



2023 TOURISM MARKETING GRANT PROGRAM RECONCILIATION CHECKLIST

Completed forms and all supporting documentation must be emailed to EMTgrant@state.mn.us no later than **Aug. 15, 2023**. **Mailed packets will not be accepted**. An auto-reply email will be sent when your reconciliation packet has been electronically received. The auto-reply email does not imply your packet has been reconciled or approved.

Any request received after **Aug. 15, 2023**, will not be accepted and the grant contract will be canceled, and any expenses incurred by the grantee will be ineligible for reimbursement. Please refer to the [2023 Tourism Marketing Grant Program Guidelines](#) for more information.

REQUEST FOR REIMBURSEMENT

Only one request for reimbursement per grant award; no partial reimbursements will be accepted. Summarize all project expenses on one (1) reimbursement form. Failure to submit all required documentation for reimbursement will result in forfeiture of grant funds. All up to thirty (30) days from the date all sufficient documentation is turned in, for reconciliation, processing, and receipt of funds.

Vendor Invoices

All vendor invoices must be addressed to the grantee and include the following:

- Vendor name, invoice number, vendor address, date(s) and detail of services rendered, and publication run date(s), if applicable.

Proof of Payment

Proof of payment documentation must show payment was made by the grantee. Qualifying proofs of payment include any of the following:

- Vendor statement dated after payment was made showing a zero balance (the account is paid in full).
- Vendor receipt showing payment amount, check number, and date received.
- Copy of the canceled check or credit card/bank statement showing payment entry (with account information redacted).

A vendor invoice stamped or written "PAID" does NOT qualify as proof of payment.

Proof of Advertisement

For the project types listed below, you must show proof of Explore Minnesota inclusion:

Project Type	Proof of Advertisement
Print advertising	copy or tearsheet
Digital advertising	screenshot of advertisement(s)
Television & video	screenshot or link to video piece
Radio/audio streaming	script or link to audio piece
Billboard or out-of-home advertising	photo or screenshot
Paid & organic social media	screenshot of social post
Direct mail campaigns	original or copy of mail piece
Fulfillment pieces (i.e., maps, brochures, visitor guides)	copy or tearsheet

Reimbursement Checklist

For all projects, include the following in your reconciliation packet:

- Completed Reimbursement Request Form (make additional copies as necessary)
- Completed Project Summary & Evaluation (one for each project)
- Copies of vendor invoices
- Proofs of payment for all vendor invoices
- Proof of advertising project(s)
- Screenshot of organization website homepage with the Explore Minnesota logo linked to:

<https://www.exploreminnesota.com/>