



501c3 Museum Project Grant Reimbursement Procedures

Please itemize charges on the following Payment Request Form. Attach a copy of all related documentation including:

- **invoices**
- **canceled checks front and back, and/or credit card statements showing payment of each invoice**
- **copy of sign showing sponsored in part by Franklin County Tourist Development Funds**

Please remit printed set of documentation to:

Franklin County TDC
731 US Hwy 98
Eastpoint, Florida 32328

- Guidelines:
- Applicants must submit the required application and supporting documents to the Franklin County TDC Office located at 731 Highway 98, Eastpoint, Florida, 32328 . Applications can also be transmitted via email to grants@floridasforgottencoast.com.
- the grantee will not be eligible to apply or receive another Museum Project Grant for 1 fiscal year (between October – September).
- The project must be completed within the fiscal year it is applied for (between October – September).
- Invoices and invoice payments (copies of checks or credit cards) need to be presented to the TDC Finance Director's office at deb@floridasforgottencoast.com or at the address above, once project is completed.

Please call the FCTDC Administrative Office if you have questions at 850-670-3474.



Grant Expenditure Reimbursement Request

NON-PROFIT ORGANIZATION: _____

MAILING ADDRESS: _____

VENDOR/OUT OF COUNTY ITEM

DOCUMENTATION

AMOUNT

_____	_____	_____
_____	_____	_____
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TOTAL CHECK REQUEST (not to exceed \$2,000) _____

REQUESTED BY _____ (please print)
 SIGNATURE _____ DATE _____