

**2013 HTA/CPEP
APPENDIX B:**

2014 CPEP PROGRESS REPORT FORM

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4) If available, up to (5) examples of your advertising (not duplicated ads) and promotional materials including, but not limited to, posters, flyers, brochures, news articles, print advertisements, and/or web pages.

5) Additional Comments:

Submitted by:

(Name)

(Title)

(Phone)

(Date)

For Staff Use Only

Date Received by County Office: _____

Progress Report Accepted by: _____
(County Product Enrichment Program Staff's Initial) (Date)

COUNTY PRODUCT ENRICHMENT PROGRAM 2014 FINAL REPORT FORM

Organization:		Contract No.:	
Project/Program Title:		CPEP Award:	
Event Date(s):			
Location(s):			
Contact:		Title:	
Email:		Phone:	
Project/Program Description (include goals and objectives):			

MEASURES OF SUCCESS

Please complete the following tables:

Required Measures	2014 Actual	2014 Target	2013 Actual
<i>Number of on-island residents attending and/or participating in the proposed project.</i>			
<i>Number of neighbor island residents attending and/or participating in the proposed project.</i>			
<i>Number of out-of-state, U.S. visitors attending and/or participating in the proposed project.</i>			
<i>Number of international visitors by country attending and/or participating in the proposed project.</i>			

Identify the method(s) from which you obtained the data:			
Additional Measures. Include all measures targeted in your proposal. Please add any other measures you have available which help to illustrate your program's success.	2014 Actual	2014 Target	2013 Actual
<i>Visitor Satisfaction. Please specify:</i>			
<i>Please specify:</i>			
<i>Please specify:</i>			
<i>Please specify:</i>			
<i>Please specify:</i>			

1) Explain why you did or did not reach the expected outcomes for each measure listed above.

2) Describe how this project could be improved, including any significant plans for your 2014 program.

Submitted by:

(Name) (Title) (Date)

For Staff Use Only

Date Received by County: _____
Final Report Accepted by: _____ (CPEP Staff Initial) (Date)
Final Report Accepted by: _____ (HTA Staff Initial) (Date)

FINAL FINANCIAL REPORT OF ACTUAL EXPENSES AND INCOME

INSTRUCTIONS

- Please attach a separate sheet(s) with a budget narrative providing detailed explanations for each expense and income line item.
- This is a sample format only. Please add rows as needed to provide a complete picture of the project budget.
- The sum of each line item from columns “HTA CPEP Cash”, “Other Cash” and “In-Kind” must equal the “Total” column.
- Please show the original budget for the program as approved for the award and contract, and the actual final expenses and income.
- Operating Expenses: This category includes program operating costs such as equipment rental (e.g., tents or sound equipment), entertainment, travel, security, office supplies, postage, etc. Category could also include research and development costs (e.g., consultant services). Generally, County Product Enrichment funds are not approved to support general operating expenses of the organization itself.
- Marketing Expenses: This category includes advertising, promotional activities and/or items such as posters, flyers, brochures, collateral materials, public relations, and

website development or enhancement.

- **Administrative Expenses:** This category includes salaries/wages, taxes/benefits, and administrative fees relating to expenses needed for management of the proposed project. The targeted percentage for administrative expenses should not exceed **15%** of the total amount requested from the County Product Enrichment Program.
- A signed certification statement is required for the final financial report. A sample statement is included with this sample form.

CERTIFICATION STATEMENT FOR FINAL FINANCIAL REPORT

I hereby certify that all financial statements represented in this final report to the County relating to Contract/Agreement Number _____, are accurate and that funds allocated through the HTA/County Product Enrichment Program under this Agreement have been expended in accordance with the provisions set forth in this Agreement, including the budget that was made a part of said Agreement.

Organization/Contractor

Signature

Project Title

Print Name

Date Signed

Title

HTA County Product Enrichment Programs (CPEP)

Consent And Release For Use Of Photographs and Images

I, _____ (“Releasor”), hereby give the **Hawai‘i Tourism Authority and the County of _____** and its respective employees, agents, contractors, and assigns, the irrevocable and perpetual right, consent and permission to use, re-use, publish and re-publish, create digitized images of, adapt, distribute, transmit, and exhibit any photographs, slides, videotape, electronically created media, other film images and/or other likenesses or media, now known or hereafter to become known, taken from the _____ (name of event/program), a 2013 CPEP-funded event/project.

The photographs and/or images may be used in whole, or in part, individually or in conjunction with other images in any medium and for any purpose, including, but not limited to illustration, promotion and advertising of the CPEP events and programs, and other tourism marketing programs related to promoting travel to Hawai‘i.

I hereby release, waive and discharge the Hawai‘i Tourism Authority and County of _____ from any and all claims, actions, loss, demands, or liability arising out of, or in connection with, the use of the photographs and/or images in any of the media described hereinabove.

Signature of Releasor

Date

Organization Name and Address

Telephone Number

E-Mail

Program

Date

HTA County Product Enrichment Programs (CPEP)

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The photographs and/or images may be used in whole, or in part, individually or in conjunction with other images in any medium and for any purpose, including, but not limited to illustration, promotion and advertising of the CPEP events and programs, and other tourism marketing programs related to promoting travel to Hawai‘i.

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Signature of Releasor

Date

Address

Telephone Number

E-Mail

Program

Date