

CHECKLIST FOR COMPLETING FINAL GRANT EXPENDITURE CERTIFICATION AND REPORT

Please
Keep For
Your
Records

(1) **Final Certification must be returned with or before your Final Report by the due dates specified in the grant criteria.**

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

(2) **The Final Report must include the following:** *Please refer to you grant application for the Final Report Due Date.*

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

(3) **Documentation accompanying the Final Report 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 GRANT only:** copies of any advertisements, press releases, etc., or samples of media placements/media logs
- CAPITAL GRANTS only:** before and after photographs of the project

We will review each grant submitted for the information and documentation listed above. Grants will be considered closed when all of the criteria has been meet.

(4) **Final Certification (1), Final Report (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 your grant is closed and the grant information was reviewed and is acceptable.

OTHER IMPORTANT GUIDELINES:

1. If you cannot spend the funds on the project(s) for which the funds were granted by the due date specified in the grant criteria and guidelines for your county, you must either:
 - a) request an extension or
 - b) return the unused grant funds to LHVB to be returned to the county
2. To request an extension,
 - Send a letter to the Laurel Highlands Visitors Bureau's **President/CEO** citing the need for the extension and including all information listed in 2 with the exception of the summary of project and measurements.
3. If you fail to either:
 - Expend all of the grant funds by the due date listed in the grant criteria and/or submit all of the required documentation for expenditure of the grant or request an extension on or before the due date listed in the grant criteria for your county, you will be deemed ineligible for future grants.
4. All grants may be subject to a random audit of expenditures during or at the completion of the grant period.

Electronic version is available online at laurelhighlands.org/grant