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County of LUZERNE
P E N N S Y L V A N I A
ESTABLISHED 1786

C. DAVID PEDRI
Acting County Manager

SHARON LAWRENCE
Clerk of County Council

Date

NAME/CONTACT
ADDRESS
ADDRESS
ADDRESS

Dear (Applicant),

Congratulations! The Luzerne County Council has approved (Name of Applicant's) Luzerne County Recreation and Conservation Fund application for (Name of Project) with a grant award in the amount of \$_____.

Here are your next steps:

1. Project Agreement: Enclosed are 2 copies of your 2015 Luzerne County Recreation & Conservation Fund Project Agreement dated _____, the date Luzerne County Council approved this award. Please complete, sign and date the project agreements. Retain one for your records and return one to Sharon Lawrence, Clerk of Council, Luzerne County Courthouse, 200 North River Street, Wilkes-Barre, PA 18711.
2. W9: Please provide a current W9. Send with your signed contract.
3. Project Revision: If your grant request was reduced, please provide a brief explanation of how you will revise the project's original scope and goals. Send with your signed contract.

Please return all documents by (date). Upon receipt and review, you will receive one-half of your approved funding.

The remaining one-half of your approved funding will be released upon the submission of your Final Report. An example of a Final Report is enclosed. It is important to begin to plan your report now. A correctly and fully completed Final Report is required in order to close out your contract and release your remaining funds. Be sure to take photos before your project starts and as it continues. Make sure to save all receipts for payments of expenditures you are charging to this grant. They will be required as documentation along with your Final Report.

Lastly, please acknowledge this funding in press releases and other promotional efforts with the following phrase: "This project is funded, in part, with a grant from Luzerne County."

Should you have any questions, please do not hesitate to contact me. .

Sincerely,

Sharon Lawrence, Clerk of County Council
Email: sharon.lawrence@luzernecounty.org Phone: (570) 825-1634