

**GRANT PROJECT REPORT & EVALUATION FORM
CASPER AREA IMPACT GRANT
FISCAL YEAR 26/27**

ALL fields are required.

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Main Contact: _____

Phone: _____ Email: _____

Name of Event: _____

Start Date: _____ End Date: _____

Location: _____

Amount of Cash Awarded: _____ In-Kind Awarded: _____

How many people did you expect for your event?: _____

Approximately how many people attended your event?: _____

Describe method used to estimate attendance:

Approximately how many people from out-of-area attended your event?: _____

Describe method used to estimate attendance:

List and describe the advertising utilized in the promotion of the event to reach out of area visitors: (Ad description, publication or media outlet and coverage/distribution)

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List and describe any press or media coverage prior, during or after your event that would reach out of area visitors:

What marketing promotion worked well to reach out of area visitors?:

What marketing promotion did NOT work well to reach out of area visitors?:

Where was the event promoted? (Please circle all that apply)

Locally

Regionally

Locally and Regionally

Nationally

If other, please describe:

Did you solicit corporate sponsorships or other grant funding? If no, why not?:

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What corporate sponsor(s) or grant funds did you attract and how did they contribute to your event?:

Did you meet your budget? ___ Yes ___ No

Please rate your event: *(Circle your answer)*

Overall Attendance	Very Poor	Poor	Average	Good	Very Good
Out-of-Area Visitation	Very Poor	Poor	Average	Good	Very Good
Event Marketing	Very Poor	Poor	Average	Good	Very Good
Event Organization	Very Poor	Poor	Average	Good	Very Good
Planning Committee	Very Poor	Poor	Average	Good	Very Good
Volunteer Cooperation	Very Poor	Poor	Average	Good	Very Good
Hotel Room Highs Generated	Very Poor	Poor	Average	Good	Very Good
Overall Economic Impact	Very Poor	Poor	Average	Good	Very Good
Execution of Event	Very Poor	Poor	Average	Good	Very Good
Overall Success	Very Poor	Poor	Average	Good	Very Good

Additional comments or future plans for the event:

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Please attach copies and/ or photos of all materials on which Visit Casper and the City of Casper were recognized as sponsors, as well as documentation listed on the application.

This evaluation form is due no later than 60 days after the final day of your event. If you do not submit this evaluation form by the deadline, you will not receive the approved funding and will jeopardize any consideration for funding in the future.

Signature

Date

Please leave this section blank for Visit Casper:

Received by: _____

Date: _____