# TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
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## WELLFLEET ECONOMIC DEVELOPMENT FUND APPLICATION

Project/Activity Name: _____

Proposed Date(s):_____

Name of Applicant individual/group/organization: _____

Collaborating Organizations: _____

Specify which if any are non-profits:_____

Mailing address:

_____

Contact person: _____ Phone: _____

E-mail: _____

**Please attach the following information**:

1) Description of the project or activity; whether it is new or a continuation of a prior project or activity; length; number of businesses/groups involved. Be as specific as possible.
2) How this project or activity will benefit Wellfleet and/or Wellfleet businesses? How will this increase year-round business in Wellfleet? Again be as specific as possible.
3) Specify metrics that you will use to demonstrate that this project or activity succeeds in accomplishing its desired goals. These metrics must be objectively measureable.
4) Specify purposes for which you are seeking assistance ($2500 maximum –see attached guidelines for costs which are allowable). Indicate how the sponsoring organization(s) will match any grant you receive.
5) Include a budget of income and expenses for the project or activity.
6) Include a plan for reporting on the project or activity's degree of success that you will need to make within 60 days after its completion.

**PLEASE LIMIT ALL OF THE ABOVE TO 3 OR FEWER PAGES.**

Return completed application to Citizens Economic Development Committee, Wellfleet Town Hall, 300 Main Street, Wellfleet, MA 02667. Applications will be reviewed monthly as long as funds remain.

# WELLFLEET ECONOMIC DEVELOPMENT GRANT POST EVENT EVALUATION REPORT

Note: This report is due within 60 days after the completion of your event. Please return the completed form, together with any supporting information to the Citizens Economic Committee, Town Hall, 300 Main Street, Wellfleet, MA 02667 together with a copy to the Town Administrator at the same address.

1. Event title and dates; Contact information:

2. How were grant funds used? Please provide an itemized schedule of expenses.

3. Program success metrics. How did you measure program effectiveness? Attach relevant documentation of all metrics proposed in the grant application. Where appropriate include attendance counts, financial results, etc.

4. Did the event meet your expectations? Why or why not?

5. Do you plan to repeat the event? Why or why not.

6. Externalities. Describe any non measurable benefits your event brought to Wellfleet.

7. Impediments. Were there any unexpected impediments to the success of the event? If so, what were they and how might they be addressed if the event is repeated?