

## Felisha Anderson

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**From:** Emily Fayard <fayardrcd@gmail.com>  
**Sent:** Friday, September 24, 2021 10:57 AM  
**To:** Felisha Anderson  
**Cc:** Wayne Dyess  
**Subject:** Congratulations! Gulf Coast RC&D Grant Funding  
**Attachments:** Grant Completion Checklist - Baldwin County.pdf; Cooperative Agreement - Baldwin County Commission.pdf

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

The Gulf Coast Resource Conservation and Development Council would like to take the time to congratulate you on being selected as a Grantee for the 2022 program year. You will receive a reimbursement in the amount of \$5,000 upon completion of the project entitled: Baldwin County Historic Driving and Walking Tour App.

Attached you will find the official Cooperative Agreement form and grant completion checklist.

Please review the following information carefully:

- The Cooperative Agreement form must be signed & sent back to our office within 10 days of receiving.
- **Projects must be completed with all funds spent before August 1, 2022.** If you are nearing completion of the project and notice the grant will be underspent, contact Gulf Coast RC&D immediately.
- If at any time there is an issue such as a delay with the project or you would like to request a change of scope, you must notify Gulf Coast RC&D as soon as possible.
- This grant is awarded on a reimbursement basis. In order to receive reimbursement for a completed project all of the following required documentation must be submitted to Gulf Coast RC&D:

- Signed Cooperative Agreement form
- Quarterly reports submitted by the deadline (as stated on Cooperative Agreement form)
- Invoices & receipts showing where and how the grant funds were spent (**receipts must be dated no earlier than October 1, 2021**)
- PROOF OF PAYMENT in the form of cleared checks, bank statements, or credit card receipts
- Photos of the project
- Final report data collection form: (<https://www.gulfcoast-rcd.org/final-report-form.html>)
- Permission to do a Press Release and give Gulf Coast RC&D Council credit.

If you have any questions at all, please do not hesitate to contact us and we will be happy to help!

Thank you,

**Emily Fayard**

Gulf Coast RC&D Project Manager

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