

**ANNUAL REPORT**

**TO THE CLERKS of the**  
**SENATE and HOUSE OF REPRESENTATIVES**  
**and the**  
**JOINT COMMITTEE ON TOURISM,**  
**ARTS and CULTURAL DEVELOPMENT on**  
**REGIONAL TOURISM COUNCIL**  
**STATE EXPENDITURES TO PROMOTE TOURISM**

**FISCAL YEAR 2021**

**ABOUT THE MASSACHUSETTS OFFICE OF TRAVEL AND TOURISM**

The Massachusetts Office of Travel & Tourism (MOTT) is the state agency dedicated to promoting Massachusetts as a leisure-travel destination. In calendar year 2019\*, this resulted in \$24.9 billion in travel related expenditures, which generated nearly \$1.7 billion in state and local taxes and supported 156,000 in-state jobs. Note: calendar year 2019\* reflects the latest statistics.

The COVID-19 pandemic which began in March of 2020, has caused major disruptions in all travel-related industries. For calendar year 2020, there was a 60% reduction in travel activity in the Commonwealth resulting in only \$10 billion in travel related expenditures, \$0.9 billion in state and local taxes generated and 102,000 in-state travel related jobs. For calendar year 2021, travel activities in MA have increased substantially compared to CY 2020, but still trail CY 2019 significantly. For example, the lodging industry across the Massachusetts for calendar year 2021 through October has seen room revenue increase nearly threefold but still trails the 2019 levels by 15%.

**MISSION STATEMENT**

To promote Massachusetts as a tourism destination for domestic and international markets and to contribute to the growth of the Commonwealth's economy.

**Prepared by:**  
**Massachusetts Office of Travel & Tourism**  
136 Blackstone Street, 5<sup>th</sup> Floor  
Boston, MA 02109

## Fiscal Year 2021 Annual Report on Regional Tourism Council Expenditures

### THE COMMONWEALTH OF MASSACHUSETTS GENERAL LAWS

#### Chapter 23A.

**Section 13T.** (a) There shall be a Massachusetts Tourism Trust Fund which shall be administered by the Massachusetts marketing partnership established in section 13A and held by the partnership separate and apart from its other funds. There shall be credited to the fund \$10,000,000 from the room occupancy excise imposed by section 3 of chapter 64G and section 22 of chapter 546 of the acts of 1969.

(b) There shall also be credited to the fund all revenue as designated under the Gaming Revenue Fund pursuant to sub clause (b) of clause (2) of section 59 of chapter 23K.

(c) All available money in the fund that is unexpended at the end of each fiscal year shall not revert to the General Fund and shall be available for expenditure by the fund in the subsequent fiscal year.

(d) Money in the fund shall be applied as follows:

(i) 40 per cent to the Massachusetts marketing partnership; and

(ii) 60 per cent to regional tourism councils.

(e) The partnership shall submit an annual report to the clerks of the senate and house of representatives and the joint committee on tourism, arts, and cultural development not later than December 31 on the cost-effectiveness of the fund. The report shall be made available on the office of travel and tourism's website. The report shall include: (I) expenditures made by the partnership from money out of the fund to promote tourism; (ii) expenditures made by the partnership for administrative costs; (iii) expenditures made by the regional tourism councils to promote tourism; and (iv) expenditures made by the regional tourism councils for administrative costs.

**Section 14.** The office of travel and tourism is hereby directed, subject to appropriation, to establish a program for financial assistance to those public or nonprofit agencies which promote or provide services for tourism, convention, travel, and recreation in the commonwealth. Funds shall be granted to agencies listed in section six of chapter six hundred and thirty-six of the acts of nineteen hundred and sixty-four with the addition of the Bristol County Development Council, Inc., Franklin County Chamber of Commerce, the Greater Boston Convention and Visitors Bureau, Inc., North of Boston Tourist Council, Pioneer Valley Convention and Visitors Bureau, Plymouth County Development Council, Inc., Worcester County Convention and Visitors Bureau, the MetroWest Tourism and Visitors Bureau, the Johnny Appleseed Trail Association, Inc., the Hampshire County Tourism and Visitors Bureau, and Northern Middlesex Chamber of Commerce and to any other public or nonprofit agency which has been in operation for two consecutive years prior to application for funds under this section and which spends fifteen thousand dollars in its fiscal year on tourism or a public or nonprofit agency which has a total budget larger than the average of Massachusetts tourist promotion agencies as estimated by the executive director of tourism and which spends twenty-five percent of said budget on tourism.

## **Fiscal Year 2021 Annual Report on Regional Tourism Council Expenditures**

Funds shall be used to strengthen efforts of tourism, convention, travel, and recreation agencies to attract and service visitors to the commonwealth and to better manage and distribute the influx of said visitors. The amount of funds received by any one agency shall be based on, but shall not be limited to, the following criteria:

- (1) geographical size and population served by such agency;
- (2) amount of matching funds from nongovernmental sources;
- (3) Assurance that the funded proposal will be in addition to the work currently being done by the agency and that the agency will maintain a continued effort of the funded program;
- (4) demonstrated effectiveness of agency;
- (5) integration of agency's tourism promotion plans with other private and public agency plans.

No funds may be spent for travel, entertainment, or purchase of equipment under this section. Tourism is hereby authorized to make grants to agencies to assist such agencies in planning and carrying out their promotional programs and projects; provided, that before any such grant may be made;

- (1) the agency shall have made application to tourism for such grant and shall have set forth the program proposed to be undertaken for the purpose of encouraging and stimulation tourist, convention, visitor, and vacation business. The application shall further state, with evidence satisfactory to tourism, the amount of nongovernmental funds held by or committed or subscribed to the agency for application to the proposals herein described and the amount of the grant for which application is made;
- (2) tourism, after review of the application, shall be satisfied that the program of the agency appears to be in accord with the purpose of this section, and shall authorize the making of a grant to such agency;
- (3) the maximum received by a private nonprofit agency shall be no greater than the amount received by that agency from nongovernmental sources.

Any agency receiving funds under this section shall make a report to the house and senate committees on ways and means on the use of said funds at such time and in such form as the executive director of tourism shall specify. The executive director of tourism shall establish guidelines in which to regulate the dispersal of funds under this section.

### **PART 1. REGIONAL TOURISM GRANT PROGRAM OVERVIEW**

In FY2021 MOTT received and administered grant funds to the 16 Regional Tourism Councils (RTCs) from the annual budget line item 7008-1000 of \$6.0 million. This report details the grant awards for each recipient in FY2021. It includes the reporting requirements and methodology used in determining, administering, supervising, and evaluating the funds issued to the RTCs as financial assistance in order to promote or provide services for tourism, convention, travel, and

## Fiscal Year 2021 Annual Report on Regional Tourism Council Expenditures

recreation in the RTCs designated service area.

Grant funds are determined through a performance-based grant formula. Chart #1 provides the FY2021 RTC Grant allocation summary by RTC: \$6.0 Million as well as the Formula Allocation of the FY2020 Gaming Revenue in the amount of \$894,852.00. Funding was issued to the RTCs in three allotments: 1.) on August 27, 2020 by the legislative required September 2019 date; 2.) on November 4, 2020 and 3.) on December 20, 2020 which included the FY2020 gaming tax revenue. For each quarter, the RTC was required to submit to MOTT a justification of how the funds were dispersed for the previous quarter. The 16 RTC reports were prepared by the RTC using the MOTT-issued reporting templates (Attachments A includes 4 Tabs) as required by the contract.

**Chart #1 FY2021 RTC Grant Allocation Summary**

RTC	1	2	3	4	5
Complete FY21 RTC Grant Allocation Summary	FY 2021 Formula Allocation - \$6.0 M	FY 2021 Formula Allocation - Gaming Revenue	FY 2021 Formula Allocation - Combined ( 1 + 2 )	Research Deduction \$42,880	FY 2021 Net Grant Amount (3 - 4)
1Berkshire	\$325,752.34	\$48,583.36	\$374,335.70	\$2,379.39	\$371,956.31
Southeastern MA CVB	\$151,411.60	\$22,581.83	\$173,993.42	\$1,105.95	\$172,887.47
Cape Cod Chamber of Commerce/CVB	\$465,255.35	\$69,389.11	\$534,644.47	\$3,398.36	\$531,246.10
Franklin County Chamber of Commerce	\$132,159.73	\$19,710.57	\$151,870.29	\$965.33	\$150,904.96
Greater Boston CVB	\$2,159,057.91	\$322,006.21	\$2,481,064.12	\$15,770.39	\$2,465,293.73
Greater Merrimack Valley CVB	\$321,821.76	\$47,997.14	\$369,818.90	\$2,350.68	\$367,468.22
Greater Springfield CVB	\$262,342.85	\$39,126.34	\$301,469.18	\$1,916.23	\$299,552.95
Martha's Vineyard Chamber of Commerce	\$220,597.52	\$32,900.36	\$253,497.88	\$1,611.31	\$251,886.57
Nantucket Island Chamber of Commerce	\$261,727.34	\$39,034.54	\$300,761.88	\$1,911.73	\$298,850.14
North of Boston CVB	\$415,948.09	\$62,035.33	\$477,983.43	\$3,038.21	\$474,945.22
Plymouth County CVB	\$277,750.25	\$41,424.23	\$319,174.48	\$2,028.77	\$317,145.71
Discover Central Massachusetts	\$288,315.49	\$42,999.95	\$331,315.44	\$2,105.94	\$329,209.50
MetroWest Tourism & Visitor Bureau	\$178,819.29	\$26,669.47	\$205,488.75	\$1,306.15	\$204,182.61
Johnny Appleseed Trail Association	\$197,136.01	\$29,401.26	\$226,537.26	\$1,439.94	\$225,097.32
Hampshire County Tourism & Visitors Bureau	\$212,424.48	\$31,681.41	\$244,105.89	\$1,551.61	\$242,554.28
Mohawk Trail Association (MTA)*	\$129,480.00	\$19,310.91	\$148,790.91		\$148,790.91
<b>Totals</b>	<b>\$6,000,000.00</b>	<b>\$894,852.00</b>	<b>\$6,894,852.00</b>	<b>\$42,880.00</b>	<b>\$6,851,972.00</b>

\*Note: MTA includes all research dollars added to its contract.

## **Fiscal Year 2021 Annual Report on Regional Tourism Council Expenditures**

### **PART 2. METHODOLOGY**

To be considered for the tourism grant, each RTC must be incorporated as a 501(c)(6) or 501(c)(3) not-for-profit entity, have a board of directors and staff, and demonstrate they are capable of developing and managing tourism marketing programs. Each RTC must also demonstrate that they are capable of raising non-governmental funds to match this grant dollar-for-dollar. Each RTC is required to submit a formal grant application. The grant application must be submitted to MOTT by the given deadline date for consideration. Note: due to the COVID-19 pandemic the FY2021 grant allocation was based on the same amount the RTC received in FY2020 thereby waiving a formal grant application.

### **PART 3. GRANT APPLICATION**

The FY2021 RTC grant application included the following elements: Grantee information, Revenue Report, Board of Directors, Marketing Plan: Target Markets, Marketing Strategies and Budget, and Case Study.

Grant requirements:

- Use of grant funds must be audited annually by an independent certified public accountant. Audits were due on November 30, 2021, however due to the pandemic, an extension until January 30, 2022 was provided.
- RTC must maintain accurate records of all grant financial transactions.
- Grant funds must be used to market the region to attract tourists; local and/or visitors who live 50 or more miles one way from his/her home and/or who stays overnight in a paid accommodation.
- Funds may not be used for depreciation, contributions, meals, travel, entertainment, alcohol, equipment purchases, and taxes.
- Use of funds for administrative services is limited to 20% of the total grant. Use of funds for marketing salaries is limited to 20% of total grant.
- All grant expenditures are subject to approval by MOTT/Executive Office of Housing and Economic Development (EOHED)
- The application must be completed in-house by each RTC and may not be completed at a third-party subcontractor.

Note: due to the COVID-19 pandemic the following regulations were waived and/or adjusted for FY2021:

- The grant allocation was based on the same amount the RTC received in FY2020 thereby waiving a formal grant application.
- The dollar-for-dollar minimum cash match of non-governmental funds, which must be spent on tourism marketing programs.
- The use of grant funding to attract visitors from 50 or more miles one way and/or who stay overnight in a paid accommodation.
- The deposit of grant funds into a separate, interest-bearing bank account.

## Fiscal Year 2021 Annual Report on Regional Tourism Council Expenditures

Applications were reviewed by the RTC grant review committee. The committee reviewed the 16 RTC grant applications in advance of a virtual meeting with the RTCs. Individual scores of both the applications and the RTC’s presentation were compiled by MOTT’s Research Director.

List of the MOTT RTC grant committee members:

Keiko Matsudo Orrall, *Executive Director*

Phyllis M. Cahaly, *Director of Partnership Marketing*

Daniela DeCaro-Heavey, *Special Projects Manager*

Michael Quinlin, *Director, Commonwealth Marketing Office*

Maria Speridakos, *Director of International Public Relations*

### **PART 4. PERFORMANCE-BASED GRANT FORMULA**

The grant formula, Chart #2, was established by MOTT and EOHED. Once the formula was allocated to each of the RTCs, an award letter was issued detailing the summary of each individual allocation per RTC and a copy of Chart #3 detailing the summary of the overall formula allocation. MOTT then issued the grant funding to each RTC via an electronic funds transfer.

Payment allocations are based on a five-part formula distribution:

- Factor 1 – Domestic Visitor Spending (25%)
- Factor 2 – Room Occupancy Tax Collections (25%)
- Factor 3 – Percentage of Private Funds (10%)
- Factor 4 – Amount of Private Funds (10%)
- Factor 5 – Marketing Plan (30%)

#### **Chart #2 FY 2020 Regional Tourism Council Grant Formula\*:**

Distribution plan: From the total budget appropriation, 2.158% is allocated to the Mohawk Trail Association; the balance of the remaining funds are distributed in accordance with the performance-based formula below. Grant awards are subject to approval by EOHED.

\*Due to the COVID-19 pandemic, the FY2021 Regional Tourism Council (RTC) Grant awards were determined using the same formula as FY2020 subject to appropriation.

#### **FY2020 Regional Tourism Council Grant Formula**

<b>Measure</b>	<b>Criterion</b>	<b>Evaluates</b>	<b>Source</b>	<b>Formula Points</b>
Economic Impact <b>50%</b>	CY19 Regional share direct spending	Contribution of region to statewide economic impact	USTA Economic Impact Study	25
	FY19 Regional share state room	Contribution of region to	DOR Room Occupancy	

**Fiscal Year 2021 Annual Report on Regional Tourism Council Expenditures**

	occupancy tax revenues	statewide economic impact	Revenue Report	25
Regional Commitment <b>20%</b>	Proportion of private sector funds exceeding one-to-one match requirement	Region’s private-sector commitment	RTC Grant Application	10
	Relative share of RTC’s private sector funds to total of all RTC private sector funds	Region’s private-sector commitment	RTC Grant Application	10
Marketing Plan Quality <b>30%</b>	Marketing Plan evaluation	Effective use of tourism development resources	RTC Marketing Plan	30

**Chart #3**

Indicates how the total FY2021 grant of \$6,894,852 was calculated using the performance-based grant formula.

FY 2021 Total Line-Item Amount	\$6,894,852
Mohawk Trail Association Allocation (2.158%)	<u>\$148,790</u>
Net Amount to apply to FY2021 Formula Allocation	\$6,851,972

**PART 5. RTC REPORTING AND AUDIT REQUIREMENTS**

Each RTC is required to keep quarterly records and report twice yearly to MOTT detailing how their financial allocation was spent. In FY2021, two reports, known as the ‘Mid-Year Report’ and the ‘Year-End Report’ were accompanied by documentation detailing the completion or commission of all projects within that reporting period, provide a financial statement of all funds expended, and verification of the required matching funds (waived for FY2021). Any inconsistencies or questions regarding the quarterly use of any of the grant money is noted and inquiries are sent to each RTC for justification; findings are filed in the MOTT office. In FY2021 the two above-mentioned reports were due to MOTT according to the following schedule:

<b>Report Name/Quarters</b>	<b>Report Due Date</b>
<b>#1. Mid-Year Report:</b> July/Aug./Sept. (2020) Oct./Nov./Dec. (2020)	Monday, February 1, 2021
<b>#2. Year-End Report:</b> July/Aug./Sept. (2020)	Friday, July 30, 2021

## Fiscal Year 2021 Annual Report on Regional Tourism Council Expenditures

Oct./Nov./Dec. (2020)	
Jan./Feb./March (2021)	
April/May/June (2021)	

Each RTC is required to verify to MOTT that the contracted scope of services and budget accurately represented the work planned and completed. If the RTC work plan and budget material changes and/or costs for specified projects varies greater than 25% of budgeted amount, the RTC is required to submit a revised budget plan for approval by MOTT. MOTT reviews the RTC spending patterns to ensure that all funds are being spent on tourism-promotion and that non-governmental matching funds, waived for 2021, are collected. Upon receipt of the reports, they are collected and filed at MOTT.

Additionally, at the end of the contract fiscal year, each RTC verifies to MOTT that their direct operating budget includes non-governmental revenues earned which are equal to or greater than the maximum obligation of their contract and that the non-governmental funds are expended on appropriate tourism-related marketing programs. Note: Due to the COVID-19 pandemic, matching funds for FY2021 were waived.

A comprehensive independent audit of each RTC expenditure of state funds was required under the terms of the contract to be submitted to MOTT on or before November 30, 2021. Audits must be prepared by a certified public accountant licensed in good standing by the Massachusetts Board of Public Accountancy and verified that the RTC expended all of the grant funds and the interest income in accordance with the contract requirements established by MOTT. Note: Due to the COVID-19 pandemic, this deadline was moved to January 30, 2022.

### **ATTACHMENTS:**

1. FY 2021 RTC Grant Application
2. FY 2021 RTC reporting template
3. FY2021 Contract
4. FY21 RTC Files - Annual Reports & Audits included in the following Dropbox link: [https://www.dropbox.com/sh/prnqhr3h080we8g/AAC7mqQGz3HdfxvaWiY\\_kX21a?d](https://www.dropbox.com/sh/prnqhr3h080we8g/AAC7mqQGz3HdfxvaWiY_kX21a?d)



*Commonwealth of Massachusetts*  
**EXECUTIVE OFFICE OF  
HOUSING & ECONOMIC DEVELOPMENT**  
**Massachusetts Marketing Partnership**  
**Massachusetts Office of Travel & Tourism**  
136 Blackstone Street, 5<sup>th</sup> Floor  
Boston, MA 02109

**REGIONAL TOURISM COUNCIL CONTRACT**  
**FY21 Regional Tourism Grant Program**  
**Attachment A**  
**Scope of Service and Budget**

This grant is provided by the Executive Office of Housing and Economic Development (EOHED) and is administered by the Massachusetts Marketing Partnership (MMP)/Massachusetts Office of Travel & Tourism (MOTT). The Fiscal Year 2021 Regional Tourism Council (RTC) Grant is based on the Fiscal Year 2021 Massachusetts State Budget. In order to initiate your contract, complete this document and return it to [Phyllis Cahaly, MOTT Director of Partnership Marketing.](#)

**GRANT RECIPIENT:**

<b>Organization Name:</b>
<b>Date:</b>
<b>FY21 Formula Allocation:</b>
<b>FY20 Gaming Revenue Allocation:</b>
<b>Amount To Be Matched:</b>
<b>Research Cost Deduction:</b>
<b>FY21 Net Grant Allocation:</b>
<b>Primary Contact:</b>
<b>Email:</b>
<b>Phone Number:</b>
<b>Address:</b>
<b>City:</b>
<b>Zip:</b>

## REGIONAL TOURISM COUNCIL GRANT PROGRAM

### TERMS AND CONDITIONS

Projects funded under this contract have been identified as part of a COVID19 reopening strategy to promote local economic development along with marketing programs that are targeted to visitors, defined as one who travels 50 or more miles one way from his/her home and/or stays overnight in a paid accommodation and includes strategies designed to promote local economic development. Grant funds will be used to promote travel to the RTC's Designated Service Area (see Appendix) and will emphasize return on investment for the Commonwealth.

#### REPORTING PROCESS

Information on grant expenditures shall be kept on a Quarterly basis with two formal reporting periods. Receipts and proof of payment for each grant expenditure shall be kept on hand for required annual audit. MOTT reserves the right to request additional financial reports from RTC at any time during, or following, the contract period.

#### **Mid-Year Report: Due Monday, February 1, 2021**

The Mid-Year Report will include information from Q1 and Q2 on grant expenditures from July 1, 2020 to December 31, 2020. It will provide a summary of how the funds were expended and will include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment, number of businesses/visitors served, and other relevant statistics. The Mid-Year Report will be due electronically to Phyllis M. Cahaly at the MA Office of Travel and Tourism. [Link to reporting forms.](#)

#### **Year End Report: Due Friday, July 30, 2021**

The Year End Report will include information for all grant expenditures (Q1, Q2, Q3, Q4). It will provide a summary of how the funds were expended and address all elements of the budget at the conclusion of the initiatives. The report will include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment, number of businesses/visitors served, and other relevant statistics. Any unexpended funds from this contract must be refunded by **Friday, July 30, 2021** in the form of a check made payable to the Commonwealth of Massachusetts. The Year End Report is due electronically to Phyllis M. Cahaly at the MA Office of Travel and Tourism. Reports must include documentation verifying that RTC complied with the matching fund requirement specified above. [Link to reporting forms.](#)

#### AUDIT

A comprehensive, independent audit of the RTC's FY21 expenditure of state funds received under this contract must be submitted to and received by MOTT electronically on **November 30, 2021**. The audit must be conducted by a Certified Public Accountant, licensed in good standing by the Massachusetts Board of Public Accountancy. The audit must verify receipts and proof of payment for all FY21 grant funds expended by the RTC were made in accordance with the contract requirements. Submit annual audit to [Phyllis M. Cahaly](#).

#### CHANGES TO BUDGET & SCOPE OF WORK

RTC will be required to notify MOTT if the work plan and budget materially changes and/or costs for specified projects vary greater than 25% of budgeted amount, RTC will be required to submit a revised Scope of Work, subject to approval by MOTT. Submit changes to [Phyllis M. Cahaly](#).

## REGIONAL TOURISM COUNCIL GRANT PROGRAM

### FINANCIAL OBLIGATION

Funds may be extended into the next fiscal year as necessary; however, **all grant funds must be obligated by June 30, 2021.**

### FUNDING CREDIT & LOGO POLICY

MOTT's Funding Credit and Logo Policy applies to the review of all marketing materials, funded in whole or in part, by funds from the Massachusetts Marketing Partnership/Massachusetts Office of Tourism (MMP/MOTT). Pre-Approval forms need to be submitted to MOTT prior to the beginning of a project. [Link to Funding Credit and Logo Policy.](#)

### MATCHING FUNDS

For the Mid-Year and Year End Report, the RTC must verify that RTC's direct operating budget includes non-governmental revenues specifically earned/raised during the fiscal year of the contract are equal to or greater than the maximum obligation of this contract and that non-governmental funds equal to the contract obligation are expended on travel & tourism programs. If the RTC does not meet the matching obligation during the grant period, (dollar-for-dollar matching grant) the RTC must contact MOTT for determination on return of funds to the Commonwealth and not later than 30 days from the end of the fiscal year, regarding that portion of Commonwealth funds not matched.

### MINI GRANTS

Any 'mini-grants' which the RTC intends to issue using the funds from this contract must be submitted in writing to MOTT in advance for review and must have written approval from MOTT prior to the RTC notifying the recipient. These must follow the procedures as listed in Funding Credit & Logo Policy.

### PHOTOGRAPHY

The RTC must submit a minimum of **16 quality images** of their Designated Service Area per year with at least four photos per season. **Eight high resolution photos are due with the Mid-Year Report** and the **final eight are due with the Year End Report**. Submit photos to [Phyllis M. Cahaly](#). All photos must meet the standards set in the guidelines below. Professional images are encouraged, but not required. MOTT will have unconditional use of all photography, which may include distribution in advertisements, promotional materials, website, and for the general public.

#### **Photography guidelines:**

- Images should be: high resolution (at least 300dpi) in .jpg or .png format, original, royalty-free, and taken within the past two years. Photo credits should be noted if possible.
- If faces are visibly identifiable in the image, a written release and hold harmless release must be on file with the RTC.

### QUARTERLY MEETINGS

The RTC will participate in a quarterly RTC meeting organized by MOTT's Executive Director to discuss pertinent travel and tourism issues, ideas, opportunities and collaborations. If the RTC is unable to attend, they may send a designee.

## REGIONAL TOURISM COUNCIL GRANT PROGRAM

### **RECORD KEEPING**

The RTC is responsible for maintaining all records and completing all reports required by MOTT to document expenditures. Receipts and proof of payment for each grant expenditure shall be kept for required annual audit. The RTC is required to maintain detailed accounting records consistent with generally accepted accounting practices. RTC is required to retain all financial records relating to grant expenditures for a period of seven (7) calendar years.

### **RESEARCH**

The RTC is required to participate in a collaborative research program which will provide accurate and informative data for each of the regions. This allows the regions to exchange comparable data and extends state level data. The research costs are divided based on the grant formula.

### **WEBSITE HOMEPAGE MOTT LINKS**

The RTC must have a link/button on the RTC homepage featuring the MOTT logo and a link to MOTT's website, VisitMA.com.

### **“WHAT’S NEW?” SUBMISSIONS**

The RTC will submit twice annually a list of new tourism-related activity within their region including new accommodations and attractions, restaurants, retail, and major event dates. The template for submission can be found at [“What’s New?”](#) FY21 submissions are due to MOTT with the initial submission of this contract and with the **Mid-Year Report on February 1, 2021**.

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### **PROGRAM RESTRICTIONS**

- Administration and marketing salaries: Total grant funds allocated for the salaries and benefits of any employees whose primary responsibilities are for administration and marketing may not exceed 20% of total grant for FY21 in either category. Use of grant funds for payment of employee bonuses and commissions is prohibited.
- Grant funds may not be used for depreciation, equipment purchases, taxes, contributions, travel, entertainment, or meals.
- Funds provided under this contract may not be used for the purchase of any alcohol, tobacco or cannabis products.
- Use of grant funds are prohibited for the purposes of advertising, marketing, or promoting the use, sale, manufacture, cultivation, or distribution of tobacco or tobacco-related products including electronic nicotine delivery systems, alcohol or alcohol-related products, marijuana or marijuana-related products, or products that simulate or are modeled on smoking or consumption of the same. Provided, however, grants funds are permitted for the purposes of advertising, marketing or promoting the destination of any alcohol beverage manufacturer licensed pursuant to G.L. c. 138 Section 19D or 19H for the sale of on-premise consumption of alcoholic beverages produced by the licensee.

REGIONAL TOURISM COUNCIL GRANT PROGRAM

**SCOPE AND BUDGET**

**A. General Information**

Organization Legal Name:
FEI/ Tax ID:
Legal Address: (street & number, city/town, state, zip)
Contract Manager:
E-Mail:
Phone:

**B. Overview of Grant Recipient**

Provide a brief description of your organization.

Organization description.
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**C. Project Scope**

Provide a description of the projects or programs covered by this grant and describe how success will be measured.

Description of project (word count: min 250 – max 500)
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REGIONAL TOURISM COUNCIL GRANT PROGRAM

**D. Budget Estimates**

Itemize the budget for this grant. All funding under this contract must be spent by June 30, 2021.

No. #	PROJECT NAME: Itemize only the marketing programs funded by grant dollars:	GRANT FUNDS
1	<b>ADMINISTRATIVE SERVICES</b>  *Office supplies, rent, maintenance, repairs, utilities, salaries, and benefits of non-marketing employees, administrative contract services, and bookkeeping services may not exceed <b>20%</b> of total grant	\$
2	<b>MARKETING SALARIES</b>  *Total grant funds allocated for the salaries and benefits of any employees whose primary responsibilities are the marketing or promotion of the region may not exceed 20% of total grant. Use of grant funds for payment of employee bonuses and commissions is prohibited.	\$
3	<b>MARKETING PROGRAMS</b>	\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
<b>TOTAL</b>		\$

**E. Salaries**

Use the chart below to detail Administrative/Marketing Salaries for each employee (if any) whose salary is covered by the grant. **No more than 20% of the total grant may be used for each category - administrative and marketing salaries.**

**Administrative:**

Name	Title	Hourly rate/# of hrs. worked	Annual rate	% of funds paid by grant	Total paid by grant funds
					\$
					\$
				<b>TOTAL</b>	\$

REGIONAL TOURISM COUNCIL GRANT PROGRAM

**Marketing:**

Name	Title	Hourly rate/# of hrs. worked	Annual rate	% of funds paid by grant	Total paid by grant funds
					\$
					\$
				<b>TOTAL</b>	\$

**F. Trade Shows**

Please include a list of trade shows the RTC plans to attend domestically and internationally.

<b>FY21 Trade Show</b> (include name and location)	<b>Date:</b> (If unknown, please estimate)	<b>Number of people attending:</b> (If unknown, please estimate)

**G. “What’s New?” Submissions**

The RTC will submit twice annually a list of new tourism-related activity within their region including new accommodations and attractions, restaurants, retail, and major event dates. The template for submission can be found at [“What’s New?”](#)

**\*Initial submissions are due with this contract.** The second submission is due with the Mid-Year Report on February 1, 2021.

## REPORTING PROCEDURES

Information on grant expenditures shall be kept on a quarterly basis using the MOTT reporting template with two formal reporting periods. Quarterly information shall be filled out on blue columns only. Orange cells and orange columns are formulated to self-populate. Receipts and proof of payment corresponding to each expenditure shall be kept on hand for the required annual audit. MOTT reserves the right to request additional financial reports from the RTC at any time during, or following, the contract period.

### MID-YEAR REPORT

#### Overview

The Mid-Year Report will consist of information from Q1 and Q2 and is due electronically on Monday, February 1, 2021. It will include information on all grant expenditures from July 1, 2020 to December 31, 2020. It will provide a brief summary of how the funds were expended and will include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment, number of businesses/visitors served, and other relevant statistics.

Electronic reporting forms must be submitted in full and returned to Phyllis M. Cahaly, Director of Partnership Marketing. [Link to reporting forms. No hard copies are required.](#)

**The deadline to submit the Mid-Year Report is February 1, 2021.**

#### MUST INCLUDE:

- 1. Overview**
- 2. Grant and Match Summary (Tab 1)**  
Fill out blue columns only. Orange cells and columns are formulated to self-populate.
- 3. Project Summary (Tab 2)**
- 4. Expenditure by Project (Tab 3)**  
All receipts must be kept on file by expenditure for the annual audit but do not need to be turned in to MOTT unless requested.
- 5. Mid-Year Narrative:** Provide a brief summary of how the funds were expended and include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment, number of businesses/visitors served, and other relevant statistics. (2 pages max)
- 6. Photos of your designated service area** – include 8 quality high resolution photos.  
A total of 16 quality photos yearly are required and there must be least 4 per season.
- 7. What's New? Submission**

## YEAR END REPORT

### Overview

The Year End Report will include information on all grant expenditures for FY21 (Q1, Q2, Q3, Q4). The Year End Report will provide a brief summary of how the funds were expended and address all elements of the budget at the conclusion of the initiatives. The report will include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment, number of businesses/visitors served, and other relevant statistics.

Electronic reporting forms must be submitted for all expenditures covered by this grant. Submit the Year End Report to Phyllis M. Cahaly, Director of Partnership Marketing. [Link to reporting forms. No hard copies are required.](#)

**The deadline to submit the Year End Report is July 31, 2021.**

### MUST INCLUDE:

1. **Overview**
2. **Grant and Match Summary (Tab 1)**  
Fill out blue columns only. Orange columns are formulated to self-populate.
3. **Project Summary (Tab 2)**
4. **Expenditure by Project (Tab 3)**  
All receipts must be kept on file by expenditure for the annual audit but do not need to be turned in to MOTT, unless requested.
5. **Final Annual Narrative:** Provide a brief summary of how the funds were expended and include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment, number of businesses/visitors served, and other relevant statistics. (2 pages max)
6. **Photos of your designated service area** – include 8 quality high resolution photos.  
*\*A total of 16 quality photos yearly are required and there must be least 4 per season.*

REGIONAL TOURISM COUNCIL GRANT PROGRAM

**APPENDIX:**

The following information is posted on the [MOTT Regional Tourism Council page](#):

- **RTC Reporting Form – Includes Mid-Year and Year End**
- **“What’s New”? Form**
- **MOTT Funding Credit and Logo Policy**
- **MOTT Funding Credit and Logo Pre-Approval Form**

**Attachment A1  
Designated Service Areas**

<b>RTC</b>	<b>Designated Service Area</b>		
<b>1Berkshire</b>	<b>Berkshire County [32 communities]</b>		
	Adams	Lanesboro	Richmond
	Alford	Lee	Sandisfield
	Becket	Lenox	Savoy
	Cheshire	Monterey	Sheffield
	Clarksburg	Mount Washington	Stockbridge
	Dalton	New Ashford	Tyringham
	Egremont	New Marlborough	Washington
	Florida	North Adams	West Stockbridge
	Great Barrington	Otis	Williamstown
	Hancock	Peru	Windsor
	Hinsdale	Pittsfield	
<b>Cape Cod Chamber of Commerce</b>	<b>Barnstable County [15 communities]</b>		
	Barnstable	Eastham	Provincetown
	Bourne	Falmouth	Sandwich
	Brewster	Harwich	Truro
	Chatham	Mashpee	Wellfleet
	Dennis	Orleans	Yarmouth
<b>Discover Central Massachusetts</b>	<b>Worcester County [35 communities]</b>		
	Auburn	Leicester	Southbridge
	Berlin	Mendon	Spencer
	Blackstone	Millbury	Sturbridge
	Boylston	Millville	Sutton
	Brookfield	New Braintree	Upton
	Charlton	Northbridge	Uxbridge
	Douglas	North Brookfield	Warren

REGIONAL TOURISM COUNCIL GRANT PROGRAM

	Dudley	Oakham	Webster
	East Brookfield	Oxford	West Boylston
	Grafton	Paxton	West Brookfield
	Hardwick	Rutland	Worcester
	Holden	Shrewsbury	
<b>Franklin County</b>	<b>Franklin County [26 communities]</b>		
	Ashfield	Greenfield	Orange
	Bernardston	Hawley	Rowe
	Buckland	Heath	Shelburne
	Charlemont	Leverett	Shutesbury
	Colrain	Leyden	Sunderland
	Conway	Monroe	Warwick
	Deerfield	Montague	Wendell
	Erving	New Salem	Whatley
	Gill	Northfield	
<b>Greater Boston CVB</b>	<b>Suffolk County; Norfolk County (except Cohasset); Middlesex County (as listed below) [44 communities]</b>		
	Arlington	Malden	Sharon
	Avon	Medfield	Somerville
	Belmont	Medford	Stoneham
	Boston	Melrose	Stoughton
	Braintree	Milton	Wakefield
	Brookline	Needham	Walpole
	Cambridge	Newton	Waltham
	Canton	Norfolk	Watertown
	Chelsea	North Reading	Wellesley
	Dedham	Norwood	Weston
	Dover	Plainville	Westwood
	Everett	Quincy	Weymouth
	Foxborough	Randolph	Winchester
Holbrook	Reading	Winthrop	
	Revere	Wrentham	
<b>Greater Merrimack Valley CVB</b>	<b>Following in Middlesex County [21 communities]</b>		
	Acton	Concord	Maynard
	Bedford	Dracut	Stow
	Billerica	Dunstable	Tewksbury
	Boxborough	Lexington	Tyngsborough
	Burlington	Lincoln	Westford
	Carlisle	Littleton	Wilmington
Chelmsford	Lowell	Woburn	
<b>Greater Springfield CVB</b>	<b>Hampden County [23 communities]</b>		
	Agawam	Holland	Southwick

REGIONAL TOURISM COUNCIL GRANT PROGRAM

	Blandford	Holyoke	Springfield
	Brimfield	Longmeadow	Tolland
	Chester	Ludlow	Wales
	Chicopee	Monson	West Springfield
	East Longmeadow	Montgomery	Westfield
	Granville	Palmer	Wilbraham
	Hampden	Russell	
<b>Hampshire County Tourism &amp; Visitors Bureau</b>	<b>Hampshire County [20 communities]</b>		
	Amherst	Hadley	South Hadley
	Belchertown	Hatfield	Southampton
	Chesterfield	Huntington	Ware
	Cummington	Middlefield	Westhampton
	Easthampton	Northampton	Williamsburg
	Goshen	Pelham	Worthington
	Granby	Plainfield	
<b>Johnny Appleseed Trail Association</b>	<b>Worcester, Middlesex &amp; Franklin County [26 communities]</b>		
	Ashburnham	Groton	Princeton
	Ashby	Harvard	Royalston
	Athol	Hubbardston	Shirley
	Ayer	Lancaster	Sterling
	Barre	Leominster	Templeton
	Bolton	Lunenburg	Townsend
	Clinton	Pepperell	Westminster
	Fitchburg	Petersham	Winchendon
Gardner	Phillipston		
<b>Martha's Vineyard Chamber of Commerce</b>	<b>Dukes County [7 communities]</b>		
	Chilmark	Tisbury	
	Edgartown	West Tisbury	
	Gay Head		
	Gosnold		
	Oak Bluffs		
<b>MetroWest Tourism &amp; Visitors Bureau</b>	<b>Worcester, Middlesex &amp; Norfolk County [19 communities]</b>		
	Ashland	Hudson	Northborough
	Bellingham	Marlborough	Sherborn
	Framingham	Medway	Southborough
	Franklin	Milford	Sudbury
	Holliston	Millis	Wayland
	Hopedale	Natick	Westborough
	Hopkinton		
<b>Mohawk Trail Association</b>	<b>Non-Exclusive Service Area Defined By 63-mile Trail</b>		
	Adams	Greenfield	Petersham
	Barre	Hawley	Rowe

REGIONAL TOURISM COUNCIL GRANT PROGRAM

	Bernardston	Heath	Savoy
	Charlemont	New Ashford	Shelburne
	Colrain	North Adams	Shelburne Falls
	Deerfield	North Central MA*	Turners Falls
	Florida	Northfield	Westminster
	Gill	Orange	Williamstown
			*(Ashburnham, Athol, Baldwinville, Barre, Fitchburg, Gardner, Hubbardston, Lunenburg, Orange, Petersham, Phillipston, Princeton, Templeton, Westminster, Winchendon). Duplicate communities.
<b>Nantucket Island Chamber of Commerce</b>	<b>Nantucket County [1 community]</b>		
	Nantucket		
<b>North of Boston CVB</b>	<b>Essex County [34 communities]</b>		
	Amesbury	Lawrence	North Andover
	Andover	Lynn	Peabody
	Beverly	Lynnfield	Rockport
	Boxford	Manchester-By-The-Sea	Rowley
	Danvers	Marblehead	Salem
	Essex	Merrimac	Salisbury
	Georgetown	Methuen	Saugus
	Gloucester	Middleton	Swampscott
	Groveland	Nahant	Topsfield
	Hamilton	Newbury	Wenham
	Haverhill	Newburyport	West Newbury
	Ipswich		
<b>Plymouth County CVB</b>	<b>Plymouth County + Cohasset (Norfolk County) [28 communities]</b>		
	Abington	Hingham	Pembroke
	Bridgewater	Hull	Plymouth
	Brockton	Kingston	Plympton
	Carver	Lakeville	Rochester
	Cohasset	Marion	Rockland

REGIONAL TOURISM COUNCIL GRANT PROGRAM

	Duxbury	Marshfield	Scituate
	East Bridgewater	Mattapoisett	Wareham
	Halifax	Middleboro	West Bridgewater
	Hanover	Norwell	Whitman
	Hanson		
<b>Southeastern Mass CVB</b>	<b>Bristol County [20 communities]</b>		
	Acushnet	Fall River	Rehoboth
	Attleboro	Freetown	Seekonk
	Berkley	Mansfield	Somerset
	Dartmouth	New Bedford	Swansea
	Dighton	North Attleboro	Taunton
	Easton	Norton	Westport
	Fairhaven	Raynham	

Regional Tourism Council: **(insert RTC name)** Time Period Covered by the Report:

FUNDS AVAILABLE		
A. Total FY20 grant funds received		
B. FY20 grant funds available		
<b>C. Total funds available for grant projects</b>		
D. Matching funds raised (Tab 2)		\$ -
<b>E. Total funds available for grant and match projects</b>	<i>sum of C + D</i>	<b>\$ -</b>

FUNDS EXPENDED		
F. Grant funds expended		\$ -
G. Matching funds expended		\$ -
<b>H. Total grant and match funds expended</b>	<i>sum of F + G</i>	<b>\$ -</b>

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**TAB 2. PROJECTED MATCHING FUNDS FY21**

*Each grantee must document that qualifying, non-governmental matching funds equal to the FY20 grant amount, are raised and expended on travel marketing programs. Please itemize by source the specific amounts of qualifying, non-governmental matching funds raised. Add more rows to chart as needed.*

#	Source	Amount Raised
1	Membership Dues	\$ -
2	Advertising Revenue	\$ -
3	Mini Grant Project Contributions	\$ -
4	<b>Other:</b>	\$ -
5		\$ -
6		\$ -
7		\$ -
8		\$ -
9		\$ -
10		\$ -
11		\$ -
12		\$ -
13		\$ -
14		\$ -
15		\$ -
16		\$ -
17		\$ -
18		\$ -
19		\$ -
20		\$ -
<b>Total matching funds raised *</b>		<b>\$ -</b>

\* Total matching funds for FY21 are the same as FY20. The proposed FY21 matching funds raised should equal Row E on the Grant and Match Summary on Tab 1; If not, please briefly explain why in the field below:

*Tab 2. FY21 Proposed Matching Funds*

# RTC FY21 REPORT TEMPLATE

**INSTRUCTIONS:**

**Complete Tabs 1-3 Quarterly** using the template provided. Receipts and payment information do not need to be submitted to MOTT but should be kept up to date throughout the Fiscal Year and for the required annual audit.

**SUBMISSION:**

This report should be submitted to MOTT two times a year via email to Phyllis.Cahaly@mass.gov:

**Mid-Year: 5:00pm on Monday, February 1, 2021 AND Year-End: 5:00pm on Friday, July 30, 2021**

*\*No hard copy required*

**CERTIFICATION:**

I hereby certify that the financial information and documentation provided in this Report is true, accurate, and complete and that the expenditure of grant funds pursuant to this grant contract were used solely for the purposes as specified in the contract.

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**Signature of RTC Executive Director/CEO**                      **Title**

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**Print name**

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**Date submitted**

**TAB 1: GRANT AND MATCHING FUNDS SUMMARY**

Instructions: Input Quarterly data in BLUE COLUMNS ONLY. Orange cells and orange columns will self-populate.

FUNDS AVAILABLE			Q1: July 1 - September 30, 2020		Q2: October 1 - December 31, 2020		MOTT USE ONLY Summary of Q1 + Q2: 1 - December 31, 2020		Q3: January 1 - March 31, 2021		Q4: April 1 - June 30, 2021		MOTT USE ONLY Summary of Q3 + Q4: January 1 - June 30, 2021		MOTT USE ONLY Fiscal Year: June 30, 2021		Full Fiscal Year: July 1, 2020 -		
	Amounts		Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	
A. FY21 Grant Funds Received			\$ -		\$ -		\$ -												
B. FY21 Grant Funds Spent (Detail on Tab 3)																			
C. Total Grant Funds Available	A. minus B.	\$ -		A. minus B.	\$ -	A. minus B.	\$ -	A. minus B.	\$ -	A. minus B.	\$ -	A. minus B.	\$ -	A. minus B.	\$ -	A. minus B.	\$ -	A. minus B.	\$ -
D. Matching Funds Raised																			
Membership Dues							\$ -												
Advertising Income							\$ -												
Special Promotions							\$ -												
Mini-grant Matching funds							\$ -												
Other: Misc retail/Travel Guide /Rent							\$ -												
Other: Trade Show/Sponsor/Attendee							\$ -												
Other:							\$ -												
TOTAL Matching Funds Raised		\$ -			\$ -		\$ -												
E. Matching Funds Spent (Detail on Tab 3)																			
F. Total Matching Funds Available	D. minus E.	\$ -		D. minus E.	\$ -	D. minus E.	\$ -	D. minus E.	\$ -	D. minus E.	\$ -	D. minus E.	\$ -	D. minus E.	\$ -	D. minus E.	\$ -	D. minus E.	\$ -
G. Total of FY21 Grant and Matching Funds Remaining	C. plus F.	\$ -		C. plus F.	\$ -	C. plus F.	\$ -	C. plus F.	\$ -	C. plus F.	\$ -	C. plus F.	\$ -	C. plus F.	\$ -	C. plus F.	\$ -	C. plus F.	\$ -

*\*This report is a compilation of the Quarterly Reports for FY 2021  
Please note that grant funds spent and not matched must be returned to the Commonwealth unless otherwise directed.*

**TAB 2: PROJECT SUMMARY**

Please summarize all grant and matching fund expenditures by project. Add more rows as needed.

Q1: July 1 - September 30, 2020			
#	Name of Project	Brief Project Summary/Date	Results to date
1	e.g. Fall Sports Campaign	TripAdvisor ads, Facebook ads, and landing page promoting Fall outdoors activities 8/1/20 - 9/30/20	500,000 TripAdvisor ad impressions; 5,000 ad-generated Facebook likes; 40,000 landing page views
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please summarize all grant and matching fund expenditures by project. Add more rows as needed.

Q2: October 1 - December 31, 2020			
#	Name of Project	Brief Project Summary/Date	Results to date
1	e.g. Fall Sports Campaign	TripAdvisor ads, Facebook ads, and landing page promoting Fall outdoors activities 8/1/20 - 9/30/20	500,000 TripAdvisor ad impressions; 5,000 ad-generated Facebook likes; 40,000 landing page views
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please summarize all grant and matching fund expenditures by project. Add more rows as needed.

Q3: January 1 - March 31, 2021			
#	Name of Project	Brief Project Summary/Date	Results to date
1	e.g. Fall Sports Campaign	TripAdvisor ads, Facebook ads, and landing page promoting Fall outdoors activities 8/1/20 - 9/30/20	500,000 TripAdvisor ad impressions; 5,000 ad-generated Facebook likes; 40,000 landing page views
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please summarize all grant and matching fund expenditures by project. Add more rows as needed.

Q4: April 1 - June 30, 2021			
#	Name of Project	Brief Project Summary/Date	Results to date
1	e.g. Fall Sports Campaign	TripAdvisor ads, Facebook ads, and landing page promoting Fall outdoors activities 8/1/20 - 9/30/20	500,000 TripAdvisor ad impressions; 5,000 ad-generated Facebook likes; 40,000 landing page views
2			
3			
4			
5			
6			
7			
8			
9			
10			

**TAB 3: EXPENDITURE BY PROJECT**

Complete this form for each expenditure. If funds are committed but not paid, write CMT in the check 7 column. Keep all documentation (invoice or purchase order) for each transaction on this form, using the corresponding number in this chart. Add more rows to chart as needed.

Q1: July 1 - September 30, 2020						
#	Description of Expenditures	Name of Project	Vendor Name	Total Grant Funds Used	Total Matching Funds Used	Total Cost
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
6				\$	\$	\$
7				\$	\$	\$
8				\$	\$	\$
9				\$	\$	\$
10				\$	\$	\$
11				\$	\$	\$
12				\$	\$	\$
13				\$	\$	\$
14				\$	\$	\$
15				\$	\$	\$
16				\$	\$	\$
17				\$	\$	\$
18				\$	\$	\$
19				\$	\$	\$
20				\$	\$	\$
21				\$	\$	\$
22				\$	\$	\$
23				\$	\$	\$
24				\$	\$	\$
25				\$	\$	\$
26				\$	\$	\$
27				\$	\$	\$
28				\$	\$	\$
29				\$	\$	\$
30				\$	\$	\$
Total Grant + Match Expenditures				\$	\$	\$

Q2: October 1 - December 31, 2020						
#	Description of Expenditures	Name of Project	Vendor Name	Total Grant Funds Used	Total Matching Funds Used	Total Cost
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
6				\$	\$	\$
7				\$	\$	\$
8				\$	\$	\$
9				\$	\$	\$
10				\$	\$	\$
11				\$	\$	\$
12				\$	\$	\$
13				\$	\$	\$
14				\$	\$	\$
15				\$	\$	\$
16				\$	\$	\$
17				\$	\$	\$
18				\$	\$	\$
19				\$	\$	\$
20				\$	\$	\$
21				\$	\$	\$
22				\$	\$	\$
23				\$	\$	\$
24				\$	\$	\$
25				\$	\$	\$
26				\$	\$	\$
27				\$	\$	\$
28				\$	\$	\$
29				\$	\$	\$
30				\$	\$	\$
Total Grant + Match Expenditures				\$	\$	\$

Q3: January 1 - March 31, 2021						
#	Description of Expenditures	Name of Project	Vendor Name	Total Grant Funds Used	Total Matching Funds Used	Total Cost
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
6				\$	\$	\$
7				\$	\$	\$
8				\$	\$	\$
9				\$	\$	\$
10				\$	\$	\$
11				\$	\$	\$
12				\$	\$	\$
13				\$	\$	\$
14				\$	\$	\$
15				\$	\$	\$
16				\$	\$	\$
17				\$	\$	\$
18				\$	\$	\$
19				\$	\$	\$
20				\$	\$	\$
21				\$	\$	\$
22				\$	\$	\$
23				\$	\$	\$
24				\$	\$	\$
25				\$	\$	\$
26				\$	\$	\$
27				\$	\$	\$
28				\$	\$	\$
29				\$	\$	\$
30				\$	\$	\$
Total Grant + Match Expenditures				\$	\$	\$

Q4: April 1 - June 30, 2021						
#	Description of Expenditures	Name of Project	Vendor Name	Total Grant Funds Used	Total Matching Funds Used	Total Cost
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
6				\$	\$	\$
7				\$	\$	\$
8				\$	\$	\$
9				\$	\$	\$
10				\$	\$	\$
11				\$	\$	\$
12				\$	\$	\$
13				\$	\$	\$
14				\$	\$	\$
15				\$	\$	\$
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17				\$	\$	\$
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22				\$	\$	\$
23				\$	\$	\$
24				\$	\$	\$
25				\$	\$	\$
26				\$	\$	\$
27				\$	\$	\$
28				\$	\$	\$
29				\$	\$	\$
30				\$	\$	\$
Total Grant + Match Expenditures				\$	\$	\$