

August 20, 2018

Mr. Matt Brown, Director  
Greensboro Coliseum Complex  
1921 W. Gate City Blvd.  
Greensboro, NC 27403

RE: SETRAC Grant Request

Dear Mr. Brown:

On behalf of the Greensboro Area Convention & Visitors Bureau and the Special Events and Tourism Related Activities Committee (SETRAC), I am pleased to inform you that the Board of Directors **has awarded the Greensboro Coliseum Complex a grant in the amount of \$8,000.00 for use toward the purchase of volleyball nets and stands.**

**These funds are for use toward the associated costs of purchasing the volleyball nets and stands as outlined in your application under item 15 D.** Disbursement of grant monies will be made only under the following conditions:

1. Applicants must have a signed Affirmation Form on file with the Greensboro Area Convention & Visitors Bureau before disbursement can occur. This Affirmation Form states that you understand and agree to adhere to all guidelines of the SETRAC Grants Program and conditions of funding as listed in this award letter. An Affirmation Form is enclosed with this letter – **this must be signed and returned by Friday, September 14, 2018.**
2. As stated in the SETRAC guidelines, no grant funds will be issued in advance of expenditures. **Funds are disbursed as reimbursements only.** The applicant must settle applicable accounts with vendors or suppliers before receiving SETRAC funds. Disbursements will not exceed expenditures in areas awarded.
3. An **Accountability Form**, with all applicable questions answered, must be received by the Greensboro Area Convention & Visitors Bureau no later than 60 days after the completion of the project funded. Failure to do so may result in the loss of funding. (An Accountability Form is enclosed with this letter and is available by email.)
4. The completed Accountability Form must be accompanied by all applicable **paid receipts from vendors or suppliers.** Unpaid invoices showing a balance due will not serve as evidence an applicable account is paid.
5. Significant or unapproved changes in the project awarded, not consistent with your original application, may cancel grant funding.

**meet in the center of it all.**

2411 W. Gate City Blvd. • Greensboro, NC 27403  
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[www.VisitGreensboroNC.com](http://www.VisitGreensboroNC.com) • [info@VisitGreensboroNC.com](mailto:info@VisitGreensboroNC.com)

6. **Funds awarded are not transferable from one line item to another in the project regardless of expenditures.**
7. The Greensboro Area Convention & Visitors Bureau reserves the right to inspect your records at any time for the purpose of audit and compliance with grant regulations.

Again, congratulations on receiving a SETRAC grant. 8 requests seeking a total of \$457,475 in grant money were considered, with 5 applicants receiving an award this year.

As evidenced by your award, the Greensboro Area Convention & Visitors Bureau is very pleased to support your organization in promoting travel and tourism in our area. You are encouraged to meet with members of our staff to assist in the planning or completion of your project.

**To accept this grant with the guidelines listed above, please sign and return the enclosed Affirmation Form by Friday, September 14, 2018.**

In addition, please do not hesitate to contact me with any questions or concerns you may have. The Bureau staff and I look forward to the successful completion of your project. Thank you!

Sincerely,



James V. Watterson  
Administrative Manager  
SETRAC Grants Administrator

Enclosures

cc: file