

Flagler County

Tourist Development Council



Tourism Grant Guidelines and Fund 111 Application for Beach Restoration

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

Table of Contents

Tourist Development Tax	3
Submittal & Meeting Schedule	4
Application Process and Instructions	5
Award Process and Funding Disbursement	6
Beach Restoration Fund 111 Application	7
Reimbursement Request	8
Contact Information	9

Tourist Development Tax

Revenues

Tourist Development Tax revenues are generated by overnight guests staying in Flagler County RV parks/campgrounds, hotels, motels and condominiums. Generally, any short-term lodging of six months or less is subject to the three percent tax in addition to Flagler County's sales tax. Collections are received by the Florida Department of Revenue and returned on a monthly basis to the County for use. The County places this revenue in a special Tourist Development fund.

Tourist Development Tax

The tax district includes the entire geographic area of the political subdivision of the State of Florida known as Flagler County, Florida. The Tourist Development Tax is applicable to the entire area of Flagler County, including all of the incorporated municipalities.

Use of Revenues

Florida law outlines the proper use of Tourist Development tax funds. The County Commission has determined that its funds will be allocated according to the following percentages:

Fund 109 Capital Projects (22.5%) – Funding can be used to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate or promote convention centers, sports stadiums, coliseums, auditoriums, or museums that are publicly owned and operated or owned and operated by not for profit organizations and open to the public.

Fund 110 Promotional Activities (66.25%) – Funding can be used to promote and advertise festivals, programs or special events to attract tourism into Flagler County. Methods of promotion can include multi-media, newspaper, magazine, billboard, radio or television advertisements and signage. Some entertainment costs, for applied events, are also eligible from this category. Funding is also available for convention bureaus, tourist bureaus, tourist information centers, news bureaus and county agencies or by contract with chambers of commerce or, similar associations for conducting tourist promotion.

Fund 111 Beach Restoration (11.25%) – Funding can be used to finance beach park facilities or beach improvement, maintenance, renourishment, restoration, and erosion control, including shoreline protection, enhancement and cleanup.

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.

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.

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 project must have a separate grant application.
- The application must be typed or clearly written. 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.
- The Flagler County Commission and the Flagler County Tourist Development Council must be named as additional insured's on the applicant's general commercial liability policy or special event insurance policy with a further certification that the insurance premium has been fully paid. The limits of liability shall be no less than \$1 million for general liability, \$1 million commercial general liability, each occurrence, and \$1 million personal injury, including death. The policy must be occurrence based.

Award Process and Funding Disbursement

All grants awarded by the TDC will be confirmed in an award letter following ratification of the Board of County Commissioners.

Disbursements of grants will be paid directly to the providing vendor or organization. No grant money will be distributed until after the goods and/or services have been actually provided. The organization must follow the Flagler County Board of County Commissioners Purchasing Policies as follows.

Disbursement to Vendor

A written quote from a Vendor must be submitted to County TDC Staff to process a Flagler County Purchase Order.

- ✓ If a purchase is less than \$1,000, **one (1)** written quote must be submitted
- ✓ If a purchase is greater than \$1,000, **three (3)** written quotes must be submitted

A copy of the Flagler County Flagler County Purchase Order will be provided to the vendor following approval.

Vendors must receive the Flagler County Purchase Order prior to initiating any work or incurring any expense. (Example: If you are having brochures printed, printing must not begin until the vendor receives their copy of the Flagler County Purchase Order.)

Once merchandise is delivered, the Vendor may issue an invoice. Vendor must include tear sheets, printed samples, proof of publication or other backup information with invoice. All invoices must be made out to **Flagler County TDC** or **Flagler County BCC**. County Staff will not process any invoices that have not been assigned a Flagler County Flagler County Purchase Order number prior to your event. Failure to submit invoice correctly will delay payment.

Disbursement to Organization

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. **This does not apply if a Flagler County Purchase Order has been issued to the Vendor. 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 a 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.



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Request for Fund 111 Beach Restoration Funding

Name of Organization _____

Contact Name _____

Address _____

Email _____

Phone _____ Fax _____

Non Profit Organization _____ Yes _____ No

Amount Requested _____

Estimated Commencement Date _____

Estimated Completion Date _____

Detailed Description of Funding Request:

Authorized Agent Signature

Date

Print Name:

Print Title:

The above information is requested in order for the Tourist Development Council to make an accurate and fair decision in expending funds. If the above form is not submitted or if an incomplete form is submitted, members of the Tourist Development Council may consider a request based upon the best information they have received.



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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 event.*

Expense Description	Vendor	Invoice Amount	Reimbursement Amount

Total to be reimbursed to Organization	\$
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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

Contact Information

Flagler County Tourist Development Council

Physical Address

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

Mailing Address

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

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

Visit our website

www.PalmCoastandtheFlaglerBeaches.com



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