

# Flagler County

## Tourist Development Council



[www.visitflagler.org](http://www.visitflagler.org)

### Tourism Grant Guidelines and Application for Fund 109 Capital Improvements Public Tourism Infrastructure Grants (Local Government Organizations - City or County)

1769 East Moody Boulevard, Suite 306  
Bunnell, Florida 32110  
(386) 313-4096

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## Application Process and Instructions

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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 project 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 e-mailed 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 project's scope of work, line item budget and timeline.

## **Award Process and Funding Disbursement**

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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 Public Tourism Infrastructure Grants to a Local (City or County) Government Organization -

- Maximum of \$150,000 per project;
- No more than two public tourism infrastructure projects will be funded to an organization at one time;
- Maximum of two projects every five years; and
- Public tourism infrastructure projects will be evaluated based on multiple criteria.

### **Consideration of Funding Requests**

All funding requests for public tourism infrastructure projects 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 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.**

## **Reporting Requirements**

Public Tourism Infrastructure 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 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 306  
Bunnell, Florida 32110

All inquiries can be obtained by contacting (386) 313-4096.

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

## **Allowable Expenditures for Capital Improvements (Public Tourism Infrastructure Projects)**

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### Allowable Expenditures

- Construction, extension, enlargement, remodeling, repair, restoration and/or improvements for Tourism related capital projects.

### Examples of Non-Allowable Expenditures

- 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 an project
- Payments for goods or services purchased for previous or other projects
- Payment for alcoholic beverages
- Advertising and promotion of projects
- Routine maintenance and operating expenses
- Supporting infrastructure water lines/sewer lines
- 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 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 Request for Public Tourism Infrastructure Funding

### Organization Information

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Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

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### For Public Tourism Infrastructure Grants to a Local (City or County) Government Organization:

- \* Maximum of \$150,000 per project;
- \* No more than two public tourism infrastructure projects will be funded to an organization at one time;
- \* Maximum of two projects every five years; and
- \* Public tourism infrastructure projects will be evaluated based on multiple criteria.

### Project Description

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Project Name: \_\_\_\_\_

Est. Project Start Date \_\_\_\_\_

Est. Project Completion Date \_\_\_\_\_

Brief Description of Project

**Please attach a typed sheet and answer the following questions: (No Longer than one page)**

- 1 What is the intended use of funds requested for Project?
- 2 How will the project enhance Flagler County tourism?
- 3 What are the operation aspects of the project (i.e. hours of operation)?
- 4 How will this project promote or enhance overnight stays in Flagler County?

**Funding**

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Amount of TDC funding Requested \$ \_\_\_\_\_

What is the total budget amount for the Project? \$ \_\_\_\_\_

**\*A line item budget must be submitted together with this application showing all funding sources and expenditures for the project**

If the entire request cannot be funded, can the project be phased for less funding? Yes No

If yes please indicate minimum amount necessary for next phase \$ \_\_\_\_\_

If the project cannot be phased, please explain.

List past TDC funding in last five (5) years:

Year	Project	Requested Amt	Award Amt	Spent Amt

Provide all additional outside contributors, sponsors, and sources of funding for this project. (If not applicable, please explain.)

What funding and in kind service is your organization providing?

What additional sources of funding has your organization sought?



How will TDC funding help this project?

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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 project completion and upon meeting of all grant award requirements. I understand that I can only apply for two grants every five years.

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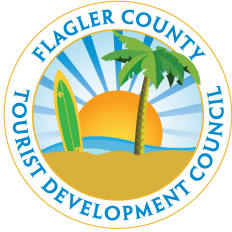
***Authorized Agent Signature***

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***Date***

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



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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 project (or a phase of the project).***

Expense Description	Vendor	Invoice Amount	Reimbursement Amount

<b>Total to be reimbursed to Organization</b>	<b>\$</b>
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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**