

**DARE COUNTY TOURISM BOARD
(DBA OUTER BANKS VISITORS BUREAU)
LONG-TERM UNAPPROPRIATED FUNDS
RULES & APPLICATION**

Created February 18, 2021
Modified 10/21/2021
Modified 8/16/22
Modified 2/15/24

Program Intent

Dare County Tourism Board's Long-term Unappropriated fund was established to financially assist Dare County Governmental Units and Non-profit Organizations with programs or services needed due to the impact of tourism on the County.

The Dare County Tourism Board (hereinafter "Tourism Board" or "Board") finances the Long-term Unappropriated fund by an annual appropriation as approved by the Board from long-term appropriations up to a maximum of \$500,000. The annual appropriation comes from 70% of the ¼ of the 1% occupancy tax and 1% prepared meal tax revenues generated annually in the Special Revenue Fund.

Applicant Assumes This Risk

Should local, state, or federal laws prohibit the Dare County Tourism Board's performance, disband the Dare County Tourism Board, or repeal the Board's enabling legislation, then the Dare County Tourism Board shall have no obligation to fulfill the terms and obligations of this agreement, including, but not limited to funding and reimbursement of applicant's expenditures. If the Dare County Tourism Board's authority hereunder is limited or terminated, then this Agreement shall be void as of the effective date of said ordinance, law or regulation and the Dare County Tourism Board shall be forgiven all performance obligations that are its responsibility under this agreement that is or are made contrary to law. All applicants must agree to this tremendous limitation to the Dare County Tourism Board's performance obligations, assume the risks associated therewith, including the risk that the Applicant may not be reimbursed for expenditures under this program.

Grant Criteria

- A. Applicants shall be a Dare County Local Government or a non-profit entity with its principal place of business in Dare County and having its non-profit status conferred in writing under Section 501 of the U.S. Internal Revenue Code.
- B. Projects must be located in Dare County.
- C. Grants will be paid as a reimbursement only after the project is complete and all paid receipts (for both grant and match) presented as described under the terms of the Contract Agreement. Extensions must be made in writing and delivered to the grant administrator no later than June 1st. Project extensions must be approved by the Board or staff if the Board has granted that authority to the staff.

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- D. **Grant applications must be directed toward unplanned, extraordinary, non-recurring, and urgently needed projects. Price increases on contracts will not be considered as a reason for application.** The Tourism Board has sole discretion to decide whether the applicant could have or should have planned for the expense.
- E. Grant cannot be transferred or assigned to a third party, unless approved by the Tourism Board in writing.
- F. **The following items are ineligible:** The purchase of interests in real property, escalation in pricing (materials and/or other items in contracts), preliminary architectural, engineering, surveying and other forms of professional services, in-kind services (for example, administrative salaries of public employees), any local, state or federal tax, administrative and/or operational expenses customarily funded by Governmental or nonprofit entities, including but not limited to: salaries, creation or redesign of websites, brochures and other promotional materials, supplies, routine or ongoing repairs, maintenance and/or replacement of items previously funded with a Tourism Board grant.
- G. Personal property purchased and/or real property improvements funded through this grant assistance shall be retained for use of the public and the applicant agrees to return the amount of the grant to the Tourism Board should the personal or real property or facility be converted to some other use than that represented in the grant application. Real property developed or improved under this grant program must be lien and encumbrance free (except as specifically approved in writing by the Tourism Board). The Board, in its sole discretion, may require an attorney's opinion on title, restrictions, covenants and/or easements be recorded in the public registry to evidence the Board's requirements and conditions.
- H. Applicant may only apply for one project from the Unappropriated Long-term fund within a three-year period, unless an earlier request is deemed appropriate by the grant administrator.
- I. **Approved organization must come to the Outer Banks Visitors Bureau to meet with the Grant Administrator prior to submitting an application.** The purpose of this process is to jointly review the application and answer any questions the applicant may have.
- J. Applications will be reviewed by the Grant Administrator as they are received. The applicant will be notified if the application appears not to meet the requirements of the grant. The applicant will have a chance to modify, adjust and correct the application before it is submitted to the Steering Committee, but assumes the responsibility of responding in time for the Steering Committee to consider the application. The Grant Administrator and the Executive Director, or his/her designee will be available to assist the applicants.

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- K. All proposals that meet mechanical guidelines will be forwarded to the Steering Committee for consideration. The Steering Committee will make its recommendations to the full Board of Directors at a regularly scheduled Board meeting. Recommended projects will then be forwarded to the Dare County Board of Commissioners for consensus.
- L. Applying organization will be notified within seven days following presentation to the Dare County Board of Commissioners as to acceptance or rejection of Long-term Unappropriated awards.
- M. Requirement for reimbursement for approved project must have the following:
1. Approvals from all organizations directly or indirectly involved in the proposed project must agree with all terms and conditions outlined. Burden of compliance rests with the applying organization.
 2. Appropriate sign recognition of contribution made by the Dare County Tourism Board. To include Board logo and “Project Funded In Part By The Dare County Tourism Board” or other similar language approved by the Grant Administrator.
 3. If not a physical capital project, appropriate recognition of contribution made by the Dare County Tourism Board, including logo, must be in press releases and all associated publicity materials.
 4. Approved signage or other appropriate recognition must be maintained permanently.
 5. Copies of all invoices and payments related to the project.
- N. Board or Staff may modify the above terms and conditions at any time, subject to Board approval.

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Name of Applying Organization: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

Project Name: _____

Project Description: _____

Amount Requested: _____

Amount Applicant is contributing: _____

What other funding sources does the applicant have for completing the project? This should include a detailed description of how the project will proceed if the grant is not fully funded:

Describe how this is a program or service due to the impact of tourism?

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Describe how this is an urgent project that is extraordinary and non-recurring:

Describe your Organization's capital project/improvement plan:

Why can this project not be funded under the Tourism Impact Grant?

Attach a copy of your IRS nonprofit letter, if applicable, and a balance sheet.

I have read and reviewed the above rules and understand that our organization bears the responsibility to understand and comply with all terms and conditions of these rules, special conditions imposed by the Dare County Tourism Board and any contracts issued as a result of funding for the project. This application vests applicant with no rights or expectations of approval and certainly not receipt of funds.

Name of person making application: _____

Title: _____

Signature

Date