



## Leon County Division of Tourism / Visit Tallahassee Grant Reference Sheet

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 COMPLETED	DESCRIPTION	DUE DATE
	Attend Grant Workshop: July 30, August 11 or August 18	August 25, 2020
	Complete Grant application online at <a href="http://VisitTallahassee.com/Grants">VisitTallahassee.com/Grants</a> (Select the "Start a New Application" button)	August 25, 2020
	<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><b>This is a requirement to receive funding.</b> Grant Agreement will only be accepted with:</p> <ul style="list-style-type: none"> <li>- Signature of the grantee and a witness</li> <li>- 3 original copies of the contract (photo copies or scans not accepted)</li> <li>- Signed in Blue Ink</li> </ul> <p>Workshops for addressing contract questions will be available in October 2020. Specific dates will be announced via email.</p>	<b>November 1, 2020</b>
	Complete Substitute W9 form and return to Visit Tallahassee	November 1, 2020
	<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 for 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>These items are necessary for completing the post event report:</p> <ul style="list-style-type: none"> <li>- Invoice Award File</li> <li>- Invoice Expenses File</li> <li>- Proof of Payments File</li> <li>- Visitor Documentation File</li> <li>- Room Nights Documentation File</li> <li>- Marketing Materials File</li> </ul> <p>For descriptions of acceptable submissions for each, please refer to the 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 by reimbursement only.	
	<p>Complete Post Event Report at <a href="http://VisitTallahassee.com/Grants">VisitTallahassee.com/Grants</a> (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, 2021



## Leon County Division of Tourism / Visit Tallahassee Grant Contact Information

### PLEASE DIRECT ALL GENERAL GRANT PROCESS QUESTIONS TO

TERRI MESSLER | Grants Coordinator  
Terri.Messler@VisitTallahassee.com | 850.606.2331

For all general inquiries regarding the grant process including application status, workshops, contracts, vendor setup, post-event reports and final reimbursement, please contact Grants Coordinator, Terri Messler.

### SIGNATURE • SPECIAL • SPORTS EVENT GRANTS

For assistance with Special, Signature and Sports Events, including correspondence with additional grantee contacts, follow up with applications, hotel leads, facilities, group activities, visitor services and grant execution please contact a member of our sales team.

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

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

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

### MARKETING SUPPORT

For marketing assistance and approval of event marketing materials, Leon County/Visit Tallahassee logo use requirements, social media and general marketing and PR support, please contact a member of our marketing team.

**MARKETING:** SCOTT LINDEMAN | Scott.Lindeman@VisitTallahassee.com | 850.606.2322

**PUBLIC RELATIONS:** RENEE JONES | Renee.Jones@VisitTallahassee.com | 850.606.2319



## 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](https://www.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. Proof of payment must be for invoices for allowable expenses submitted.
- **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 approved Leon County/Visit Tallahassee combined logo*

### ADDITIONAL NOTES FOR POST EVENT REPORTS:

- Post Event Reports MUST be submitted online at [VisitTallahassee.com/Grants](https://www.visittallahassee.com/grants)
- 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.

