

# 2021 Grant Checklist for Reimbursement

You must have all parts of this checklist completed to receive reimbursement

- Installed all grant project components by **November 1<sup>st</sup> 2021**
- Take photos of before and after completed grant project
- Met with Park District Staff to receive sign and to take group photos of completed grant project
- Post Pickaway Park and Trail Grant Sign and take a photo
- Completed invoice with all needed information, **including signature from fiscal officer.**
- Attached **all** receipts from grant project to invoice
- Published Project on social media, in local newsletter, on website and/or some other location/source.
- provided copy of published media to Park District
- Mailed/Emailed **Invoice, Documentation of publishing and Photos** to arrive by **November 1<sup>st</sup> 2021.** (either to 548 Lancaster Pike, Circleville, OH 43113 in our office drop box or to [ahartzler@pickawaycountyohio.gov](mailto:ahartzler@pickawaycountyohio.gov))