



# FOOD & BEVERAGE TAX FUND GRANT PROJECT REPORT

This form is to be used as a Final Report on the spending of the City of Westminster Food & Beverage Tax Grant funding. **Please note this report is due within 90 days of the completion of the event.** A Final Report is required when the project has been completed. Reports submitted must be original no faxed copies will be accepted.

ORGANIZATION:			
EVENT NAME:		EVENT DATES:	
CONTACT PERSON:			
ADDRESS:			
CONTACT NUMBER:		EMAIL ADDRESS:	
TOTAL ATTENDANCE:		DISBURSEMENT DATE:	
TOTAL AMOUNT AUTHORIZED:		TOTAL AMOUNT BUDGETED:	
TOTAL AMOUNT EXPENDED:		TOTAL AMOUNT RETURNED (If any):	

SUBMITTAL CHECKLIST (Please check the appropriate boxes and attach copies of the same):

- List all funding sources in addition to Westminster Food & Beverage Tax Fund Grant and amount received;
- Copies of paid invoices;
- Detailed expense reports and balance sheets;
- Guest logs, phone logs, accommodations contracts, website hits, advertising, demographics;
- Promotional materials, flyers;
- Pictures, news clippings, letters of endorsement; and/or
- Other materials that will be helpful in evaluating your project for future consideration.

Note: All materials submitted become the property of the City of Westminster.

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project. I have the authority to sign and submit this application on behalf of this organization.

SIGNATURE:  TITLE:

DATE:

Report forms are to be submitted to:

**Kiley Carter**  
kcarter@westminstersc.org  
P.O. Box 399, Westminster, SC 29693  
Phone: 864-647-3230