

**Outer Banks Visitors Bureau
Short Term Restricted Fund
Rules & Qualifications**

Amended 6/10/98
Amended 7/01/99
Amended 11/20/14
Amended 4/20/17

Program Intent

Dare County Tourism Board's Short-term Restricted Fund Grant (STRF) program was established to financially assist Dare County Governmental Units and other Non-profit Organizations within Dare County 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 STRF 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.

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. Short Term Restricted Fund Projects must be completed within the fiscal year for which the grant is awarded. The projects cannot entail the carry-over of funds from one fiscal year to the next, unless approved in writing by the Board or staff if the Board has granted that authority to the staff.
- B. The Tourism Board will monitor the progress being made on 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), the funds will be unencumbered and revert to the Short Term Restricted Fund for future projects.
- C. Project must be located in Dare County.

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- D. 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.
- E. Grants will be disbursed on a matching basis, not to exceed 50% of the actual cost. Grants will be paid as a reimbursement once the project has been completed and all paid receipts have been presented as described under the terms of the Contract Agreement.
- F. Matching funds must be related to the project covered by this application and may not have been expensed prior to the date of grant award.
- G. Expenditures shall not be used for operations customarily funded by Governmental entities (including but not limited to repairs and maintenance) but must be for area improvement projects such as highway beautification, beach or sound access, park and recreational enhancement.
- H. If grant funds will be used to purchase and/or for improvements to real property, then the real property 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.
- I. Property purchased and/or developed with 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 property or facility 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.
- J. Grants can not be transferred or assigned to a third party, unless approved by the Dare County Tourism Board in writing.
- K. 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 Bureau logo and “Project Funded In Part By The Dare County Tourism Board.”
 - 3. Approved signage must be erect and maintained permanently.

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- L. The following items are non-reimbursable: Preliminary architectural, engineering, surveying and other forms of professional services, inkind services (ex. Administrative salaries of public employees) and any local, state or federal tax.
- M. Funding of phase projects does not obligate the Outer Banks Visitors Bureau to funding of any future phases of the same project.
- N. 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.
- O. Applications may be requested at any time, however, proposals must be submitted between August 1 and September 30 by U.S. Postal Service certified mail return receipt requested. Personal hand-delivery of applications will be accepted during this period, Monday through Friday 9:00 AM – 4:30 PM (excluding any holiday). A receipt must be signed by a Bureau employee and the delivery person as evidence of delivery within the allotted application period. One original and 15 copies clipped together (**NOT STAPLED**) of the application and any collateral material is required.
- P. On or before October 31, each applicant will be notified if the proposal submitted meets the rules and qualifications guidelines. If the proposal does not meet the rules and qualifications guidelines, the applicant will be notified and have until November 30 to modify, adjust, and correct the application. The Grant Administrator and the Executive Director, or his/her designee will be available to assist the applicants.
- P. December 1, 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 Short Term Restricted Fund projects will then be forwarded to the Dare County Board of Commissioners for consensus.
- Q. Applying organization will be notified no later than June 30, of the applying fiscal year, on acceptance or rejection of Short Term Restricted Fund project.
- R. The following documents are considered as the complete contract and applying organization bears the responsibility to understand all terms and conditions.

Signature

Date