



## Grant Reimbursement Requirements

1. All marketing materials produced **MUST** include the Enterprise Florida Logo.
2. The grant project must be completed in the fiscal year in which the grant is awarded.
3. All project costs must be paid in full prior to requesting reimbursement as evidenced by:
  - Proof of payment (bank or credit card statements, copies of checks, receipts marked paid)
  - Proof of expense from the vendor with description of services/products provided and the amount.
4. Provide an invoice to Enterprise Florida, Inc. for the reimbursement request detailing each expense requesting reimbursement for.
5. Provide proof of performance
  - For print advertising - A physical copy of the publication must show the publication name and date and display the advertisement and EFI logo.
  - For digital advertising – A screenshot of the webpage showing EFI logo
  - For printed collateral (brochures, maps etc...) – A photo or hard copy of the final printed product containing the EFI Logo.
  - For all other merchandise (t-shirts, tote bags etc..) promotion items – a photo or sample of the item showing the EFI logo.

**ALL REIMBURSEMENT REQUESTS MUST BE MADE BY THE DEADLINE INDICATED**