

sent 2-8-17

Website

To approve, please
view:
www.2riversart
gallery.com

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.

Two Rivers Art Gallery
 Name of Organization
P.O. Box 362, 405.1st.
 Address
Chiloquin, OR 97624
 City, State, Zip
Judy Pate
 Contact Person
541-783-2428
 Phone Number
Gala Art Festival Conference
 Title of Project

Amount of Award: \$ 1,500.00

Balance of Award: 867.40
 Drawdown Requested: \$(867.40)
 Remaining: \$ 0

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.

Judy Pate Director Two Rivers Art Gallery 02/08/17
 Signature Title Date

Attach documentation of the expenses to justify your request: (documentation could include copies of bills, invoices, canceled checks, receipts, etc.) The amount requested must equal or exceed your documentation.

- ✓ All 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.
- ✓ Please contact the Klamath County Finance Office at 541-883-4202 with any questions.

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

Klamath County Tourism Grant Sponsorship - 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.

Title of Project: Two Rivers Art Gallery

Funds Awarded: \$15,00.00

Name of Organization: Two Rivers Art Gallery

Contact Person: Judy Pate

Address: 140 S 1st St, Box 382

City, State, Zip: Chiloquin, OR 97624

Phone Number: 541-783-3326 or direct line: 541-783-2428

Date of Event/Project: From January 2017 – February 2017

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. Where did you spend marketing dollars?
3. 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: (answering anyway)

4. How many people from out-of-county attended?
5. 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?

1. This was not an event but a marketing tool.
2. Marketing dollars were spent on: Printing Rack Cards and Business Cards, creating of a new website and printing a poster for displaying at promotional events.
3. All the projects added to the success of this grant.
4. Many from out-of-the-county have visited our Gallery; especially when visiting relatives inside our County.
5. This was determined by questioning patrons who came to our gallery and asking them if they were from Chiloquin or passing through. It was a great opening line to have conversations with them and many revealed they had heard about our Gallery and wanted to visit it.

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.

Signature _____

Judy Pate

Date 02.27.17

Name printed: Judy Pate, Director of Two Rivers Art Gallery

A final report has been emailed to Grant Office: 02.27.17

Form # KCF 3037 Revised the 8th of January, 2015 Page 1 of 1