



Economic Development Event Fund (EDEF)

POST EVENT REPORT

Now that your event is complete, the Economic Development Committee requires a post event report, to be completed and submitted. The Economic Development Committee, Economic Development & Events Manager, and the Town of Black Diamond may use this information for future evaluation of the EDEF program.

Report Submission

Please fill out this form and attach purchase receipts and any relevant information within 30 days of the last day of the event.

Please note – you are responsible to provide purchase receipts and/or paid invoices in the amount of, or exceeding the amount of, the grant you were approved for.

Reports can be submitted to the Town of Black Diamond's Economic Development & Events Manager in person, by mail, via fax, or by email.

Black Diamond Economic Development Events Fund
Attn: Quinn Page, Economic Development & Events Manager
301 Centre Avenue West
PO Box 10
Black Diamond, AB T0L 0H0

Fax: 403.933.5865

Email: QuinnP@town.blackdiamond.ab.ca

If you have any questions about the EDEF post event report or this fund please direct them to the Town of Black Diamond's Economic Development & Events Manager at 403.933.4348.

Applicant Information

Name of Applicant/ Organization: _____

Mailing address: _____

Contact person: _____ ph.: _____

Email address: _____ fax: _____

Amount of EDEF funding received: \$ _____



Name of Event: _____

Report Details

Please attach the following:

1. Summary of the Event (general overview, any challenges you faced, any successes, would you consider doing it again, etc.)
2. How did your Event generate positive economic activity within the Town of Black Diamond?
3. List any businesses/organizations that your group partnered with for the Event.
4. Attendee/Guest statistics:
 - a. Provide the total number of attendees
 - b. Provide as much detail as possible with regards to where the attendees came from, including listing communities of origin (if possible) and approximate number of attendees from each community of origin.
5. Explain how the funds provided by EDEF were used. If not used as anticipated, please explain why.
6. How did you acknowledge Black Diamond's Economic Development Event Fund contribution?
7. Provide as many examples of the events advertising as possible.
- 8. Attach original or copies of all receipts and/paid invoices.**

Applicant Agreement

I declare that:

1. I am a duly authorized representative having legal and/or financial signing authority for the following organization: _____
OR
I am an individual working alone and/or with a group of interested individuals, and I am the lead representative of this group, and I confirm that the information contained within this Post Event Report is true and accurate to the best of my knowledge.
2. The information contained herein to and/or attached to this Post Event Report is true and accurate and endorsed by the above noted organization.

Signature

Please Print Name

Date

OFFICE USE ONLY

Date Post Event Report Received: _____

Date Post Event Report Reviewed by Economic Development Committee: _____