

January 14, 2015

Mr. Wayne Simmons
Greensboro Parks & Recreation Dept.
1001 Fourth St.
Greensboro, NC 27405

RE: SETRAC Grant Request: Portable pitching mounds/fencing

Dear Mr. Simmons:

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 Parks & Recreation Dept. a grant in the amount of \$20,000. **These funds are for use toward the purchase of portable pitching mounds and portable fencing as outlined in your SETRAC grant application under section 15g.**

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, February 6, 2015.**
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.

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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. Four requests were under consideration seeking a total of \$122,000.00 in grant money. The Board of Directors awarded grants to three applicants this cycle.

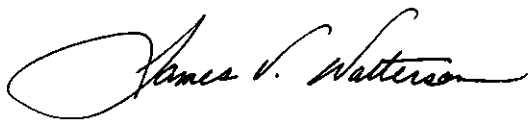
As evidenced by your award, the Greensboro Area Convention & Visitors Bureau is very pleased to support your organization in promoting travel and tourism in our area. You are encouraged to meet with members of our staff to assist in the planning or completion of your project.

To accept this grant with the guidelines listed above, please sign and return the enclosed Affirmation Form by Friday, February 6, 2015.

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,

A handwritten signature in cursive script that reads "James V. Watterson". The signature is written in black ink and is positioned above the typed name and title.

James V. Watterson
Administrative Manager
SETRAC Grants Administrator

Enclosures

cc: file

AFFIRMATION FORM
FOR
SPECIAL EVENTS AND TOURISM RELATED ACTIVITIES COMMITTEE
(SETRAC) FUNDING

I, _____, representing
Project Director - Please print

Organization Name - Please print

have read the award letter dated January 14, 2015 from the Greensboro Area Convention & Visitors Bureau (GACVB), outlining guidelines for disbursement of SETRAC funds awarded by the GACVB Board of Directors for

Project Name - Please Print

and agree to abide by these guidelines with the understanding that the GACVB reserves the right to cancel the award if these guidelines are not followed.

Project Director - signature

Date

***Please return this completed form by
Friday, February 6, 2015***

Mail to:

James Watterson
SETRAC Grants Administrator
Greensboro Area Convention & Visitors Bureau
2411 High Point Road
Greensboro, NC 27403