



2023 Admissions Tax Grant Report & Analysis Form

Full Name: _____ Date: _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event/Program Name: _____

Event Location: _____ Event Date: _____

How many people attended the event? _____ How many nights were booked? _____

SUMMARY OF EVENT/PROGRAM

BUDGET/FINANCIAL INFORMATION

Proposed budget for event/program: \$ _____ Actual budget: \$ _____

Funds awarded by MTCB: \$ _____ Did you use the full amount? YES NO

If no, please explain:

Gross & net revenue (ROI) generated by the event/program that benefited the organization:

Gross: \$ _____ Net: \$ _____

Gross revenue generated by the event/program that benefited the Town: \$ _____

How much sales tax, lodging tax or admissions tax did your program/event generate? Use the chart below to assist if needed.

Revenue Source	Revenue	4% Lodging or Admissions Tax	5% Sales Tax	Tax Totals
Room Revenue				
Ticket Revenue				
Ancillary Spend Per Guest (\$150)				
TOTALS				

Note: The applicant should be prepared to discuss any deviation between their proposed budget and the actual budget. Upon request, you may be asked to provide Invoices and receipts for Admissions Tax funds spent. Council reserves the right to audit the applicant's finances regarding the granted Admissions Tax funds.

How were your funds spent (please be as detailed as possible)?

Did you use marketing funds for this event/program?

YES

NO

If yes, what type of marketing did you utilize?

If yes, what geographic and demographic areas were the most successful? Please provide data.

If yes, how did you track and evaluate your marketing efforts for effectiveness? What were the results? (Please provide analytical data if digital advertising was used—impressions, clicks, conversion, data on time spent on each page of the event website, etc.)

WAS YOUR EVENT/PROGRAM SUCCESSFUL? WHAT WOULD YOU DO IN THE FUTURE TO INCREASE SUCCESS?

OTHER CONSIDERATIONS

Is there additional data you'd like to provide in terms of reporting and how your marketing efforts contributed to the success of your event/program?

Signature: _____ **Date:** _____