

# Flagler County

## Tourist Development Council



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

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

120 Airport Rd, Suite 3  
Palm Coast, Florida 32164  
(386) 313-4230

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### MANDATORY APPLICATION CONSULTATIONS

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All applicants must meet with a representative of the Flagler County Tourist Development Council prior to submitting an application. All applications are to be submitted to the Palm Coast and the Flagler Beaches office.

Flagler County Tourist Development Council meets in the Government Services Building, Board Chambers, 1769 East Moody Boulevard, Building 2 in Bunnell on the third Wednesday of every month at 10:00 am, unless otherwise noted.

#### Mailing Address

120 Airport Road, Suite 3, Palm Coast, FL 32164

For an application please call (386) 313-4230 or visit our website:  
<http://www.visitflagler.com/tdc/grant-application.shtml>

# Application Process and Instructions

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**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 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**

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:

### **Maximum Award**

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

- Maximum of \$ 150,000 per project; and
- No more than two (2) public tourism infrastructure projects will be funded to the same organization within a five (5) year period (for clarity, this shall apply from 2009 forward); 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.

## **Evaluation Criteria.**

Applications provided by the Tourism Development Office (TDO) must be completed and provided by the TDO must contain the following information, at a minimum, for evaluation:

- **Tourism Related Activity** –
  - Serves to attract out-of-county visitors and potentially generating hotel/motel/resort/RV/campground rentals/short term vacation rentals, as further clarified in Section 8 herein.
  - Demonstrates a willingness, on behalf of the applicant, to work with the TDO as a bookable County venue.
- **Proposed Project** – Completed applications must include the following information:
  - Primary purpose of the organization, clearly stated project objectives and expected outcomes.
  - A detailed description of the project, including, but not limited to, activities and management structure.
  - A proposed timetable for implementation and completion.
  - A detailed budget proposal for the project, identifying any additional funding sources that will be utilized for the project.
  - Identify any participating organizations and outline the extent to which each organization is participating in the project.
- **Stability and Management Capacity** – The completed application must include:
  - A demonstrated record or demonstrated capabilities of the organization to develop resources, effectively plan, organize and implement the proposed project.
  - Documentation demonstrating the organization's past success in managing similar capital projects.
  - Documentation providing authorization from the organization to submit the application and the name of the designated, authorized representative.
  - Non-Profit organizations must provide verification of Non-Profit status per IRS Code 501(c)(3).
- **Quality and Uniqueness of the Proposed Project** – The completed application must include documentation of the extent to which the project provides a program for Flagler County visitors and its residents which is of significant merit and that, without such assistance, would not take place in the County.
- **Required Match** – Applicant must contribute a cash match equal to the grant amount for projects as defined in Sections 5.A and 5.B, unless a fiscal hardship can be demonstrated.

## **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 an 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:**

- Grant Recipient must complete a written final report on a form approved by the TDC, which will include expenditure documentation and other pertinent details concerning the completion of the project.
- For projects that are not completed within a one (1) year timeframe, the Grant Recipient must complete a written interim progress report on a form approved by the TDC, which will include the status of the project, expenditure documentation and other pertinent details concerning the project.
- Grant Recipients must provide a brief presentation (less than 5 minutes) to the TDC using a format prescribed by the Council that details the project and be available to answer any questions concerning the report and or event.
- Completion of a Public Tourism Infrastructure Project or a One-Time Not-for-profit Large Tourism Infrastructure Project shall include formal groundbreaking and/or ribbon cutting events through coordination with the TDO. Members of the TDC shall be invited to participate in such events

## **Contact Information:**

### **Palm Coast and the Flagler Beaches**

120 Airport Rd  
Suite 3  
Palm Coast, FL 32164

All inquiries can be obtained by contacting the TDC Secretary at (386) 313-4230.

## **Allowable Grant Projects/Expenditures**

Only those projects that would generally support the growth of tourism in the County by providing funding for the expansion/enhancement of tourism infrastructure or added capacity will be awarded a grant. There are activities that expand community awareness, but which have a limited impact on tourism. The primary focus of the Tourist Development Tax Public Tourism Infrastructure Project Grant must be on the growth of tourism in the County. Some examples of projects that expand community awareness, but have limited potential to impact tourism include, but are not limited to, beautification projects, maintenance replacement, and operational costs or other.

### **Examples of Allowable Grant Projects/Expenditures, include but are not limited to:**

- Construction/creation of new tourism facilities.
- Expansion/enlargement of an existing tourism facility's capacity for the portion related specifically to the expansion.
- Modification of an existing venue/facility to make it into a tourism facility.
- Restoration of a historic structure for tourism purposes.
- Enhancement of a tourism facility to add capability to the facility/venue that will expand the tourism offering.

### **Examples of Non-Allowable Grant Projects/Expenditures include but are not limited to:**

- 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 a 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.
- Any other expenses that are not allowable under Florida Statutes.
- Past expenditures (i.e., prior to award of the grant by the Board).
- Signage.
- Normal Remodeling/repairs/maintenance.
- Expenses of a similar nature as interpreted by the Tourist Development Executive Director.

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, including the url: [www.visitflagler.com](http://www.visitflagler.com) on all materials, unless waived by the TDC.***



**Flagler County  
Tourist Development Council**

120 Airport Rd Suite 3  
Palm Coast, Florida 32164  
(386) 313-4230

**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.

Authorized Agent  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

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



# Flagler County Tourist Development Council

## Reimbursement Request Form

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Reimbursement request must be for qualified items related to the approved grant project. Each expense must include a paid invoice, cancelled check and a tear sheet, printed sample, or other backup information to substantiate payment. Failure to submit request correctly will delay payment. Reimbursement must be submitted within 60 days following project.

Vendor	Expense Description	Invoice Amount	Reimbursement Amount
Total Amount To Be Reimbursed			

The information above is true and correct 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