



This check list is not to be used in lieu of the Grant Program Policies which are available on VisitTallahassee.com. As a grant recipient, it is your responsibility to read the policies thoroughly and adhere to the requirements therein. Please contact Leon County Division of Tourism staff with any questions you may have. See Appendix A for contact information

GRANT APPLICATION AND AGREEMENT		
ITEM COMPLETE	DESCRIPTION	DUE DATE
	Attend Grant Workshop: May 22, June 12 or July 10	July 10, 2018
	Complete Grant application at VisitTallahassee.com/grants (Select the "Start a New Application" button)	July 13, 2018
	<p>If awarded, you will receive a Grant Funding Agreement. This agreement must be completed with requirements listed below and returned to Visit Tallahassee.</p> <p>This is a requirement to receive funding. Grant Agreement will only be accepted with:</p> <ul style="list-style-type: none"> - Signature of the grantee and a witness - 3 original copies of the contract (photo copies or scans not accepted) - Signed in Blue Ink <p>Workshops for addressing contract questions will be available October 16 and 23 at the Visit Tallahassee offices.</p>	November 1, 2018
	Complete Substitute W9 form and return to Visit Tallahassee	November 1, 2018
	<i>Prior to event review the items that will be needed for the post event report. Some of these will not be available if they are not planned in advance. Funding will not be provided if post event report is incomplete.</i>	Prior to Event
POST EVENT REPORT AND REIMBURSEMENT		
ITEM COMPLETED	DESCRIPTION	DUE DATE
	<p>The items below are necessary for completing the post event report:</p> <ul style="list-style-type: none"> - Invoice Award File - Invoice Expenses File - Proof of Payments File - Visitors Documentation File - Room Nights Documentation File - Marketing Materials File <p>For descriptions of acceptable submissions for each, refer to grant program policies.</p>	
	Ensure that allowable expenses meet or exceed the grant amount. If they do not, the invoice submitted to Visit Tallahassee must be for the amount spent rather than the full grant award. Grant awards are for reimbursement only.	
	<p>Complete Post Event report at VisitTallahassee.com/grants (Select the "Start a New Report" Button)</p> <p>Only one file can be uploaded for each section.</p> <p>Please combine multiple pages/invoices/etc into one file for submission.</p> <p>- See Appendix B for details</p>	Sept 30, 2019