

Tourism Grant Program
Grant Expenditure Form Instructions

Please use the attached worksheet to record expenditures for the full grant. Submit with all documentation attached behind the worksheet.

Activity/Description: Identify the project (i.e. brochure, advertising, etc.)

Tourism Grant:

Proposed – Amount you indicated in your grant application the project would cost

Actual – Amount you actually spent on the project

Cash Match:

Proposed – Amount you indicated in your grant application for the cash match

Actual – Amount you actually expended on the project

Total:

Proposed = Tourism Grant proposed + Cash match

Actual = Tourism Grant actual + Cash actual

Documentation for:

Invoice # - list invoice # and corresponding check # on the invoice you are submitting. If invoice has no number assign one.

Proof of payment - Copies of cancelled checks bank statements showing electronic payments and/or credit card statement and proof of payment.

You must provide a hard copy of all invoices and provide proof of payment for each expenditure and match listed on the form

Electronic version is available online @ laurelhighlands.org/grant