



## Clearfield County Recreation and Tourism Authority

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Clearfield, PA 16830

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1-866-GO-WILDS

Fax: 814-765-4130

[www.visitclearfieldcounty.org](http://www.visitclearfieldcounty.org)

### Grant Agreement

By signing this grant agreement, \_\_\_\_\_ accepts a 2010 Clearfield County Tourism Promotion Grant in the amount of \$ \_\_\_\_\_ and agrees to the terms and conditions as outlined in the Grant Criteria and Guidelines provided with the initial application.

Checks will be issued after a signed copy of this agreement and accompanying W-9 are returned to the CCRTA office. Please allow up to 60 days after returning forms for check processing.

1. The awardee agrees to use the funds only for the project applied for and approved. Any change in project scope creating a substantial change in overall project budget should be communicated to CCRTA as soon as possible.
2. **Award amounts must be used in 2010.** If funds are not expended within 2010, awardees must request an extension outlining the reason why work has not been completed. Awardees failing to do so may forfeit an amount of up to 100% of the award.
3. **As a provision of accepting these monies, awardees must provide adequate proof that the funds received were used for their intended purpose.** A project report is required within *60 days of project completion*. A form has been provided with this agreement and must include documentation of the program, itemized list of expenses with copies of receipts, and a summary of the completed project. If the project is for promotional materials or advertising, a copy of the completed product should be included. Awardees should maintain a copy of their documentation for possible future local, state or federal reporting purposes. CCRTA may request additional fiscal information for state or federal compliance purposes. The last date that reports will be accepted is April 16, 2010.

**4. Awardees not complying with reporting procedures will not be eligible for future funding until said reports are provided, and CCRTA and/ or the Clearfield County Commissioners may request a return of unused funds up to 100 percent of the award amount.**

Date: \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_  
(Grantee Representative Signature)

\_\_\_\_\_  
(Print Name)

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

Federal Tax-ID Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_