

**STATE OF LOUISIANA
DEPARTMENT OF CULTURE, RECREATION AND TOURISM
OFFICE OF TOURISM
GRANT AGREEMENT**

**Competitive Grant Program
FY-2014-2015**

BE IT KNOWN, the Department of Culture, Recreation and Tourism, Office of Tourism of the State of Louisiana (hereafter sometimes referred to as "State" or "LOT") and Historic District Business Association, Inc., PO Box 139, Natchitoches, LA 71457, Ph: 318-652-7078, Email: coordinator@natchitoches.org (hereafter sometimes referred to as "Grantee") do hereby enter into this agreement ("Agreement") under the following terms and conditions.

1) Scope of Work

The goal of the LOT Competitive Grant Program "Program" is to encourage and support marketing initiatives for tourism events that attract and retain visitors to the state and have a positive impact on Louisiana's economy. Specifically, the funds provided under the terms of the Program are intended to assist the LOT in fulfilling its public purpose and statutory mandate, La. R.S. 36:208(F), to "...be responsible for performing the functions of the state relating to promotion and advertisement of the historical, cultural, recreational, and commercial sites, events, and assets of the state...". The Program is designed to achieve the following tourism objectives: (1) strengthen Louisiana's tourism partnerships and alliances; 2) support Louisiana's tourism industry as a whole; and (3) increase visitation, length of stays, and visitor spending in Louisiana.

- a. **Event Marketing.** In accordance with the LOT's stated goal and objectives, the Grantee hereby agrees to market the Natchitoches Christmas Season ("Event") scheduled to be held November 22, 2014 - January 6, 2015 in Natchitoches, LA as set forth in the LOT approved Marketing Plan, Media Plan (Exhibits A1 and A2) and Budget (Exhibit B).
- b. **Qualifying Marketing Expenses.** Upon completion of the Event, the Grantee may request reimbursement up to 50% of actual incurred costs for qualifying marketing expenses as defined in the LOT Competitive Grant Application and Guidelines ("Guidelines"). The Guidelines are accessible at <http://www.crt.state.la.us/tourism/grants.aspx>, and must be complied with when implementing the LOT-approved Marketing and Media Plans. Grantees that are hosting first-time events may request reimbursement of up to 66% as specified in the Guidelines. For the purpose of this Program, qualifying marketing expenses are defined as the actual placement cost of media that is specifically targeted or directed to areas located outside of a 50-mile radius of the Event. LOT will not reimburse the Grantee for costs that are associated with ad creation or media production. Grantee shall not apply any State funds that are provided from other state sources towards the mandatory cash match that must be provided by the Grantee, under the terms of this Agreement. The total reimbursement shall not exceed the total amount of the LOT approved grant award.
- c. **Event Advertisements.** At least seven business days prior to placing the media, the Grantee shall submit to the Contract Monitor for approval all creative artwork and broadcast scripts, to ensure compliance and the eligibility of marketing and advertising materials, and resulting expenses that will be funded by the State through the Program. Advertising materials must include the State's official tourism logo and/or verbiage, and must comply with the LOT January 1, 2012 Style Guide ("Guide") that has been established for logo placement available

at (<http://www.crt.state.la.us/DOCUMENTARCHIVE/PassionLogo/BrandGuidelinesGuide.pdf>). LOT will not reimburse the Grantee for media and advertising media materials that have not been approved by the State.

- d. **LOT as Official Sponsor.** Marketing and advertising expenses qualify for reimbursement only when the Grantee acknowledges LOT as an official sponsor of the Event as set forth herein and in the Guidelines.

Grantee shall:

- Prominently display the State's official tourism logo in all grant-funded printed promotional materials, visual advertising, and publicity pieces that are distributed to the public to promote the Event, regardless of the media used.
 - Prominently display the State's official tourism logo on the Grantee's official Event websites and other websites used to promote the Event. The logo can be downloaded from <http://www.crt.state.la.us/tourism/grants.aspx>. The Guide for the proper placement of the logos is accessible at the website noted above in Item c.
 - Maintain an active link from the State's official tourism logo to the LOT's official tourism website www.LouisianaTravel.com for the full term of this Agreement.
 - Verbally recognize the State's support in all broadcast announcements/media scripts that are qualifying marketing expenses. Grantee shall include in all announcements and broadcast scripts, the following phrase "*Visit LouisianaTravel.com to plan your trip today.*"
 - Provide tickets and/or passes to the Event and related activities that are associated with the Event (if tickets are required for admission) in quantities necessary for LOT's staff to monitor compliance and carry out its legal responsibilities regarding the promotion of Louisiana tourism. Grantee shall contact the State regarding such access at least fourteen (14) days prior to the Event.
- e. **Changes to Agreement.** The Grantee may submit a written request, by mail or email, to the Contract Monitor for proposed changes to the Media Plan, Marketing Plan, or Budget (Exhibits A1, A2, and B). The Grantee shall not request an increase in the maximum amount of the Grant award. The Contract Monitor will provide a written response of approval or rejection of the request to the Grantee within seven (7) business days. Other than as described herein, any changes to this Agreement will require a written amendment executed by all parties.
- f. **Communication.** Regular communication with the Contract Monitor is required (at least quarterly) throughout the term of this Agreement and is beneficial to both the Grantee and the State to ensure compliance with the terms of the Agreement and the Guidelines. The Grantee is required to submit a written notification to the Contract Monitor of any changes in the Grantee's contact information. Should a period of three months or more lapses without the Grantee communicating with the State's Contract Monitor, the State may at its option initiate the process of revoking this Grant and terminating this Agreement.

The State's Contract Monitor for the LOT Competitive Grant Program is:

Judy Halloran
Phone: 225-342-8121
Email: JHalloran@crt.la.gov
Mailing Address: PO Box 94291, Baton Rouge, LA 70804-9291

g. **Final Report.** Upon completion of the Event, the Grantee shall submit a Final Report as specified in Exhibit C. The Final Report may be mailed or delivered to the Contract Monitor. The Final Report form can be obtained by contacting the Contract Monitor. Grantee shall complete each section of the Final Report, as applicable, which includes:

- **Section I** - Grantee's Name and Contact Information
- **Section II** - Reimbursable Media – Qualifying Marketing Expenses listed under the appropriate media categories of the actual expenses incurred by the Grantee
- **Section III** - Documentation to support the reimbursement request for Media Purchases, which may include media invoices, advertising tear sheets, logs, and other acceptable documents as proof of advertising placement.
- **Section IV** – Final Report Summary – Provide details of the outcome of the Event as noted in Exhibit C.

2) Payment Terms

- a. **Maximum Payment.** In consideration of Grantee's compliance with all terms of this Agreement and the Grant Program, the State hereby agrees to pay the Grantee a maximum sum of TEN THOUSAND DOLLARS AND NO CENTS (\$10,000.00). Travel and other expenses that are not specified in the terms of this Agreement are not reimbursable.
- b. **One Payment.** It is anticipated that there will be a single payment made under this Agreement. No payment shall be made until after the Event. Payment will be made on a reimbursement basis for qualifying marketing expenses actually incurred by the Grantee as specified within this Agreement and in accordance with the Guidelines.
- c. **Original Invoice.** After completion of the Event, the Grantee shall deliver to the Contract Monitor an original invoice on organization letterhead, the Final Report (Exhibit C), and all supporting documentation for preapproved qualifying expenses that have been incurred by the Grantee in compliance with the terms of this Agreement. The invoice submitted to the State shall reflect 50% (or 66% for first-time events) of the actual cost to the Grantee, up to the maximum amount of the Grant award.

The invoice must: 1) be submitted on Grantee's official letterhead, 2) contain the word "invoice," 3) not exceed 50% of incurred cost (66% for first-time events) up to the total amount of the grant award, 4) reference the Event, 5) be accompanied by supporting documentation for actual costs incurred, and 6) be accompanied by the detailed Final Report (Exhibit C).

- d. **Payment Reductions.** The State reserves the right to reconcile the invoice to the supporting documentation, and will reduce the payment in the event of any of the following:

1) an expense submitted to the State for reimbursement, but not preapproved by the State, 2) the request reflects reimbursements for non-qualifying expenses, 3) the State has not been acknowledged as a sponsor in media promotions in accordance with the terms of this Agreement, 4) inadequate supporting documentation for expenses, or 5) noncompliance with terms of this Agreement.

LOT reserves the right to request and require additional information or documentation in order to adequately verify compliance with the terms of the Agreement.

NOTE: Grantee will not receive reimbursement for cancelled media or media purchased, but not placed by the Grantee.

- e. **Discrepancies.** The State will notify the Grantee of any inadequacies or deficiencies and will allow the Grantee reasonable opportunity to cure any defects. If the Grantee wishes to appeal the State's payment decision, the Grantee must submit a letter in writing to the Contract Monitor within 30 days of notice of any defect.
- f. **Processing.** After verifying compliance with the terms of the Agreement, the Contract Monitor will authorize the payment of the invoice. Reimbursement usually takes 4 -6 weeks from the date of the Contract Monitor's receipt of the invoice.
- g. **Use of Funds.** The Grantee shall be liable for all grant funds that have not been used in accordance with the terms and conditions of this Agreement and the Program Guidelines. If it is determined by the State or by an audit that State funds were expended on non-reimbursable expenses, the Grantee will be required to repay the State in accordance with the terms set by the State. If the Grantee defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana, it shall be required to repay the State in accordance with the State's terms or requirements.
- h. **Availability of Funds.** Payment is contingent upon the availability of funds that are appropriated by the Louisiana Legislature or may be accrued to the State from other sources.

3) Act 15 Clause

Grantee is informed that no funds appropriated under Act 15 of the 2014 Regular Legislative Session shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the State unless the Grantee executes this Agreement and submits to the LOT for approval, a comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The LOT shall submit the Budget, and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

4) Responsibility for Payment of Taxes

The Grantee hereby agrees that the responsibility for payment of taxes, if any, from the funds thus received under this Agreement and/or legislative appropriation shall be Grantee's obligation and identified under Federal tax identification number 72-1483159.

5) Term of Grant Agreement

- a. This Agreement shall begin on July 1, 2014 and shall terminate on March 31, 2015.
- b. The Grantee shall not proceed under the terms of this Agreement prior to receiving a fully executed copy of this Agreement from the State.
- c. The Event is scheduled to be held November 22, 2014 - January 6, 2015 in Natchitoches, LA.
- d. Grantee must submit to the Contract Monitor an original invoice, a Final Report (Exhibit C), and all supporting documentation due by March 15, 2015.

- e. If the Grantee is unable to deliver the State benefits as specified, or perform the work within the term of the Agreement, the Grantee shall notify the State in writing (email is acceptable) before the termination date of the Agreement, and thereby acknowledge the automatic cancellation of the grant, unless such notification contains a request for an amendment.
- f. Except as provided in Section 1 (e), any alteration, variation, modification, or waiver of provisions of this Agreement shall be valid only when it has been reduced to writing and executed by all parties.

6) Entire Agreement/Order of Precedence Clause

This Agreement and any exhibits specifically incorporated herein by reference, together with the Guidelines and addenda issued thereto by the LOT, and the application submitted by the Grantee, constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed Agreement (excluding the Guidelines) shall take precedence, followed by the provisions of the Guidelines, and then by the terms of the Grantee's Application.

7) Termination for Cause

The State may terminate this Agreement for cause based upon the failure of Grantee to comply with the terms and/or conditions of the Agreement, provided that the State shall give Grantee written notice specifying Grantee's failure. If within thirty (30) days after receipt of such notice, Grantee shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Grantee in default and the Agreement shall terminate on the date specified in such notice. From the date of the termination, no payment will be made by the State to the Grantee. In the event the Grantee has received payment above and beyond documented eligible expenses, the Grantee shall return all such funds to the State.

8) Termination for Convenience

The State may terminate this Agreement at any time by giving thirty (30) days' written notice to Grantee. In the event that the Grantee is not in compliance with the terms of this Agreement at the time of termination, no payment will be issued to the Grantee. The Grantee shall be entitled to payment for advertisements that have already run and fulfill the terms of the Agreement.

9) Fiscal Funding Clause

The continuation of this Agreement is contingent upon the appropriation and availability of funds to fulfill the requirements of the Agreement. If insufficient monies are appropriated to provide for the continuation of the Agreement, or if such funding is reduced by government action and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated. Grantee acknowledges that the funding for this Agreement is subject to legislative or administrative action, such as mid-year budget reductions, which could result in a mid-year reduction of funds available to fund this Agreement, which may require amendment or termination of this Agreement.

10) Audit

It is hereby agreed that in accordance with La. R.S. 24:513, the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration and/or the Department of

Culture, Recreation and Tourism auditors shall have the option of auditing all accounts of Grantee that are related to this grant.

Any quasi public agency or body as defined in La. R.S. 24:513 A (1)(b) shall designate an individual who shall be responsible for filing annual financial reports with the Legislative Auditor and shall notify the Legislative Auditor of the name and address of the person so designated (La. Rev. Stat. 24:513 H (2)(a)).

11) Liability

The Grantee shall indemnify and hold harmless the State against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from, or by reason of any negligent act or omission, operation or work of the Grantee, his agents, servants, or employees while engaged upon or in connection with services required or performed by the Grantee hereunder.

12) Non-assignability

The Grantee shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or notation), without prior written consent of the State, provided however, that claims for money due or to become due to the Grantee from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of such assignment or transfer shall be furnished promptly to the State.

13) Anti-discrimination

The Grantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Federal Rehabilitation Act of 1973 as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1972, the Fair Housing Act of 1968 as amended, and Grantee agrees to abide by the Requirements of the Americans with Disabilities Act of 1990. Grantee agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation or disabilities. Any act of discrimination committed by the Grantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

Grantee: Historic District Business Association
Event: Natchitoches Christmas Season

Grant Amount: \$10,000
Grant: #929

THUS DONE AND SIGNED AT Natchitoches, LA, Louisiana on the 2nd day
of July, 2014.

WITNESSES:

Jordan Young

Lani F. Maggio-Arkins

Sandra B. Dickens

Sandra Dickens, President
Historic District Business Association, Inc.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the ___ day of _____, 2014.

WITNESSES:

Department of Culture, Recreation, and Tourism

[Signature]

Kyle Edmiston 6/30/14
Kyle Edmiston, Assistant Secretary
Office of Tourism

Exhibit A 1

Event Description

The Natchitoches Christmas Festival, that we know and love today, began in 1927 as a one day event, The Festival of Lights in Natchitoches. The City of Lights was started in 2000 to bring additional visitors to the Natchitoches area during the holiday season from the Saturday before Thanksgiving through the New Year. The event was created as a revenue enhancing occasion for our region and the entire State.

The weekends of Thanksgiving through Christmas were selected as needing additional marketing and advertising due to the increase in family activities. Several children's activities were added in 2013 to enhance that attraction for family during this time on the riverbank.

During the festival season the following events are presented for all to enjoy:

- the highlight of the event is the fireworks show along the Cane River every Saturday evening;
- snow falls occur in downtown Natchitoches nightly on Front Street;
- Christmas music is heard throughout the downtown area during day and evening hour;
- costumed carolers entertain visitors on the sidewalks and at local shops;
- the Natchitoches Christmas Season is highlighted with the annual Natchitoches/Northwestern Christmas Gala. There are six performances of the holiday gala starting on the Wednesday prior to Christmas Festival Day (the first Saturday in December), these performances are presented by students who are pursuing majors in various performing arts programs at Northwestern State University;
- the Natchitoches Historic Foundation hosts an annual Candlelight Tour of Homes on six (6) different evenings during the season;
- Christmas Downriver highlights our National Park at Oakland and Magnolia Plantations with community sing-alongs and children's activities;
- Cane River Creole Christmas is hosted by St. Augustine Historical Society and Christmas Colonial Style at Fort St. Jean Baptiste State Historic Site provides other planned activities;
- activities are planned throughout the holiday season that include choral groups performing at community churches, National Park rangers conduct tours of our downtown historic district, a children's Christmas party at the parish library, photos with Santa on the downtown riverbank, and two arts & crafts shows. In the parish, Christmas in the Park is hosted by the Rebel State Historic Park in Marthaville, Louisiana,
- Louisiana entertainment is featured on the downtown riverbank on Saturdays beginning November 23 through December 21, 2013.

All of the above activities are presided over by Miss Merry Christmas and the Christmas Belles, local high school seniors that compete and are crowned in September.

Goals and Objectives

The main goal for the Natchitoches Christmas Season event sponsored by the Historic District Business Association, Inc. (HDBA) and the City of Natchitoches is to bring additional visitors to the Natchitoches area to shop, dine and enhance the holiday event for which Natchitoches is so famous. With the additional visitors, the Natchitoches area receives additional sales and occupancy taxes and increased economic activity for everyone in the region.

- To bring additional visitors to the Natchitoches area during the busy holiday season.
- To provide activities for locals and visitors that enhances their overall experience.

In past years, visitors have turned out in record numbers with retailers, restaurants, attractions and accommodations benefiting from this wonderful expanded event. The objective has always been to create

new exciting lighting events, children's activities to showcase Louisiana entertainers and continue making this a revenue enhancing event for the Natchitoches area and the entire State of Louisiana.

- To increase sales revenue and visitation during this special event during a normally slow time of year. Natchitoches continues to create a revenue enhancing event for the entire region.
- To improve visitor experience and create motivation to have visitors & locals continue to visit and support the businesses and attractions in the Natchitoches area all year around.

Target Audience(s)

All demographics within a 250-500 mile radius, this event is truly one for all ages. To also target holiday shoppers and special groups to attend the Christmas lights, fireworks and entertainment.

Marketing & Promotional Strategies

See attached for detailed plan.

Additional Deliverables

- Over 1,500 flyers & posters are printed for this event and will include the LOT logo or visit louisianatravel.com with all printed and electronic media.
- 40,000 Natchitoches Christmas Season brochures with the LOT logo are printed and distributed throughout the state of Louisiana and included in all mailed out inquiries.
- 18,000 Natchitoches Christmas Season souvenir programs are printed and distributed within the Natchitoches area to local businesses and visitors as well as to all the State Welcome Centers. LOT receives advertisement in this publication.

Performance Measures

- Attendance to the festival event area requires charges the first three (3) weekends in December. Performance will be measured by the number of gate tickets sold during those weekends.
- Tax receipts from the downtown retailers and restaurants will be collected for November and December, with increase or decrease in collections being an indicator of marketing performance.
- Occupancy numbers will be noted from the area hotels & bed & breakfast inns during this time also.
- Brief surveys are distributed to Natchitoches area businesses and attractions asking for opinions, responses and comments in regards to visitation and revenue (+/-) generated over prior years.

Lagniappe

- Two (2) Banners (4' x40') will be posted on site of the riverbank bridge where the fireworks shows, musical entertainment and family activities take place with the Louisiana 'Pick Your Passion' logo and Louisianatravel.com throughout the entire six-week campaign;
- Louisiana Office of Tourism will also have the opportunity for a ½ page advertisement in the Natchitoches Christmas Season Souvenir Program. (Valued \$1,500);
- Louisiana 'Pick Your Passion' logo and website on 40,000 Natchitoches Christmas Season schedule of events brochures;
- Front page logo presence in banner display on the Official website www.natchitocheschristmas.com .
- Louisiana Office of Tourism will be included in the Corporate Sponsors poster displayed on all ticket booths throughout the season;

**Exhibit B
 Budget**

NATCHITOCHEES CHRISTMAS SEASON EVENT BUDGET (2014)

Natchitoches Historic District Business Association

<u>Sources of Revenue</u>	<u>Amounts</u>
Admission/Ticket Sales	\$214,000
Merchandise	\$ 36,000
Sponsors-Corporate	\$ 50,000
Patron Drive	\$ 5,000
Vendor Income	\$ 31,000
Interest Income	\$ 900
Parade Income	\$ 3,000
Float Rental	\$ 3,000
City of Lights 5K Run	\$ 3,500
Community/Local Grants	\$
Historic District Development Commission	\$ 10,000
Natchitoches Parish Tourist Commission	\$ 10,000
City of Natchitoches – Fireworks 1 st weekend	\$ 6,700
LOT grant	\$ 10,000
Total Expected Revenue	\$ 383,100

BUDGET – NATCHITOCHEES CHRISTMAS SEASON

<u>Expense Categories</u>	<u>Total Amount</u>
Advertising	\$ 36,000
Facebook and Social Media	\$ 4,000
Entertainment	\$ 31,700
Fireworks	\$124,000
Gate Management	\$ 27,050
Parade	\$ 11,600
Sponsorship Expense	\$ 8,700
Credit Card Fees & Related Costs	\$ 300
Insurance Liability	\$ 13,000
Merchandise Purchase	\$ 23,000
City of Natchitoches	\$ 25,000
Port-a-Pots	\$ 8,000
Supplies	\$ 3,000
Postage	\$ 800
Bubble Machine Soap	\$ 5,000
Festival Administration	\$ 30,000
Float Maintenance & Repairs	\$ 1,680
City of Lights 5K Run	\$ 3,000
SEO and Website Promotion	\$ 3,500
Festiva Logo and Website Development	\$ 5,000
Total	\$ 364,330

Exhibit C
Louisiana Office of Tourism Competitive Grant Program
Final Report Form FY 15

SECTION I: Grantee's Contact Information

Name of Event: _____
 Event Date: _____
 Organization: _____
 Grant Amount: _____
 Primary Contact: _____
 Phone Number: _____
 Primary Contact Email: _____

SECTION II: Reimbursable Media; Qualifying Marketing Expenses

Reimbursable Items –All qualifying marketing and advertising must be directed towards areas outside a 50-mile radius of the Event. Qualifying marketing expenses include the actual placement costs of media, but not ad creative or media production expenses.

**If awarded a grant, 50% (or 66% for first-time events) of the grand total spent on qualifying marketing expenses will be reimbursed up to the total amount of the award.

**List only qualifying marketing expenses eligible for reimbursement through the LOT Competitive Grant Program.

Print Placement (Magazine, Newspaper)

Publication Name	Market(s)	Ad Size	Issue Date	Circulation No.	Actual Cost	Match Amount
Totals:					\$	\$

Broadcast Placement (Radio/Television)

Station Call Letters	Designated Market Area (DMA)	Spot length/ Frequency	Broadcast Dates	Actual Cost	Match Amount
Totals:				\$	\$

Outdoor Placement (Billboards)

Location	City, State	Size	Dates	Actual Cost	Match Amount
Totals:				\$	\$

Interactive Advertising / Web Banners

Website Name and Address Ex: the Advocate / www.theadvocate.com	Target Audience / Reach	Dates	Actual Cost	Match Amount
Totals:			\$	\$

Marketing Promotional Video - Only \$2,500 of grant award can be used towards a single marketing promotional video

Company Producing Video	Target Audience	Dates video will air	Actual Cost	Match Amount
Totals:			\$	\$

Grantees grand total spent on qualifying marketing expenses	\$
Requested amount to be reimbursed (50%) of qualifying marketing expenses, not to exceed grant award or 66% for first-time events	\$
<i>(LOT Staff Only)</i> LOT Approved Reimbursement Amount	\$

Section III: Documentation to Support the Reimbursement Requests (Proof of Media Purchases)

Note: All media must adhere to the Style Guide for Logo Use and be a qualifying marketing expense as listed in the Lot Competitive Grant Application and guidelines.

- **Proof of Charge from Vendor:** Submit itemized media invoice listing the date, description and dollar amount for media purchased. If media is purchased from a third party (e.g. media buying house or advertising agency), Grantee must provide an invoice from the third party agent **and** an invoice from the media outlet from which the media was purchased.
- **Proof of implementation:** Submit proof that activity was performed. Documentation can include any of the following:
 - Original ad placement tear sheets for print advertisements
 - Broadcast log reports indicating actual broadcast times and dates
 - Screenshots for online banner advertisements
 - Billboard photographs showing content
 - Other - (LOT Contract Monitor will determine if the proof is acceptable.)

Section IV: Final Report Summary:

- Prepare and submit a one to two (1-2) page typed summary of the outcome of the Event, taking into consideration the goals, objectives, measures of performance, and the impact that the Event had on tourism in the area and the state, which should include:
 - 1) **Objectives Achieved** – List specific advertisements and explain the effectiveness of each in achieving the State’s goals and objectives as stated on page 1 of this Agreement.
 - 2) **Measurements of Performance** – Provide the following: estimated attendance, admissions revenue, the number of vendors working the Event and amount of vendor registration fees, .
 - 3) **Economic Impact** - Provide available economic impact information (number of hotel room nights generated, occupancy rates/ADR, food, beverage, and other tax revenue generated, and visitor spending, etc.) for the local community, region, and state.
 - 4) **Media Relations** – Provide supporting documentation for media relations that may include but is not limited to the following: copies of news releases, newspaper clippings, articles from various media publications, flyers, itineraries, photographs and programs.
 - 5) **Profitability of the Event** – Provide the total estimated cost of producing the Event, and the total estimated income generated from sales, vendor registrations, and entry fees, if applicable.

The Final Report summary should include all five (5) headings mentioned above.