



## LIVINGSTON TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) GRANT REPORT

The Livingston Tourism Business Improvement District (TBID)'s goal is to support events, conventions, festivals, tournaments and sporting events that make Livingston a desired destination and enhance Livingston's cultural assets and economy.

*If you received a grant from TBID, you are required to submit a report within 30 days of the completion of the event or project the grant supported. **Failure to do so will disqualify the organization from future funding.***

### Requirement Checklist:

- Number of guests at event, adding any relevant details about demographic or region drawn from.
- Copies of receipts or other evidence of each line item of the originally proposed budget, noting any changes in expenses if different than original grant proposal.
- Screen shots or other copies of marketing that includes: TBID logo, TBID support cited, [explorelivingstonmt.com](http://explorelivingstonmt.com), and the words Livingston, Montana.
- Funds raised or donated, if relevant.
- What you learned and future plans for event improvements/changes.

*All funded events must comply with local public health and safety regulations, and may not discriminate based on race, gender or religion. Failure to comply with the grant criteria as listed in original application may require full repayment by the awarded organization of the grant. Award money is not retroactive (marketing/promotions/obligations/ other contracted services for the event prior to the grant awarded aren't included). Regulations and policies of grants are at the sole discretion of the TBID Board.*

### GENERAL INFORMATION

Name of Organization:

Name and Position of Contact:

Title of Event:

Dates of Event:

Location of Event:

Amount of Funding Granted:

**SUMMARY OF EVENT AND NUMBER OF GUESTS IN ATTENDANCE**

Please list number of guests and any relevant details about guest demographics and regions they traveled from to the best of your knowledge.

**WHAT YOU LEARNED AND FUTURE PLANS**

What was successful about the event? Are you planning to host it again? Will you make any changes?

**IF RELEVANT, FUNDS RAISED AND RECEIPIENTS OF DONATION:**

**ADDITIONAL COMMENTS:**

Please provide any other relevant comments.

**ALSO INCLUDED:**

Copies of receipts or other evidence of each line item of the originally proposed budget, noting any changes in expenses if different than original grant proposal. Please include original budget. Screen shots, pdfs or other copies of marketing that includes: TBID logo, TBID support cited, explorelivingstonmt.com, and the words Livingston, Montana.

**Send report and supporting documents via email to [info@explorelivingstonmt.org](mailto:info@explorelivingstonmt.org) or mail to: TBID, PO Box 348, Livingston, MT 59047**