

Flagler County

Tourist Development Council



Tourism Grant Guidelines and Application for Fund 109 Capital Improvements Operational Costs Grants

1769 East Moody Boulevard, Suite 311
Bunnell, Florida 32110
(386) 313-4013

Table of Contents

Application Process and Instructions	3
Award Process and Funding Disbursement	4
Allowable Expenditures for Capital Improvements	6
Fund 109 Capital Improvements Application	7
Reimbursement Request Form	9
Meeting and Submittal Schedule	10

Application Process and Instructions

The Flagler County Tourist Development Council meets the third Wednesday of each month in the Board Chambers at Government Services Building, located at 1769 E. Moody Blvd., Bunnell, promptly at 10:00 am.

Applications are due three (3) weeks prior to the meeting date.

Each organization must designate one individual who will be the primary contact and responsible for maintenance of the grant, correspondence, funding processes and reports. The individual shall ensure that all fundamentals of the grant are followed and that reports are submitted in a timely manner.

- Each grant request must have a separate grant application.
- The application must be typed. Accuracy is important. The application must be completely filled out. Not Applicable or N/A should be marked for any question deemed inapplicable to the application.
- The application must be signed by an authorized agent of the organization. Applications without signature will be returned.
- The application must be submitted by the posted application deadline for the upcoming meeting. Fax or emailed applications are not acceptable. Applications will be date stamped and added to the agenda in the order that they are received.
- All applications are considered by the TDC in posted meetings open to the public. It is imperative to be present as each applicant is required to make an oral presentation.
- All applicants shall provide a presentation to the Tourist Development Council as well as the Flagler County Board of County Commissioners that details the intended use of funds, a line item operational budget and timeline.

Award Process and Funding Disbursement

Allocation of Amounts Available in the Flagler County Tourist Development Tax Capital Projects Fund (Fund 109):

To the extent that the funds currently available, or to be generated in the future in the Flagler County Tourist Development Tax Capital Projects Fund (Fund 109) have not been previously committed for other purposes, the Flagler County Board of County Commissioners shall annually appropriate funds, subject to the following limitations:

- A. No less than 90% shall be allocated for public tourism infrastructure projects; and
- B. No more than 10% shall be allocated for grant awards related to operational costs and not-for-profit tourism infrastructure projects. Applications submitted under this part shall comply with the provisions of Section 125.0104(5)(a)(1), Florida Statutes as now or hereinafter amended as it relates to the utilization of funds.

Maximum Award

For Grant Awards Related to Operational Costs and Not-for-profit Tourism Infrastructure Projects -

For Not-for-Profit Tourism Operational Cost Grants -

- Maximum Award of \$5,000; and
- All requests will be evaluated within the constraints of funding availability.

For Not-for-profit Tourism Infrastructure Grants -

- Maximum Award of \$5,000 per Project;
- Maximum of two projects every five years; and
- Not-for-profit tourism infrastructure project requests will be evaluated using multiple criteria.

Consideration of Funding Requests

All funding requests for grant awards related to operational costs and not-for-profit tourism infrastructure costs shall be considered by the Tourist Development Council at the next regularly scheduled meeting where the request can reasonably be heard.

All grant proposals must include the project's scope of work, line item budget and a timeline for the project. All grants recommended by the TDC will be confirmed in an award letter following approval by the Board of County Commissioners.

Disbursements of grants will **not** be paid directly to the providing vendor. No grant money will be distributed until after the goods and/or services have been actually provided.

Disbursement

After completion of the **project (or a phase of the project)**, the organization may submit a Reimbursement Request for qualified items that have been expended by the organization. Disbursement shall only be made to the organization. Third party reimbursement is not accepted.

The reimbursement request **must be submitted within 60 days** following the **project (or a phase of the project)** and include a Flagler County TDC Reimbursement Request Form signed by an authorized agent of the Organization, a paid invoice, cancelled check, or other backup information to substantiate payment. Failure to submit request correctly will delay payment.

For projects requiring a significant amount of time to complete, the applicant shall submit a progress report, at least quarterly, for the project in the preceding calendar quarter.

Reporting Requirements:

Public Tourism Infrastructure Project Grant Recipients must complete a written final report, which will include detailed expenditure documentation and other pertinent details concerning the completion of the project.

Public Tourism Infrastructure Project Grant Recipients must provide a brief presentation (less than five (5) minutes) using a format prescribed by the Tourist Development Council that details the project and be prepared to answer any questions about the report by the Tourist Development Council.

Whenever completion of larger Grant Projects involve a formal groundbreaking and/or ribbon cutting events, members of the Tourist Development Council and County Commission will be invited to participate in such events.

Contact Information:

Flagler County Tourist Development Council

Government Services Building
1769 East Moody Boulevard
Third Floor, Suite 311
Bunnell, Florida 32110

All inquiries can be obtained by contacting the TDC Secretary at (386) 313-4013.

Visit our website
[Flagler County Tourist Development](#)

Allowable Expenditures for Capital Improvements

Examples of Allowable Operational Cost Expenditures

- Maintenance and operating expenses for convention centers, sports stadiums, coliseums, auditoriums, or museums including but not limited to: utility expenses (i.e., phone, internet, electric, water); property Insurance premiums; pest control services; accountant services; lawn maintenance services and fire safety equipment inspections
- Advertisement and promotion for convention centers, sports stadiums, coliseums, auditoriums, or museums including television, radio, newspaper, magazines, multi-media, billboards and signage (Advertisements must be published outside Flagler County)

Examples of Allowable Capital Grant Expenditures

- Construction, extension, enlargement, remodeling, repair and/or improvements for convention centers, sports stadiums, coliseums, auditoriums, or museums (must be publicly owned and operated or owned and operated by not for profit organizations and open to the public)
- Promotion for convention centers, sports stadiums, coliseums, auditoriums, or museums including television, radio, newspaper, magazines, multi-media, billboards and signage (Advertisements *must* be published outside Flagler County)
- Any other appropriate expense allowable under Section 125.0104, Florida Statutes

Examples of Non-Allowable Expenses

- Sales tax
- Resale items that will be sold for a profit
- Travel expenses
- Private entertainment, lodging, food or beverages
- Expenses incurred or obligated to prior to or after the project ended
- Advertising or promotional materials distributed after a project
- Payments for goods or services purchased for previous or other projects
- Payment for alcoholic beverages
- Gifts/prizes
- Any other expenses that are not allowable under State Statutes

The Flagler County Tourist Development Council **will not** fund past expenditures (i.e., prior to award of the grant by the Board of County Commissioners). Funding is available for forthcoming projects/operational costs only. Funding is available following ratification of the Tourist Development Council's recommended grant which must be approved by the Board of County Commissioners. ***All grantees must use the Tourist Development Logo on all materials, unless waived by the TDC.***



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**Fund 109 Capital Improvements
 Non-Profit Operational Costs Grants**

Organization Information

Organization Name _____

Contact Person _____

Email Address _____

Mailing Address _____

Phone _____ Fax _____

Registered as a not-for-profit corporation? Yes No (Attach proof of non profit status)

Non-Profit Operational Cost Grants:

Maximum award of \$5,000; and
 All requests will be evaluated within the constraints of funding availability.

Operational Funding

Facility Name: _____

Period Start Date _____ Period End Date _____

Total Amount Requested: _____

Brief Description of Use of funds:

***A line item operational budget must be provided for the museum, gallery, etc. together with this application showing all funding sources and expenditures.**

List all past TDC funding organization has received in last five (5) years:

Year	Project	Requested Amt	Award Amt	Spent Amt

What in kind tourism services is your organization providing?

What additional sources of ongoing operation funding has your organization sought?

Organization Background

Provide an overview of the organization history/mission.

What services does your organization provide?

I, am the Authorized Agent of the organization requesting TDC funds. I have reviewed this Application for Funds from the Flagler County Tourist Development Council and concur with the information submitted herein. To the best of my knowledge and belief, the information contained in this Application and its attachments is accurate and complete. If funds are awarded, I agree to follow all policies of the Flagler County Tourist Development Council relative to this grant. I also understand that funds will be provided on a reimbursement basis as a lump sum payment upon proper submittal and documentation of authorized paid expenditures.

Authorized Agent Signature

Date

Print Name: _____ Title: _____

***Attach authorizing action from the elected body giving the authorized agent authority to apply for this grant and to enter into this agreement.**



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Reimbursement Request Form

Organization Name _____

Project/Facility Name _____

Contact Person _____

Phone _____ e-mail _____

Reimbursement request must be for qualified items related to the approved grant award. Each expense must include: Paid invoice, cancelled check, or other backup information to substantiate payment. Failure to submit request correctly will delay payment. *Reimbursement must be submitted within 60 days following completion of the project (or a phase of the project).*

Expense Description	Vendor	Invoice Amount	Reimbursement Amount

<i>Total to be reimbursed to Organization</i>	\$
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I agree that the above information is accurate based upon our records. The funds requested are for reimbursement from the awarded grant by the Tourist Development Council and are actual expenses related to the project.

Authorized Agent Signature

Date

Flagler County Tourist Development Council

Submittal & Meeting Schedule*



Submittal Deadline	TDC Meeting Date	TENTATIVE BOCC Date
03/27/2015	04/15/2015	05/18/2015
05/01/2015	05/20/2015	06/15/2015
05/29/2015	06/17/2015	07/20/2015
06/26/2015	07/15/2015	08/17/2015
07/31/2015	08/19/2015	09/21/2015
08/28/2015	09/16/2015	10/19/2015
10/02/2015	10/21/2015	11/16/2015
10/30/2015	11/18/2015	12/21/2015

Flagler County Tourist Development Council meets at 10:00 am in the Government Services Building, 1769 East Moody Boulevard, Building 2 in Bunnell. Please contact (386) 313-4013 for an application.

*Meeting dates subject to change.