

RAP Tax Recreation Grant Financial Reporting Guidelines

All governmental entities, governmental subdivisions, or nonprofit organizations that have received a grant from the Summit County RAP Tax Recreation 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 is 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., "RAPREC-06-25").
 - c. Name and contact information of the person filing the report.
 - d. 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.
 - e. A summary of the results that were obtained using the granted funds.

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 invoices, cancelled checks or copy of bank statement with the item outlined.

If you are unable to supply one of the forms listed above for a listed expense, you must contact Amy Jones 435-336-3042 prior to submitting the report.

Please submit your report to the link provide: <https://www.summitcounty.org/980/RAP---Recreation-Tax-Grant>