

Grant Checklist

Event Name: _____

Amount Awarded: _____

- Funding Agreement _____
- Final Report: A brief description/overview of completed project _____
- Tracking Method Form (for all events – available by request) _____
- Official Claim Form/Town Voucher (provided by PTTC): An expenditure list with vendor name, purpose/reason for expenditure and amount

- Paid Invoices: Advertising tear sheets and copies of publications (for advertising & marketing grant applicants only) _____
- Award Receipts are required for all awards. (Form available upon request) _____
- Proof of Insurance _____
- Lodging Checklist _____