



# EVENT SUPPORT GRANT AGREEMENT CHECKLIST

## 1. PROMOTIONAL MATERIAL

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- Credit Line: "This project is funded in part by a grant from Visit Granbury Inc. (VGI) [www.visitgranbury.com](http://www.visitgranbury.com)"
- Use of Visit Granbury logo and URL.
- Promoting event on social media and tagging Visit Granbury.

## 2. COPIES TO PROVIDE TO VISIT GRANBURY INC.

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- Brochures
- Fliers (Digital & Print)
- Advertisements

## 3. FINAL REPORT

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- Invoices
- Receipts
- Cancelled Checks or bank statements
- Profit and loss statement.
- Expense report
- Approximate number of hotels, B&B, and cabin rooms that were booked because of your event

## 4. ADDITIONAL

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- Submit admission charges
- Proof of disbursement to charitable organization (if applicable)

Entity Signature \_\_\_\_\_ Date \_\_\_\_\_