

SWLA Convention & Visitors Bureau

Tourism Marketing Grant Program

Grantee Compliance Check List TMI FY2015-2016

The following checklist is provided to help you fulfill all the required elements of your TMI FY2015-2016 grant. Keep this checklist throughout the grant activity period.

- _____ Sign and return the **Grant Agreement, Attachment A** (required), and **Request for First Payment** by **July 10, 2015** in order to process your first payment.

- _____ Once the funds have been received by the Arts Council from the City of Lake Charles and processed for disbursement, a check for 75% of your award will be mailed to you. The grant award check will be mailed to the mailing address you provided on the grant application. Please cash or deposit your check payments as soon as possible.

- _____ Remember to contact legislators and the city council to thank them and notify them of your public events.

- _____ Notify the Arts Council with project activity dates for site visits. If admission is charged to a grant funded event, supply the Arts Council with the appropriate amount of complimentary tickets.

- _____ Credit the Lake Charles/SWLA Convention & Visitors Bureau and the Arts Council at the appropriate level on lists of sponsors. Use the Lake Charles/SWLA CVB and Arts Council logos and acknowledgement statement on printed materials and broadcast promotions affiliated with the grant. Recognize the Lake Charles/SWLA CVB and the Arts Council during any announcements at public activities. High resolution digital logos are available on the Arts Council website.

Acknowledgement Statement

Supported by a SWLA Convention & Visitors Bureau Tourism Marketing Grant from the Lake Charles/SWLA Convention & Visitors Bureau as administered by the Arts Council of SWLA.

- _____ Keep copies of all press releases, promotional materials, newspaper clippings, advertisements, etc. Take photographs of the project in progress.

- _____ Conduct an ongoing evaluation of the project.

- _____ Remember to copy all **cancelled checks** that are relevant to the grant award and to keep **invoices, contracts, bank statements, and receipts for all payments made using the grant funds**, and include copies of all of these documents in your Final Report. We must have record that the grant funds were used appropriately and clearly paid out.

- _____ Submit a **Final Report** and **Request for Final Payment** no later than **thirty (30) days** after completion of the project activities or **July 29, 2016**, whichever comes first. The Final Report and Request for Final Payment forms will become available online after June 20, 2015.

- _____ Retain all grant related paperwork for three (3) years.