



## Gulf Coast Resource Conservation & Development

309 East Ridgeley Street, Atmore, AL 36502  
251.368.1606

26 October 2023

Dear Ms. Felisha Anderson,

The Gulf Coast Resource Conservation and Development Council would like to congratulate you on being selected as a Grantee for the 2024 program year. You will receive a reimbursement in the amount of \$15,000 upon completion of the project entitled: Baldwin County First Settlers Brick Paver Program.

Please review the following information carefully:

1. The Cooperative Agreement form **MUST** be signed & sent back to our office within 30 days of receiving.
2. **Projects must be completed with ALL funds spent before August 1, 2024.** If you are nearing completion of the project and notice the grant will be underspent, contact Gulf Coast RC&D immediately.
3. 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.
4. 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
  - Funds not available until **October 1<sup>st</sup>**
  - Quarterly reports submitted by the deadline (as stated on Cooperative Agreement form)
  - Invoices & receipts showing where and how the grant funds were spent
  - 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!

Charlie Ramsey  
Executive Director  
Gulf Coast RC&D