

2026 Restaurant Grant Financial Reporting Guidelines

All governmental entities, governmental subdivisions, or nonprofit organizations that have received a grant from the Summit County Restaurant tax fund are required to submit a written report detailing the use of the granted funds with supporting documentation.

Documentation must include a detailed report showing that the funds were spent in accordance with the restrictions of the grant.

The applicant will not be eligible for future grants until the documentation for past grants received. Future grants will be subject to penalty, specifically a reduction in the awarded grant amount.

It is the explicit responsibility of the grant recipient to submit an acceptable report by the due date. Partial reports that contain missing information will be rejected and must be re-submitted.

Acceptable reports must contain the following information:

1. Cover letter containing the following information:
 - a. Name of the organization.
 - b. Grant Agreement number (i.e., "RES-06-26").
 - c. Name and contact information of the person filing the report.
 - a. Copy of Paragraph 2. of the 2026 Summit County Restaurant Tax Grant Program Agreement "Recipient Responsibilities".
 - b. Brief statement confirming how the funds were spent in accordance with any restrictions of the grant, and a statement outlining what goods or services Summit County received in exchange for the granted tax dollars.
2. Expense Statement:
 - a. The Expense Statement is a totaled itemized list of the expenditures that were made with the granted funds.
 - b. Statement must include: invoice, cancelled checks or copy of bank statement with the item outlined.

Please title the file/financial report the same as your Grant Agreement number (i.e., "RES-06-26"). The 2025 financial report packet must be uploaded (IN ONE FILE ONLY) online at:

<http://summitcounty.org/868/Restaurant-Tax-Grant>