**D&L Trail Towns Event Grant Closeout Form**

Here are the questions that you need to fill out on the online form. We recommend that you fill out the responses here and save this copy for your records. Then copy and paste your responses into the form: <https://delawareandlehigh.org/trail-programs/dl-trail-towns/trail-towns-event-mini-grant/trail-towns-event-grant-closeout/>

Name:

Organization:

Closeout Date:

Phone:

Email:

Name of Event:

Date of Event:

Name of Trail(s) that event used:

Event Description and Recap:

Free or paid event? If paid how much?:

How many people attended?:

Is this an estimate or an actual count: Estimate Count

What was the best part or result from the event? Share a success story or two:

What would you do to make the event better next time?:

Do you plan on holding the event in the future?:

Amount of Grant Funds Reimbursement Requested (50% of total costs up to $1,000):

Match Funds Used:

Match Source(s):

Total Project Cost (Sum of Grant Funds + Match Funds):

What did you use the funds for?

Spreadsheet of expenses upload

Copy of receipts upload

Photos upload