



## **Grant/Cooperative Endeavor Agreement Status Reporting Form**

**Please be advised: Attached is a reporting form for your status report.**

***FAILURE TO SUBMIT A STATUS REPORT RESULT WILL AFFECT CONSIDERATION FOR FUTURE FUNDING!***

**Remember, GAEDA funds may only used for specific purposes as outlined in the Authorized Uses of Funds in our Policies and Procedures manual.**

**Within thirty (30) days after the Event, the Project Manager shall submit on behalf of the Recipient a detailed final status report on the form provided upon approval of grant. Submitted with the final status report shall be a typed verification letter indicating the vendors that have been paid to date with accompanying invoices. The final typed status report shall contain a statement of revenues and expenditures for the Event. Any GAEDA funds spent in a manner inconsistent with these Terms and Conditions shall be immediately reimbursed by the Recipient to GAEDA.**

**Within thirty (30) days after the Event, the Project Manager shall submit proof of the total number of hotel rooms occupied by Event participants (and guest of participants). The submission shall specify (i) the name of each hotel at which Event participants (or guest of the participants) occupied a hotel/motel room; and (ii) the number of rooms occupied by Event participants (and guest of participants) at each hotel/motel for each day of the Event (including the day before and the day after the Event, if applicable).**

We encourage you to publicize your grant from the Greater Alexandria Economic Development Authority (GAEDA) by submitting a press release to local media outlets and by mentioning the support you received in any of your organization's publications. All of the marketing and promotional materials in all media must include the verbiage acknowledging GAEDA and our Logo which is attached.

If you have questions and or concerns, please do not hesitate to contact my office at (318) 880-0407.

**GRANT REPORT FORM**

**Grantee:**

**Date:**

**Amount of Grant:**

**Purpose of Grant:**

**Brief summary of how the grant was use:**

**Final economic impact of event:**

**Brief summary of outcomes achieved as a result of the grant:**

**Future plans for the program:**

**List of vendors that have been paid to date with accompanying invoices.**

**Statement of revenues and expenditures for the Event:**

**Proof of the total number of hotel rooms occupied by Event participants (and guest of participants).**

**Name of each hotel at which Event participants (or guest of the participants) occupied a hotel/motel room:**

**Number of rooms occupied by Event participants (and guest of participants) at each hotel/motel for each day of the Event (including the day before and the day after the Event, if applicable):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date