



2010 Grant Reimbursement Checklist

Documentation noted below is required for expense reimbursement – please sign below and check off to signify enclosure of the following items when submitting for grant reimbursement.

- Reimbursement Request Form
- Grant Evaluation Form
- Bills and invoices
- Cancelled checks or proof of payment
- Performance reviews
- Evidence that grant was properly credited (programs, news clippings, press releases, photos, websites, newsletters, invitations, etc.)
- Evidence that grant event information was properly submitted to Worcester Cultural Commission’s online calendar via [www.SocialWeb.net](http://www.SocialWeb.net)

Grantee Name: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/2010  
Date