

DRAWDOWN REQUEST FORM

KLAMATH COUNTY TOURISM GRANT PROGRAM

Please complete and submit this form to the Tourism Grant Coordinator at the address listed below to receive your grant funds. 20% of the grant is withheld until the final report is submitted.

30-mile club
Name of Organization

Amount of Award: \$ 2500⁰⁰

25437 Rocky Point Rd
Address

Grantee Code _____

Klamath Falls OR 97601
City, State, Zip

Jelie Black
Contact Person

541-356-2550
Phone Number

Federal Tax ID # or SSN

Website Redesign
Title of Project

Balance of Award: \$ 2500⁰⁰

Drawdown Requested: \$ (2500⁰⁰)

Remaining: \$ Ø

I/We, the administrator(s) of this project, certify that the attached invoices are accurate and that our project did receive the services/supplies being billed in accordance with the provisions of the Tourism Grant program.

Jelie Black
Signature

Coordinator
Title

10/13/18
Date

Attach documentation of the expenses to justify your request: (documentation could include copies of bills, invoices, canceled checks, receipts, etc. The amount requested **not** exceed your documentation.)

- ✓ All (up to 80% pending final report) or a portion of the awarded grant funds may be drawn down, as necessary.
- ✓ Checks will be issued according to the County's usual Accounts Payable schedule.
- ✓ Amount requested must equal attached documentation (invoice, receipts, canceled checks, quotes, estimates, etc.)

Submit to:
Klamath County Finance
305 Main Street
Klamath Falls, OR 97601

Klamath County Tourism Grant
Traditional - Final Report

Please provide the following information and submit with your final drawdown request. 20% of the grant is withheld until we receive the final report.

Website Redesign, \$2,500
Title of Project / Funds Awarded
30-mile club
Name of Organization
Julie Black
Contact Person
25437 Rocky Pt Rd
Address
Klamath Falls OR 97601
City, State, Zip
Phone Number

Date of Event/Project

Submit Report to:
Tourism Grant Coordinator
Klamath County Finance
305 Main Street
Klamath Falls, OR 97601
541-883-4202

1. For an event, provide a detailed list of all marketing materials and an electronic version of the material on a CD. (Including audio or video recordings.) For an infrastructure project, provide photographic evidence of the project (before and after pictures), design and supportive materials on a CD.
2. Detail the matching funds expended and provide proof of their expenditure. *attached*
3. Update the budget forms from your original application with actual revenues and expenses for both the project and the marketing plan. *attached*
4. Where did you spend your marketing dollars? *Please see Adventures Near Crater Lake.com*
5. What part of your marketing efforts were most successful and least successful? For infrastructure projects, what parts of your project were most successful and least successful?

Event Applicants Only:

6. How many people from out-of-county attended?
7. How did you determine how many people from out-of-county attended? Explain why this is an accurate measurement of the out-of-county attendees.
8. How many extra days did your visitors stay in the area?
9. How did you determine how many extra days your visitors stayed? Explain why this is an accurate measurement of the extra days.

By signing this you are agreeing that you have paid all bills accrued through this process; as well as agreeing that the Logo Usage Agreement is now terminated.

Julie A. Black
Signature

10/13/18
Date

Julie A. Black, coordinator
Printed Name and Title

Projected budget
 is actual as
 of 10/13/18.
 J. Black

INCOME	BUDGET		Actual	
	Cash	In-Kind	Cash	In-Kind
30-Mile Club				
Klamath County Sponsorship Grant	\$2,500.00			
OTHER INCOME				
Print & website ads and rack card sponsors	\$7,800.00			
Donations	350			
In Kind: (550 hrs) Update newspaper and rack cards, coordinate with 30-mile businesses, FB posts, work with TO, TSO & DK & attend meetings; (100 hrs) 6 volunteers distributing visitor newspapers. \$10/hr		\$6,500.00		
SUB TOTAL INCOME	\$10,650.00	\$6,500.00	\$0.00	\$0.00
TOTAL INCOME		\$17,150.00		\$0.00
EXPENSES				
Redesign AdventuresNearCraterLake.com				
Rack card redesign and printing	\$2,500			
Certified Brochures rack card distribution	\$1,959.00			
Visitor newspaper printing	\$2,589.00			
Website hosting, URL(3) registr., security, mntnce.	\$1,550.00			
TSO membership, CLC partnership	\$606.00			
Liability insurance	\$955.00			
In Kind: (550 hrs) Update newspaper and rack cards, coordinate with 30-mile, FB posts, work with TO, TSO & DK & attend meetings; (100 hrs) 6 volunteers distributing visitor newspapers. \$10/hr		\$6,500		
SUB TOTAL EXPENSES	\$10,409.00	\$6,500.00	\$0.00	\$0.00
TOTAL EXPENSES		\$16,909.00		\$0.00

Invoice



creative marketing
& design

Creative Marketing & Design llc
Laurel Briggs
935 N. 5th St.
Jacksonville, OR 97530

Date	Invoice #
10/1/2018	4004

Bill To
Adventures Near Crater Lake

Project

Description	Hours	Date Serviced	Amount
Design logo and new webiste for Adventures Near Crater Lake.	1		2,500.00
<i>pd - check # 1529 10/7/18 J Black</i>			
<i>Paid CM&D 10/12/18 Laurel Briggs</i>			
Payments/Credits			\$0.00
Balance Due			\$2,500.00

Total	\$2,500.00
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Phone #
541-261-8294

E-mail	Web Site
laurel@creativemdesign.com	http://www.creativemdesign.com