

**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.

<input type="checkbox"/>	Legal name of organization, individual or business that received the grant
<input type="checkbox"/>	Tax ID number of individual/entity
<input type="checkbox"/>	County
<input type="checkbox"/>	Grant year
<input type="checkbox"/>	Type of grant
<input type="checkbox"/>	Grant contact information
<input type="checkbox"/>	Amount of grant received
<input type="checkbox"/>	Total amount of grant expended
<input type="checkbox"/>	Summary of completed project for which funds were spent and how this project enhanced or increased tourism
<input type="checkbox"/>	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 ☐ List all grant related expenses along with copies of invoices and proof of payment

**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:

Georgia Robinsky
Grant Administor
Laurel Highlands Visitors Bureau
120 East Main Street
Ligonier, PA 15658