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GADSDEN COUNTY
BOARD OF COUNTY COMMISSIONERS
TOURIST DEVELOPMENT COUNCIL

Gadsden
Unspoiled. Unexpected.

GRANT APPLICATION

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PURPOSE:

- The Gadsden County Tourist Development Council (TDC) was established to promote tourism and attract tourists to Gadsden County. As such, the TDC allocates a portion of the tourist development tax revenue for grants for events that further the purposes of the TDC by promoting tourism. This document sets forth the guidelines and categories for grant requests from tourist development tax funds. Grant applications will be accepted from organizations that will sponsor and promote tourism activities within Gadsden County, bring **substantial** numbers of tourists/visitors to the County and promote overnight bed stays within the County. **TDC funds must be matched with other funding sources and must not be the sole source of income.**

- Two grant cycles are held each year: **January and July**. Applications must be submitted by the deadline to be considered for funding under these cycles. The TDC may open additional grant cycles, if deemed necessary for major special events or other approved activities. Funding allocated for grants are limited and are based upon the amount of tourist development tax collected on an annual basis.

- Organizations are encouraged to become self sufficient after a period of three years. If an organization has received funds for a period of three years, funding levels will be decreased by 50% each year; however, upon request by the TDC and substantial documentation/justification, the Board of County Commissioners has the final discretion regarding this policy and may waive this requirement on a case by case basis.

APPLICATION SUBMISSION:

One (1) original and nine (9) copies of the completed and signed grant application (pages 7-9) should be submitted to the TDC by the established deadline. Applications may be mailed or hand delivered to the Gadsden County Tourist Development Council, c/o Sonya Burns, Gadsden County Community Development or www.gadsdencountyfl.gov or www.egadsden.net . Additional information or questions may be obtained by calling 850-875-8659 during the hours of 8:00 a.m. and 5:00 p.m

NOTE: All materials/documentation submitted with the grant application will be become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

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GUIDELINES AND USE OF TOURIST DEVELOPMENT FUNDS

ELIGIBLE USE OF FUNDS:

- The following are examples of how tourist development funds **may** be used to promote tourism in the county:

  a. Promotional expenses in conjunction with an event to increase the awareness of Gadsden County outside this area. All printed promotional or related material **must** contain the following **"Funded in part by the Gadsden County Tourist Development Council."**
  b. Out-of-county advertising and publicity of an event to increase participation, attendance and awareness. All printed promotional or related material **must** contain the following: **"Funded in part by the Gadsden County Tourist Development Council."**

INELIGIBLE USES

- The following are examples of how tourist development funds **may not** be used:

  a. Annual operating expenditures not directly related to the project or event.
  b. Legal, medical, engineering, accounting, auditing, planning feasibility studies or other consulting services.
  c. Salaries or supplements to salaries for existing or future staff, or employment of personnel not directly related to the project or event.
  d. Real property or capital improvements to privately owned facilities.
  e. Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art.
  f. Interest reduction of deficits or loans.
  g. Expenses incurred or obligated prior to or after the grant project period.
  h. Prize money, scholarships, awards, plaques, T-shirts, uniforms or certificates.
  i. Travel not associated directly with project.
  j. Projects which are restricted to private or exclusive participation.
  k. Private entertainment, food and beverages.
  l. Expenses to fund other events not funded by the TDC.

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Gadsden County TDC –Grant Application

A. Describe event: _____

B. Sponsoring Organization: _____

Mailing Address: _____

_____

_____

Email address _____

C. (President or Director)

Signature_____

Title _____

Telephone (Business)_____ (Cell)_____

D. Who will be in charge of this event? _____

Phone (Business) _____(Cell)_____

Email address _____

E. Who will be financially responsible for this event.

Name : _____

Title: _____

Phone (Business) _____(Cell)_____

Email address _____

F. Location of event: _____

G. Date and times of event: _____

I. Maximum Amount of Tourist Development Grant funds allowed for the event based on: # of rooms ____ the number of nights ____ the room rate X .02 X 4= $_____.

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J. Estimate of the economic impact of the event on the County

_____

_____

K. How many years has this event existed? _____

L. Has the event received Tourist Development Funding in the past?

Yes _____ No_____

If yes, what year(s) _____and amount(s) _____.

M. Is this the first time this event has been held in Gadsden County, FL?

Yes _____ No _____

If no, when was the last time it was held in Gadsden County? _____.

N. Describe previous experience of applicant in events similar to this event.

_____

_____

_____

_____

_____

O. Please provide the following information regarding the event if it has been in existence for at least two (2) years prior to now:

	Year 1	Year 2
Month/Year	_____	_____
Lodging Facility	_____	_____
Verifiable Room Nights	_____	_____
Hosting City/County	_____	_____

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P. Estimated number of anticipated attendees staying overnight for proposed event _____.

S. Does the event itinerary include formalized breakfast, lunch or dinner in local restaurants or catering by local business for event? Explain and include documentation.

_____

_____

_____

T. Are any local attractions being included in the itinerary for this event such as: (Attach documentation supporting this information?)

_____Attend a local play, concert, or dance performance

_____Visit a local museum

_____Visit a local nature based activity (i.e. Lake Talquin Lake Seminole, Quincy Golf Course, Arts Center, Etc.)

_____Visit local historical settings

_____Other_____

U. Are local businesses being used in any way during the production of this event (i.e. printing, catering, etc.)?
Explain

_____

_____

_____

_____

V. Does the event anticipate local residents be involved in the event?
Yes____ No____

If yes, please explain the involvement (i.e. spectator, volunteer, participant, etc.) and the number of local residents estimated to participate._____

_____

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W. Does the event actively seek local attendance through local media or other means? Yes_____ No _____ If yes, explain

_____

_____

How did you learn about the Gadsden County Tourist Development Tax Grant Program?

_____Newspaper ad (which newspaper? _____)

_____Magazine ad (which magazine? _____)

_____Word of mouth

_____Previous grant applicant

_____Other

_____

FUNDING AWARD LEVELS

The Gadsden County Tourist Development Council will consider the funding/marketing request based upon the estimated number of room nights for the event and the impact the event will have on the community and county. The three impact categories are as follows: High, Medium and Low. The minimum grant amount is $499 and the maximum grant amount of $2,500.

Estimated Room Nights	Grant Eligible Amount	Community Impact
100 and Over	$2,000 - $2,500	High $2,400 - $2,500 Medium $2,200 - $2,399 Low $ 2,000 - $2,199
50-99	$1,500 - $2,000	High $1,900 - $1,999 Medium $1,700 - $ 1,899 Low $ 1,500 - $ 1,699
26 - 49	$1,000 - $1,500	High $1,400 - $1,499 Medium $1,200 - $ 1,399 Low $1,000 - $1,199
Less Than 25	$0 - $999	High $750 - $999 Medium $500 - $ 749 Low $ 0 - $ 499

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PROJECT BUDGET

INCOME:

- Tourist Development Fund Request $_____
- Matching Fund Sources Already Secured $_____
- Matching Fund Sources to Be Secured (List Each Below)

Source	Amount
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Total Matching Funds $_____

- Other Income Sources (List Each Below)

Source	Amount
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Total Other Income $_____

TOTAL INCOME FROM ALL SOURCES $_____

EXPENSES:

- Please indicate which items will utilize TDC Funds (Please see eligibility list)

_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

TOTAL EXPENSES $_____

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CERTIFICATION

I have reviewed this **GRANT APPLICATION** being submitted to the Gadsden County Tourist Development Council. I am in full agreement with the information contained herein. I further agree to provide an accounting of expenditures as required by the TDC within forty five (45) days of completion of project or program for which funds may be allocated. To the best of my knowledge, the information contained in this application and its attachments is accurate and complete.

_____
Organization Name

BY: _____(Seal)
Organization Director

_____
Printed/Typed Name

ATTEST: _____
Secretary

==========

To Be Completed By the Tourist Development Council (TDC)

Tourist Development Council Recommendation to the BOCC

Considered and reviewed this _____day of_____,20__, at a duly noticed meeting of the Gadsden County Tourist Development Council. By motion duly recorded, this funding is hereby _____Recommended _____Not Recommended:

_____ Recommend Funding Amount $_____
Amount Requested $ _____

_____ Do Not Recommend

Reason _____

GADSDEN COUNTY
TOURIST DEVELOPMENT COUNCIL

BY: _____
Chairman/Vice Chairman OR Administrator