

Mammoth Lakes Recreation  
Multi-Year Award – Annual Producer’s Requirements

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**NOTE: Allocation of Multi-Year Funding is contingent upon the awardee completing the following documents for the MLR Board to review on an annual basis and contingent upon available funds per year.**

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*Required Documents due by February 28 by 5:00PM of every year for all Producers who have been awarded “Multi-Year Funding”:*

**If your Program is complete by February 28, you must submit the following:**

- Annual **Performance Report** (Appendix B) for every year that the multi-year award is granted (if the program is finished by February 28). Producers **MUST** turn in a Performance Report once the program is complete for every year it is funded.

**If your program is still in progress by February 28 you must submit the following:**

- Annual **Progress Report** (Appendix C) for every year that the multi-year award is granted (if the program is still in progress by February 28).

**The following documents are required for all multi-year funded programs regardless of program completeness:**

- Annual **Program Budget** and **Organization Budget** for every year that the multi-year award is granted.
- Annual **Programming Schedule** for every year that the multi-year award is granted.

If you would like to share any marketing materials or pictures to support your documents, please email them to [ewoods@mammothlakesrecreation.org](mailto:ewoods@mammothlakesrecreation.org) with your organization’s name in the subject line.