Grant Final Grant Report**

All recipients of the City of Walhalla HTAX Grant funding must complete and submit a Final Grant Report Form within thirty (30) days of the event's completion. Final reports must include all publicity materials from the event/program. Applicants will not be allowed to apply for future funding until reports are submitted to and accepted by the City. Failure to submit a final report will cause the recipient to be ineligible for future funding.

### **Recipient Information**

Name:

Organization:

Address:

Phone:

Email:

Award Date:

Award Amount:

### **Project Summary**

Briefly describe the event/program for which the funding were used:

### **Audience Demographics**

Audience Expectation:

Actual Total Audience:

Briefly describe the make-up of the audience reached by your event/program (children, teen/youth, adults, seniors, residents, visitors, etc.):

### Event/Program Expenses

Please provide a complete account of the **ACTUAL** amounts expended on the project and how you used the HTAX funds. (*You may provide a separate spreadsheet, if desired.*)

Expense Description	Amount (\$)
<b>Total (Actual expenses for the event/program)</b>	<b>\$</b>

*I certify that to the best of my knowledge, all information presented here is truthful, complete and correct. I understand that willfully providing incorrect or misleading information will result in forfeiture of outstanding grant funding and for future funding.*

Recipient Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Submit Final Grant Reports to:**

City of Walhalla  
HTAX Grants  
PO Box 1099  
206 N Church Street  
Walhalla, SC 29691

<b>For Office Use Only:</b>	
Date Submitted: _____	Funding Approved: _____
Report Accepted/Denied: _____	Eligible for Future Funding: _____