



EXPENSES – ELIGIBLE FOR REIMBURSEMENT

Name/item	Total	formula
Awards	\$	
Postage	\$	
Printing	\$	
Security	\$	
Advertisement (copy must be attached)	\$	

OTHER EXPENSES SUBMITTED FOR CONSIDERATION OF REIMBURSEMENT

Name/item	Total	formula
	\$	
	\$	
	\$	
	\$	

NOTES: _____

2. If a profit is made, the organization is eligible for 1/3rd of eligible expenses or \$1,000 (which ever is less).
3. If a profit is not made, than the grant amount will not exceed 1/3rd of eligible approved expenses or up to \$1,500 (which ever is less) The total profit after the grant is awarded can not exceed \$1,000
4. There is a cap of \$4,500 per organization for a fiscal year (May 1 to April 30th). Grants are considered as long as money is available in the fiscal budget.
5. If the expense of advertising is listed for reimbursement, the Pekin Visitors Bureau **must be** acknowledged in all media and advertising. A copy of advertising showing the Pekin Visitor’s Bureau logo **is required**.

