



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

## **Reimbursement Checklist & Instructions**

### **Tourism Capital Grant**

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

☐ Submit [Final Evaluation Report & Reimbursement Request Form](#) via Jotform and upload the documents listed below.

☐ 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.
- Put receipts in the same order as they are listed on the worksheet, and scan into one 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 10 available subtypes.
- Capital projects require permanent signage. Recipient must work with Visit Haywood to determine the most appropriate type.
- Website recognition is required if the 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.