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 7, June 11 or July 9	July 12, 2019
	Complete Grant application at VisitTallahassee.com/grants (Select the "Start a New Application" button)	July 12, 2019
	If awarded, you will receive a Grant Funding Agreement. This agreement must be completed with requirements listed below and returned to Visit Tallahassee. *This is a requirement to receive funding.* Grant Agreement will only be accepted with: - Signature of the grantee and a witness - 3 original copies of the contract (photo copies or scans not accepted) - Signed in Blue Ink Workshops for addressing contract questions will be available in October 2019. Specific dates will be announced via email.	November 1, 2019
	Complete Substitute W9 form and return to Visit Tallahassee	November 1, 2019
	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 for in advance. Funding will not be provided if post event report is incomplete.	Prior to Event

POST EVENT REPORT AND REIMBURSEMENT

ITEM COMPLETED	DESCRIPTION	DUE DATE
	The items below are necessary for completing the post event report: - Invoice Award File - Invoice Expenses File - Proof of Payments File - Visitor Documentation File - Room Nights Documentation File - Marketing Materials File For descriptions of acceptable submissions for each, refer to grant program policies.	
	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 by reimbursement only.	
	Complete Post Event report at VisitTallahassee.com/grants (Select the "Start a New Report" Button) Only one file can be uploaded for each section. Please combine multiple pages/invoices/etc., into one file for submission. - See Appendix B for details	Sept 30, 2020

Leon County Division of Tourism / Visit Tallahassee
Reference Sheet

GRANT PROCESS: TERRI MESSLER | Terri.Messler@VisitTallahassee.com | 850.606.2331

FOR ALL QUESTIONS CONCERNING THE GRANT PROCESS INCLUDING:

Grant Application - open and close date

Grant Workshops – schedule and email blasts

Grant Contracts

Vendor Set Up- confirm address and the check delivery method

Post Event Reports – follow up after initial sales manager recap email

Final Reimbursement

SPORT GRANTS: JOE PIOTROWSKI | Joseph.Piotrowski@VisitTallahassee.com | 850.606.2313

MEETINGS AND CONVENTIONS: JANET ROACH | Janet.Roach@VisitTallahassee.com | 850.606.2320

LEISURE, FESTIVALS, AND SOCIAL: KATIE GARDOCKI | Katie.Gardocki@VisitTallahassee.com | 850.606.2318

FOR ALL QUESTIONS CONCERNING THE SPECIAL/SIGNATURE/SPORTS EVENT ITSELF INCLUDING:

Correspond with Additional Grantee Contacts

Follow Up with Pre and Post Application

Hotel Leads

Facilities and Activities

Group Services (Visitor Guides / Welcome Bags for Attendees / Etc.)

Grant Execution to Post Event Process (copy correspondence with Terri)

Email one week after event with follow up and reference ID

MARKETING: SCOTT LINDEMANN | Scott.Lindeman@VisitTallahassee.com | 850.606.2322

PUBLIC RELATIONS: RENEE JONES | Renee.Jones@VisitTallahassee.com | 850-606-2319

FOR ALL QUESTIONS CONCERNING THE MARKETING SERVICES, GUIDELINES AND REQUIREMENTS INCLUDING:

Approval of Marketing Materials

Leon County/Visit Tallahassee Logo Usage

Marketing Toolkit and Grant Landing Page

Leon County Division of Tourism / Visit Tallahassee
Post Event Report Information

The post event report information below is not to be used in lieu of the Post Event Report available at VisitTallahassee.com/grants. All Grantees must submit their Post Event Reports online. Please contact Leon County Division of Tourism staff with any questions you may have.

THE ITEMS BELOW ARE NECESSARY FOR COMPLETING THE POST EVENT REPORT:
- **Invoice Award File** - An invoice from your organization to Leon County Tourist Development Council c/o Visit Tallahassee for payment of awarded grant amount. Invoices must include an invoice number.
- **Invoice Expenses File** – Valid invoice(s) for allowable expenses. Please submit only enough receipts to reach awarded grant amount.
- **Proof of Payments File** - Copy of proof of payments such as cleared check record showing front and back of checks, or detailed credit card receipts.
- **Visitors Documentation File** - Number of visitors calculated with backup documentation (i.e. Visitor Tracking Form, Results, Rosters, Ticket/Attendance Reports, etc.)
- **Room Nights Documentation File** - Number of room nights tracked with backup documentation (ie: hotel reports, hotel letters, surveys, etc.)
- **Marketing Materials File** - Copies of marketing or advertising materials, websites, emails, newsletters, or on-site event marketing *showing the Leon County/Visit Tallahassee combined logo*

ADDITIONAL NOTES FOR POST EVENT REPORTS:
- Post Event Reports MUST be submitted online at VisitTallahassee.com/grants (Select "Start a New Report", on the next screen copy and paste your grant reference number)
- Only one file can be uploaded for each item. Please combine all necessary documents into one file.
- The request for payment process generally takes approximately 2 weeks and only begins after a completed post event report has been submitted. Incomplete or unacceptable submissions will lengthen this process.
- Payments cannot be made until the grantee has submitted a W9 form (provided with the awarded contract). Please review the provided checklist for this and other necessary steps.

Leon County Division of Tourism/Visit Tallahassee
Visitor Tracking Form

EVENT PARTICIPANT/GROUP	HOTEL	# OF ROOMS	# OF NIGHTS	# GUESTS PER ROOM
TOTAL:		# OF ROOMS	# OF NIGHTS	# GUESTS PER ROOM