

CHECKLIST FOR COMPLETING SECOND HALF OF GRANT REQUEST

Please
Keep For
Your
Records

- (1) The Second Half of Grant request form must be returned when approximately ½ of the total grant funds awarded have been spent.

Signed and witnessed. *(does not need to be notarized)*

- (2) **A letter summarizing the expended funds, to date, must include the following:**

- Legal name of organization, individual or business that received the grant
- Tax ID number of individual or entity
- County
- Grant year
- Type of grant
- Grant contact information
- Amount of grant received
- Total amount of grant expended to date
- Summary of project for which funds were spent
- Measurement of effectiveness (grant specific), need to report quantifiable measurements (visitation/attendance and/or lodging #'s, % increase/decrease, etc.)

- (3) **Documentation accompanying the letter and request form must include:**

- NEW** A copy of Approved Budget Expenditures (from grant application and provided with your notification letter)
- NEW** The tourism Grant Expenditure Form (listing all grant related expenses & match) along with copies of invoices **and** proof of payment for both

**Proof of Payment options: Copies of cancelled checks, bank statements showing electronic payments
and/or credit card statement and proof of payment**

- MARKETING GRANTS:** copies of any advertisements, press releases, etc., or samples of media placements/media logs
- CAPITAL GRANTS only:** before and after photographs of the project

- (4) **Request Form (1), summary letter (2) and Documentation (3) should be mailed to:**

Reneé A. Seifert
President and CEO
Laurel Highlands Visitors Bureau
120 East Main Street
Ligonier, PA 15658

You will be notified by Laurel Highlands Visitors Bureau after the grant information was reviewed and is acceptable.

Electronic version is available online at laurelhighlands.org/grants