



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

Reimbursement Checklist & Instructions

Legacy Event Sponsorship

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 and upload the documents listed below.
- ☐ 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 category has 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 were submitted for pre-approval at least 1 week in advance.
- ☐ Fundraisers – provide proof of where the donation funds were sent to (*if applicable*).