



SHORT TERM RESTRICTED FUND REIMBURSEMENT CRITERION

Before requesting project reimbursement the below items must be completed. A project is complete once the following items have been executed:

**Signage or
Pre-approved
Recognition:**

On appropriate capital projects the Dare County Tourism Board encourages alternative to basic signage, for example – bench on multi-use path. All signage must include the official Dare County Tourism Board logo and the following recognition to the benefactor “*Project Funded In Part By The Dare County Tourism Board*” and the name of the project. A photo of the installed sign must be included in the Reimbursement Package.

Accounting:

Provide complete accounting records, including original invoices, copies of cancelled checks, payrolls, and contracts.

Site Inspection:

A site inspection will be made in order to verify signage and completion of project.

Reimbursement:

Financial contribution of the Outer Banks Visitors Bureau will be made to organization, upon completion of project – and on the last day of each quarter (September, December, March, June).

Reimbursement will be **DENIED** if the official logo of the Dare County Tourism Board, the following recognition to the benefactor “*This Project Funded In Part By The Dare County Tourism Board*”, and project name is not included on all signage. Camera-ready logo will be provided free of charge to all grantees.

Signature

Date