



Tourism Grant Reimbursements

Sponsored by Cumberland Valley Visitors Bureau

Final Report Due Date: No later than 45 days after completion of the project;
No later than March 12, 2018.

Submit To: Cumberland Valley Visitors Bureau (CVVB)
Attn: Ashley Kurtz, Promotions Manager
53 W. South Street, Suite 1
Carlisle, PA 17013
akurtz@visitcumberlandvalley.com | (717) 240-7192

Reimbursement Instructions: Approved expenses must be submitted to CVVB for reimbursement. Follow the directions below to receive full reimbursement for your grant project. CVVB is not responsible for fees incurred due to not following the below schedule.

1. Add the Cumberland Valley PA Destination Logo to your Website

- a. Page 8 of the 2016 Tourism Grant Program Details document states:

Organizations that are awarded grant monies are required to have a hyperlinked Cumberland Valley PA destination logo on their website for three years following the award of the grant.

2. Receive Approval for Any Printed Projects

- a. Section 2.2 of your Agreement outlines specific stipulations required on your particular Tourism Grant project.
- b. Section 3.5 of your Agreement states:

CVVB Recognition – Grantee shall publicly acknowledge support from the CVVB Tourism Grant Program on all print materials, such as advertisements and brochures, or electronic media postings and all other methods of advertising, including reference to the CVVB web site or use of the CVVB logo. **Funds will not be released if proper recognition is not given.** Rules regarding the use of the CVVB logo are available at

<http://www.visitcumberlandvalley.com/newsroom/media-kit/>.

c. Section 3.7 of your Agreement states:

Pre-Approval of Marketing Projects – All materials related to marketing initiatives of the grant by the Grantee must be reviewed and pre-approved by CVVB in writing.

3. Submit Invoices to CVVB

a. As invoices are received for approved projects, please send the following to CVVB:

- i. Copy of the invoice from the vendor and a copy of your cancelled check to vendor;
- ii. Copies of any artwork, quotes or other supporting documents associated with the particular invoice;
- iii. An invoice from Grant Awardee organization for 2/3 of the invoice cost.

b. Invoices can be sent to Ashley Kurtz (contact information on front of this document).

c. Please allow four weeks for invoice processing.

d. The check will be made out to the grantee. Grantee is responsible for having paid vendor.

4. Final 10% of Reimbursement

a. Section 3.3 of your Agreement states:

Payment of Grant – Funds for this project will be released on a reimbursement basis. The last 10% of the award will not be released until the Final Report is received and approved.

b. This 10% should be withheld from the first invoice reimbursement.

c. The 10% will be remitted to the Grant Awardee upon completion of the Final Report. The Final Report should include an invoice for the residual 10%.