



## **Cedar Valley Sports Commission Grant Report Form**

Grant report form must be completed within 60 days of the completion of the event and submitted to the Cedar Valley Sports Commission.

- 1. Please give a brief overview of your event.**
- 2. How were funds granted by the Sports Commission used?**
- 3. Number of athletes/coaches/team staff participating in the event:**
- 4. Number of participants that traveled more than 50 miles for the event:**
- 5. Number of participants that stayed in area hotels for the event:**
- 6. Number of paid/ticketed spectators at the event (*if applicable*):**
- 7. Estimated number of non-paying/non-ticketed spectators (*if applicable*):**
- 8. Number of spectators that traveled more than 50 miles for the event:**
- 9. Est. number or percentage of spectators that stayed in area hotels for the event:**
- 10. How did your event change / grow from previous years?**

Please send completed Grant Report Form to Ashley Johnson ([Ashley@cedarvalleysports.org](mailto:Ashley@cedarvalleysports.org))

11. Is there anything with your event that didn't work out as planned or that you would do differently in the future?

12. Please complete the following financial report worksheet:

### Financial Report

<b>Income:</b>	
Entry Fees.....	\$
Program Advertising.....	\$
Grants (Specify on back if other than CVSC).....	\$
Sponsorships.....	\$
Admissions.....	\$
Program Sales.....	\$
Merchandise Sales.....	\$
Concessions Sales.....	\$
Other.....	\$
<b>Projected Total Income:</b>	<b>\$</b>

<b>Expenses:</b>	
Bid / Guarantee Fees.....	\$
Supplies .....	\$
Facility Rental.....	\$
Custodial Fees.....	\$
Equipment Rental.....	\$
Insurance.....	\$
Officials/ Judges Fees.....	\$
Volunteers.....	\$
Gas for generators.....	\$
Post-race .....	\$
Awards / Prize Money.....	\$
Kids prizes.....	\$
Timing.....	\$
Bibs and timing tags.....	\$
T-shirts	\$
<b>Total Expenses:</b>	<b>\$</b>

*\*\* Fee paid to governing body per team / participant*

**Net Profit (Loss):**                   \$                  

13. If the above report indicates a profit, how will those profits be used to create, grow, improve or market future events?