



2024 TOURISM RECOVERY GRANT PROGRAM RECONCILIATION CHECKLIST

Completed forms and all supporting documentation must be emailed to EMTgrant@state.mn.us no later than **Aug. 15, 2024**. **Mailed materials will not be accepted**. An auto-reply email will be sent when your reconciliation materials have been electronically received. The auto-reply email does not imply your grant reimbursement request has been reconciled or approved.

Any request received after **Aug. 15, 2024**, 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 **2024 Tourism Recovery Grant Program Guidelines** for more information.

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

- Completed Reimbursement Request Form
- Completed Project Summary & Evaluation
- Copies of vendor invoices
- Proof of payment for all vendor invoices
- Proof of advertising tactic(s)
- Screenshot of organization website homepage with the Explore Minnesota logo linked to exploreminnesota.com

Reimbursement Request Form

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. Allow up to thirty (30) days from the date all sufficient documentation is received by Explore Minnesota, for reconciliation, processing, and receipt of funds.

Project Summary & Evaluation

Submit one evaluation form for each project. Make additional copies as necessary.

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.

Insertion Orders, or the like, are not acceptable. Must be a vendor invoice.

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 or statement stamped or written "PAID" does NOT qualify as proof of payment.

Proof of Advertisement

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

Tactics	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