



**Haywood County Tourism Development Authority,
operating as Visit Haywood**

Reimbursement Checklist & Instructions

Tourism Promotion Grant

In order to receive grant reimbursement, grant recipients must submit the Final Evaluation Report & Reimbursement Request form via Jotform within 45 days of the completion of the project/event or by July 15, whichever is sooner. Late reimbursement requests will not be processed.

- ☐ Submit [Final Evaluation Report & Reimbursement Request Form](#) via JotForm.
- ☐ Fill out Funding Reimbursement Worksheet, available for download on [this page](#).
 - Recipients must use the provided Funding Reimbursement Worksheet if they have more than 1 receipt for expenses.
 - Fill out the worksheet for every receipt that is being submitted for reimbursement (Use Sheet 1 if you have different types of expenses, use Sheet 2 if you have advertising-only expenses).
 - Put receipts in the same order as they are listed on the worksheet, and scan into one document.
 - The total amount on the worksheet must match the amount on the Reimbursement Request Form.
- ☐ Attach any additional data or reports that support your attendance estimates.
 - Attendance estimates help show the return on investment (ROI) of your event/project and are required to be eligible for future funding from Visit Haywood for the same event/project.
 - For definitions and examples of estimation methods, reference the [Attendance Estimate](#) document.
- ☐ Provide proof of 3 different forms of [Recognition Verification](#).
 - There are 3 categories of recognition: visual, verbal, and digital. Each of those categories have 3 subtypes of recognition. Recipients must choose 3 different forms of recognition from the 9 available subtypes. Recipients may choose to fulfill all 3 subtypes from the same category (ex: fulfilling all 3 types of visual recognition via logo, signage, and on-site presence).
 - Website recognition is required if the event/project or the organization/business has a website.
 - Advertising or signage featuring Visit Haywood's logo will be accepted as a form of recognition only if they are submitted for pre-approval at least 1 week in advance.
- ☐ *Fundraisers – provide proof of where the donation funds were sent to.