

**DARE COUNTY TOURISM BOARD
(DBA OUTER BANKS VISITORS BUREAU)
TOURISM IMPACT GRANT
RULES & QUALIFICATIONS**

Created 6/21/2019
Modified 10/21/2021
Modified 2/15/2024

Program Intent

Dare County Tourism Board's Tourism Impact Grant (TIG) program was established to financially assist Dare County Governmental Units and other 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") makes funding for TIG grants available by an annual appropriation as approved by the Board from short-term unappropriated funds. Short-term funds accrue from 30% of the ¼ of the 1% occupancy tax and 1% prepared meal tax revenues generated annually in the Special Revenue Fund.

Qualified applicants must submit an application containing an outline of the project, the impact of the project on tourism, a statement of need, a copy of the most recent balance sheet, and a budget overview of the entire project's funding and expenditures; which shall include other grants or secured funding services.

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 Dare County Local Governments 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. Project must be located in Dare County

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- C. Match required for the Tourism Impact Grant shall be based on the amount awarded, as follows:

AWARDED AMOUNT	REQUIRED MATCH AMOUNT
Below \$50,000	No match required
\$50,000 - \$125,000	At least 25% match required from applicant
Over \$125,000	At least 50% match required from applicant

- D. Tourism Impact Grant Projects must be completed by the end of one full fiscal year from the date of the award. Extensions must be made in writing and delivered to the grant administrator no later than June 1st. Project extensions must be approved in writing by the Board or staff if the Board has granted that authority to the staff.
- E. The Tourism Board will monitor the progress of each project. Should a project not materialize, or should it progress at a rate which would limit its viability (in the sole discretion of the Board), then the Board shall terminate or withdraw the award and grant itself, and the funds will be unencumbered and revert to the Tourism Impact Grant fund for future projects.
- F. Matching funds and expenditures must be related to the project covered by this application and not incurred prior to the date of grant submission.
- G. Grants will be paid as a reimbursement once the project is complete and all paid receipts (for both grant and match) presented as described under the terms of the Contract Agreement.
- H. **The following items are ineligible:** The purchase of interests in real property, preliminary architectural, engineering, surveying and other forms of professional services, in-kind services (ex. 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/or other promotional materials, supplies routine or ongoing repairs, maintenance and/or replacement of items previously funded with a Tourism Board grant.

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- I. Real property developed or improved under this grant program must be lien and encumbrance free (except as to liens and/or encumbrances that are specifically approved by the Tourism Board in writing). Applicant may be required to provide the Tourism Board with a written “opinion on title” by a North Carolina licensed attorney. The scope and form of the opinion will be determined by the Tourism Board on a case-by-case basis.
- J. 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 be converted to some other use. The Board, in its sole discretion, may require certain restrictions or easements be recorded in the public registry to evidence this requirement and obligation of the applicant or property owner.
- K. Grants cannot be transferred or assigned to a third party, unless approved by the Dare County Tourism Board in writing.
- L. Requirement for reimbursement for approved project must have the following:
 - 1. Approvals from all organizations directly or indirectly involved in 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.

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- M. Applicant may only apply for one TIG grant per project, per Fiscal Year.
- N. Funding of phase projects does not obligate the Dare County Tourism Board to funding of any future phases of the same project.
- O. **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.
- P. Applications may be requested at any time; however, complete applications must be submitted between **September 1 and September 30**. Applications may be submitted by U.S. Postal Service. Applications may be submitted digitally or in person. Hand-delivery of applications will be accepted during this period, Monday through Friday 9:00 AM – 4:30 PM (excluding any holiday). One single-sided, unstapled copy of the application and any collateral material is required. If supporting materials are larger than 11x17, please submit one application and 15 copies of the large supporting material.
- Q. 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.
- R. 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 Tourism Impact Grant projects will then be forwarded to the Dare County Board of Commissioners for consensus.
- S. Applying organization will be notified within seven days following presentation to the Dare County Board of Commissioners as to acceptance or rejection of Tourism Impact Grant awards.
- T. Board or Staff may modify the above terms and conditions at any time, subject to Board approval.

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I have read and reviewed the documents and understand that our organization bears the responsibility to understand and comply with all terms and conditions. This application vests applicant with no rights or expectations of approval and certainly not receipt of funds.

Name and title of person making application: _____

Name of Local Government or Non-Profit: _____

Signature

Date