



Important points for your grant presentation at Tourism Commission:

- Please be prepared when presenting to the Tourism Commission.
- State exactly how much money is being requested.
- State exactly how the money is going to be spent.
- State exactly how this grant will generate overnight stays within the City of Lake Geneva.
- Explain how your organization calculated the estimated number of overnight stays to be generated by your event.
- If you are going to bring printed materials to the meeting as part of your presentation; bring seven (7) copies so all members of the Tourism Commission and the meeting recorder will have copies.
- Presentations should not last more than ten (10) minutes. Additional time is reserved for members of the Tourism Commission to ask questions of the applicant.



Important points before submitting your invoices to the Tourism Commission for reimbursement:

- You must submit all reimbursable expenses to the city at one time
- All reimbursable expenses must be submitted to the City no later than forty-five (45) consecutive days after the event; not business days.
- All expenses to be reimbursed must have an actual invoice included
- All reimbursable invoices must be marked “paid” by the vendor
- You must provide a clear summary sheet of expenses which correlates exactly with the individual invoices attached behind the summary sheet.
- Under no circumstances will the Tourism Commission reimburse invoices submitted which exceed the amount approved.