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

This is the page that you complete after your event is done and you are ready to close out and get reimbursed.

**Close Out Steps:**

1. Collect all receipts, invoices, and expenses. Organize them and scan them into a single pdf. This will be attached/uploaded to the close out paperwork.
2. Fill out the excel spreadsheet listing all the receipts, invoices, and expenses. Save this for your records. This will be attached/uploaded to the close out paperwork.
3. We recommend that you fill out your responses to the close out paperwork on this Word Doc and then save it for your records. Then copy and paste it into the form below.
4. If you have any questions, please contact the Program Coordinator at 610-923-3548 ext. 234.

**Close Out:**

Contact Name:

Organization/Group:

Position/ Title:

Mailing/Physical Address:

Organization Website:

Closeout Date:

Contact Phone:

Contact Email:

Event Name:

Event Date:

Event Website:

Trail Name - *What trail(s) did this event use? List the name(s):*

Event Description and Recap:

Was this a free or paid event? What were the costs associated with this event?

How many people were in attendance? Is this an estimate or an actual count?

Success story. *Share a story or feedback from the community:*

Trail Friendly - *How did your event create a trail friendly atmosphere?*

Do you plan on hosting the event in the future?

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

Funding Reimbursement Request -

Match/Partner Funds Used:

Match Funding Source(s):

Total Amenity Project Cash Cost (= Reimbursement Request + Match Funds):

What did you use the funds for?

Budget Spreadsheet – *please complete and upload.*

**ATTACHMENTS/UPLOADS: Spreadsheet of expenses, Copy of receipts, Photos, Media/News Release Tear Sheets and/or links.**