

Carbon County Visitors' Council

PO Box 1017 ♦ Rawlins, WY 82301 ♦ 1-800-228-3547

info@wyomingcarboncounty.com ♦ P.307-324-3020 F.307-324-8440 ♦ www.wyomingcarboncounty.com

9/26/22

Sarah Laughlin
PO Box 486
Saratoga, WY 82301

RE: CCVC Grant 2023-09-25S Platte Valley Fall Festival

Dear Sarah :

The Carbon County Visitors Council (CCVC) has approved your request for the Platte Valley Fall Festival in the amount of \$2300.00.

Your grant number is **2023-09-25S**. Please include this number on all correspondence sent to the CCVC regarding your 2023-09-25S Platte Valley Fall Festival grant. Enclosed you will find your **Official Claim Form** for reimbursement. Submission for reimbursement of this Event Advertising & Marketing Grant must be on or before **1/29/2023**. The final report must be included and requires some specific **attendance information so please plan accordingly**. All receipts, cancelled checks and/or statements showing payment must be included with your claim form.

Please remember that once a grant is approved, the CCVC is considered an official sponsor of your event and should be recognized as such in ALL Advertising. Remember that you *must* include the CCVC logo and tagline "**Produced in cooperation with the Carbon County Visitors' Council,**" in print ads and radio scripts. If this statement is not included, the CCVC board may not provide full reimbursement or deny payment entirely.

All forms required for completion of the final report are located on the grant information page on our website, www.wyomingcarboncounty.com including the required attendance tracking, and all reporting forms. Please print and copy as needed. If you have problems printing any of the forms, please let us know and we will mail you hard copies.

I have enclosed two copies of the **Grant Acceptance Agreement**. One copy should be signed and returned to me upon receipt. If this document is not received prior to your event, you may receive notice that the grant is void. The other copy is for your retention and reference. Please refer to the **Grant Guidelines and Instructions** if you have questions or feel free to call.

Sincerely,



Leslie Jefferson, CEO
Carbon County Visitors' Council
Enc.

CCVC Grant

| Item | \$ Approved | Amount Claimed |
|---|-------------|----------------|
| Grill Rental | 250.00 | |
| Chili Cook-Off Judges | 50.00 | |
| Free T Shirts | 1000.00 | |
| Prizes | 1000.00 | |
| | | |
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| | | |
| | | |
| *Note: all cash awards are matched at 50% of prize; all prize items must have CCVC logo | | |
| Total Grant Request | 2300.00 | |

**COPY OF CASH AWARD RECEIPTS & VERIFIABLE PROOF OF PAYMENT OF ALL AMOUNTS CLAIMED
MUST ACCOMPANY CLAIM FORM**

BY SIGNING BELOW, grant applicant filing this claim does solemnly swear that the within bill is just and correct and that the whole nor any part thereof has been paid or reimbursed by the Carbon County Visitors Council.

Authorized signature from non-profit organization

Printed name from non-profit organization

Date _____

STATE OF WYOMING, Carbon County

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Notary Public: _____

My commission expires: _____



Carbon County Visitors' Council 2023-09-25S Platte Valley Fall
Grant Acceptance Agreement Festival
(Town of Saratoga Rec Dept)



The Carbon County Visitors' Council reserves the right to terminate funding in the event of non-compliance or cancellation, and to amend grants, reject or void grants which are contrary to law or public policy, and amend its policies as it relates to the approval process for future grants.

By signing below, I:

- 1) Verify that I have the authority to accept this grant on behalf of the organization;
- 2) Accept, on behalf of my organization, the grant approved by the Carbon County Visitors' Council's Board of Directors;
- 3) Acknowledge that I have read and understand *Guidelines & Instructions* and will comply with the same;
- 4) Acknowledge receipt of the *Official Claim Form* for this grant;
- 5) Understand that any additions or changes to the grant, as approved, must be submitted to the CCVC Board of Directors, in writing, and approved **prior** to the change occurring, and, if funding is affected, that I will receive an amended *Official Claim Form* upon the change being accepted; and
- 6) Understand that failure to comply with any of the *Guidelines & General Instructions* submitted with my grant application may result in the disqualification and ineligibility of this grant for reimbursement.
- 7) Understand that required tickets must be received by CCVC 15 days prior to event.
- 8) Understand and agree to notify the CCVC office (307-320-8487) immediately of any accident and/or emergency that may occur at the event.
- 9) Understand that these CCVC Grant funds are reimbursable after approved expenses have been paid and that a request for payment must be **submitted within 120 days of the event.** (see itemized ***Request for payment must include*** list below).

Name of Organization: _____

Signed: _____ Title: _____

Printed Name: _____ Date: _____

Request for payment must include:

1. Grant Final Report (provided by CCVC)
2. Feedback Form (provided by CCVC)
3. Visitor tracking sample and/or digital visitor tracking
4. Official Claim Form (provided by CCVC)
5. Paid Invoices with cancelled checks (or certified copies), cash and/or credit card receipts:
6. Advertising tear sheets, copies of publications, and/or electronic screen prints of online banners, ads, etc.
7. Recorded radio scripts, internet, and/or video advertising.
8. Cash Award Prize Receipts are required for ALL Cash Prizes (reimbursed at 50%). Non-cash awards should submit an invoice/bill, receipt, or canceled check.

2023-09-25S Platte Valley Fall Festival
(Town of Saratoga Rec Dept)

Carbon County Visitors' Council
Grant Acceptance Agreement



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