



Georgia Department of Economic Development, Tourism Division

Final Report
(updated 7/22/09)

2009-2010 Tourism Marketing Co-Op Program

A final report of the project must be submitted within 30 days of the completion of the project or by May 29, 2010, whichever occurs first. If not received by the due date, you will NOT receive reimbursement. Failure to use the Georgia logo properly will affect reimbursement.

The final report must include:

- A 1-2 page typed narrative summary of the results of your project and the impact it had on tourism. Include attendance figures, as appropriate, as well as any tracking or documentation of the results of your project.
- A side-by-side comparison of your original budget to actual (Please note that you are expected to document the “Total Budget of the Project” as shown on your application.).
- A summary of all expenditures and all revenues generated by your project (sponsorships, grants, gate receipts, concessions, etc.).
- Documentation from local hotels, as appropriate to your project, that recaps the hotel room night pick-up reports.
- **Actual** samples (not on a disk) of advertising and promotions from the completed project (tear sheets, tapes, photographs, broadcast affidavits, audio/video tapes, etc.). Please DO NOT include entire magazines. Magazine name and date must be included.
- Documentation of using the Georgia Department of Economic Development logo elements in accordance with the department’s to the brand guidelines.

*(All funds must be used for expenses directly related to the project. **Projects must be completed as approved. Any substantial changes made to the project that alter its approved format may result in the project NOT receiving reimbursement.** Please contact Fay Tripp (478)752-3254 or ftripp@georgia.org. if you choose to significantly change the parameters of your project. Reimbursement will be made for approved expenses only. Reimbursements will not exceed the total amount approved for funding.)*

Please submit your final report to:

Attn: Co-Op Reimbursement Grant Program Final Report
Georgia Department of Economic Development, Tourism Division
Fay Tripp
C/O GDEcD
PO Box 13404
Macon, GA 31208
Email: ftripp@georgia.org (for questions only)

