

June 25, 2025

Emery Penner
110 E Spring Ave
Saratoga, WY 82331

RE: DDC Grant #2025-06-43 Town of Saratoga Wayfinding Signage

Dear Emery,

The Carbon County Visitors Council dba Discover Carbon County Wyoming (DCC) approved your request for the Town of Saratoga Wayfinding Signage grant in the amount of \$25,000.00.

Your grant number is **2025-06-43**. Please include this number on all correspondence sent to the DCC regarding your **2025-06-43 Town of Saratoga Wayfinding Signage** grant. Enclosed you will find your **Official Claim Form** for reimbursement. Submission for reimbursement of this Signage Grant must be within 120 days of sign installation.

Please remember that once a grant is approved, the DCC is considered an official sponsor of your sign and recognized as such our logo is required on the sign. Remember that you *must* include the DCC logo displayed digitally for a minimum of 15 seconds every 5th digital message. If the logo is not included, the DCC board may not provide full reimbursement or deny payment entirely.

All forms required for grant reimbursement submission have been included with this letter. Please submit a notarized copy of the Official Claim Form, pictures of the erected sign detailing DCC logo placement, and all forms required for completion of the final report (included with this letter). All receipts, canceled checks and/or statements showing payment must be included with your official claim form.

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 sign being built, you may receive notice that the grant is void. The other copy is for your retention and reference.

Sincerely,



Leslie Jefferson
CEO
Discover Carbon County Wyoming
Enc.



**Carbon County Visitors' Council
dba Discover Carbon County Wyoming
Grant Acceptance Agreement**

The Carbon County Visitors' Council dba Discover Carbon County Wyoming 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 Discover Carbon County Wyoming'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 DCC 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 DCC 15 days prior to event.
- 8) Understand and agree to notify the DCC office (307-320-8487) immediately of any accident and/or emergency that may occur at the event.
- 9) Understand that these DCC 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 DCC)
2. Feedback Form (provided by DCC)
3. Visitor tracking sample and/or digital visitor tracking
4. Official Claim Form (provided by DCC)
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.



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