



Tourist
Development Tax
Capital Challenge
Grant Program
(TDT-CCGP)

Tourist Development Tax Capital Challenge Grant Program
(TDT-CCGP)

Application Guideline FY 2019
(October 2018 through September 2019)

Fiscal Year

2019

Deadline: **February 15, 2018**
on, or before, 11:59 PM

Broward County Board of County Commissioners /Broward Cultural Council



Broward County Cultural Division
Greater Fort Lauderdale Convention & Visitors Bureau

GRANT APPLICATION

Before beginning the application process, review eligibility requirements and grant program descriptions by visiting the Cultural Division's website broward.org/arts/funding



GRANT ADMINISTRATION

GRANT AGREEMENT *(Contract)*

Upon approval of funding (adoption of the budget), three (3) copies of the agreement will be provided to the grantee for signature. The agreement is a legally binding document between the grantee and Broward County and provides obligations to which both parties are agreeing.

Each copy must be signed by the appropriate parties and returned to the Cultural Division for processing. One copy will be returned to the grantee for their records. [GRANT CHANGE REQUEST FORM >](#)



IMPLEMENTATION

Grantees shall implement programs/projects in the manner aligned in the grant application.

Prior to implementing any changes in the agreement, grantee must contact the Contract Administrator about any modifications in the grant project or program.

In published materials and announcements regarding the funded activity, the grantee must include the proper attribution statement and the County Logo. [LOGOS >](#)

CONCLUSION

REPORTING Grantees shall submit to the Cultural Division, a Project Evaluation Report (Exhibit B), and any financial information required by Exhibit B within thirty (30) calendar days after completion of the project or the conclusion of the term of the project/program period, as described in this Agreement.

The report form, completed online, shall be submitted along with any and all other documentation that is required under the Agreement but has not previously been submitted.

[EVALUATION REPORT >](#)

PAYMENT Payment--Payment of all grants is on a reimbursement basis and is contingent upon successful completion of the program/project.

Grantees are required to prepare and submit invoices along with a project narrative and copy of marketing materials demonstrating proper acknowledgment of County funds to the Cultural Division's Financial Analyst.

BCC EVALUATIONS AND SITE VISITS

- Members of the Broward Cultural Council and/or review panelists attend grantee programs, exhibitions, events to evaluate funded projects.
- Grantees will be notified about their evaluator and it is the grantee's responsibility to inform the evaluator about the schedule of events.
- Evaluators are required to discuss the application with the grantees as well as attending a program. The evaluator's report is appended to grantee's subsequent grant applications.

FORMS >

NOTES

Audits/Insurance
See grant guideline for specific requirements.





Broward County Cultural Division
Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP)
FY2019 Guideline (October 1, 2018 - September 30, 2019)
Application and attachment outline

Funding period: October 1, 2018 - September 30, 2019

Purpose – The Tourist Development Tax (TDT) is a local sales tax, authorized and governed by Florida Statute 125.0104. In 1980, Broward County Ordinance #80-70 authorized the Board of County Commissioners to levy and impose a two percent (2%) TDT. Periodically, Broward County receives requests for financial assistance from local municipalities or NPOs to support capital projects using proceeds from this tax. If an applicant is seeking capital funds and is otherwise ineligible under the County’s existing Cultural Division Grants Program solicitations, the following guidance must be followed. Any award and expenditures of tourist development tax funds must comply with the express authorized use(s) of such funds pursuant to Florida Statutes Section 125.0104. Applicants shall ensure that the proposed use(s) and, if awarded, the actual use of the tourist development tax funds are expressly permitted by Section 125.0104, and shall provide documentation sufficient to substantiate same to County upon request.

Deadline- All applications must be submitted electronically online on, or before, **February 15, 2018 at 11:59PM**. Late applications cannot be accepted without specific action by the Board of County Commissioners. Applications filed electronically online: Any application filed electronically online must be filed by midnight of the deadline listed as described. If such deadline falls on a Saturday or Sunday, the deadline shall automatically become midnight of the following Monday. If the deadline falls on a Broward County, State of Florida, or national (federal) holiday, the grant deadline will become midnight of the following business day.

Who May Apply:

A public entity or a nonprofit organization that has been operational in a tourism-related discipline(s) or administered tourist-related facilities or activities for a minimum of five (5) uninterrupted years immediately preceding the date of application, which public entity or nonprofit organization meets the following qualifications:

- I.) Nonprofit organization:
 - (A) Incorporated in and qualified to do business in the state of Florida.
 - (B) Has tax-exempt status under Section 501(c) subsections (3), (4), (5), (6) or (7) of the Internal Revenue Code. A copy of the most recent IRS determination letter must accompany the application, to confirm tax-exempt status.

(C) Has a governing board which meets regularly and operates under a set of bylaws, and has fifty percent (50%) of governing board members residing in Broward County.

(D) Which must have a bank checking account confirmed at the time of application.

(E) Whose principal office address, as recorded in the Secretary of State's Office, is in Broward County with a minimum of one (1) full-time staff position in that office.

(F) Has three (3) consecutive years of certified and audited financial statements for its fiscal years of operation immediately prior to the grant application deadline date. The statements shall be submitted with the grant application.

(G) Has total funds available in its capital project budget to complete capital project with the additional requested grant funds. The budgeted funds shall be committed exclusively for the project for at least three (3) years after the project start date provided in the grant agreement.

(H) Has a business plan that outlines the feasibility of the capital project. The business plan shall identify the source(s) and composition of the minimum funds required to demonstrate a minimum cash match of the project's total cost provided, as provided in subsection (3)(a)(1), which requires that the applicant commit and have available Two Dollars (\$2) for every One Dollar (\$1), requested in the grant application. The business plan shall also include a project construction timeline. The business plan shall include an outline of the allocation of the committed funds and the requested grant funds for the proposed project's expenditures. The applicant shall demonstrate in its business plan that it can complete the capital project within the proposed timeline and within the dollar limitations of the total available committed funds and the requested grant funds. The business plan shall be submitted with the grant application.

2.) A public entity located primarily in Broward County, which is a municipality, state government agency, or political subdivision of state government, or sovereign Native American Nation; however, evidence of impact on countywide tourism and economic development must be demonstrable.

(A) Has total funds available in its capital project budget to complete capital project with the additional requested grant funds. The budgeted funds shall be committed exclusively for the project for at least three (3) years after the project start date provided in the grant agreement.

(B) Has a business plan that outlines the feasibility of the capital project. The business plan shall identify the source(s) and composition of the minimum funds required to demonstrate a minimum cash match of the project's total cost provided, as provided in subsection (3)(a)(1), which requires that the applicant commit and have available Two Dollars (\$2) for every One Dollar (\$1), requested in the grant application. The business plan shall also include a project construction timeline. The business plan shall include an outline of the allocation of the committed funds and the requested grant funds for the proposed project's expenditures. The applicant shall demonstrate in its business plan that it can complete the capital project within the proposed timeline and within the dollar limitations of the total

available committed funds and the requested grant funds. The business plan shall be submitted with the grant application.

All Applicants:

3. Applicants may not have received TDT Capital Challenge Grant funding from Broward County in the previous five (5) years.
4. A consortium or alliance or organizations may apply for a challenge incentive; however, all members of the consortium or alliance must meet all eligibility requirements. One (1) organization must be the lead applicant.
5. An applicant can receive only one (1) TDT Capital Challenge Grant award during any five-year period and never again for the same project.

Requested Award Size:

Requests may be made in any amount up to Five Hundred Thousand (\$500,000), and any awarded grant is contingent upon available capital funds as determined annually by the Broward County Board of County Commissioners. Multiple year awards may be considered, but the total grant may not exceed \$500,000. The applicant must also demonstrate the ability to provide in-kind services and other available funding for the project equal to the amount requested as follows:

The cash matching portion shall be used solely for the project for which the TDT Capital Challenge Grant funds are awarded. The cash match may include: applicant's available cash-on-hand earmarked for the project; irrevocable contributions of cash that will be received and obligated by the end of the project period; the cost of site acquisition (for owned property) if acquired within three (3) years prior to the date of application, or the Broward County Property Appraiser's official assessed valuation if acquired more than three (3) years prior to the date of application.

$$\underline{T \text{ (total project costs)} = A \text{ (amount requested)} + B \text{ (cash match of } A \times 2) + \text{optional } C \text{ (in-kind services).}}$$

What may be funded:

- (a) Project funds may be used to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate or promote certain facilities as authorized by the Local Option Tourist Development Act (as authorized in Section 125.0104, Florida Statutes), including convention centers, sports stadiums, sports arenas, coliseums, auditoriums, aquariums, or museums that are publicly owned and operated, or owned and operated by non-profit organizations (NPOs) and open to members of the public, within the boundaries of Broward County. Leased facilities must also be located within the boundaries of Broward County.
- (b) Applicants must demonstrate how the project(s) will enhance Broward County as a tourist destination and a project must have as one of its main purposes a tourist-related component evidenced by the promotion of the activity, service,

venue, or event thereby generating hotel and motel (lodging) "bed nights" as required by the Local Option Tourist Development Act (as outlined in Section 125.0104 Florida Statutes).

As part of Broward County's review process grant applications will be submitted to Broward County's Greater Fort Lauderdale Convention & Visitors Bureau (GFLCVB) so that GFCVB can evaluate bed nights; information data proposed to be generated by the applicant from the project as provided in the grant applications. Successful applicants will be required by Broward County in the grant agreement to track bed nights' information data and to cooperate with GFCVB to increase be nights to be generated by the project.

- (c) The maximum award amount is Five Hundred Thousand Dollars (\$500,000).
- (d) Applicants must provide matching funds via cash contributions in a minimum ratio of two dollars matching funds to one dollar grant funds (2:1).
- (e) Project timelines may not exceed three (3) years from execution of grant funding award agreement with the County.
- (f) For leased property, the following will govern the project scope and the lease period required:

Project Scope	Minimum Number of Remaining Years on Lease Period at Time of Application
Equipment, capital fixtures (excluding office furniture)	10 years
Building renovation, improvement	20 years
Building expansion	30 years
Building construction on leased land	50 years

(g) General funding restrictions* listed in Section 29.17(b) of the Broward County Administrative Code are applicable to a TDT Capital Challenge Grant Program's facility incentive except that facility funds may be used for capital construction or acquisition of real property. (* Note: For projects that involve new facilities and venues, fixed seating capacity may not exceed 4,999.)

Review Process:

In order to be deemed responsive, an application for a TDT Capital Challenge Grant must be for a purpose expressly authorized by the Local Option Tourist Development Act (Section 125.0104, Florida Statutes Section 125.0104).

In March of every year, the Cultural Division will appoint a review panel of subject matters experts and hoteliers to complete a Due Diligence Review (as described below) of each application and determine eligibility and proposed funding, if any, for each applicant. Application reviews will be completed prior to the commencement of the County's Budget Workshops, usually in June of each year.

Review Panel: The review panel will consist of five (5) members: one (1) member who has served on the Broward Cultural Council ("Council") for at least five (5) consecutive years; one (1) member who is the Tourist Development Council liaison to the Council; and three (3) members who are hoteliers identified by the Tourist Development Council.

The Review Sheet that will be used by the review panel will be included with each application, including the review report by the GFLCVB of the "bed nights" by GFLCVB that were projected by the applicant(s).

Due Diligence Review will ensure verification of documentation submitted, including, but not limited to: active non-profit nonprofit status, financial capacity, and organizational capacity, and ability to meet projected "beds nights" as determined by GFLCVB.

Scoring: Each application will be reviewed by the panel and given a narrative rating of: (1) High; (2) Medium; (3) Low; or (4) Nonresponsive/Ineligible. The review panel will focus on the following criteria:

Review Criteria:

- (a) Sufficiency of marketing plan/strategy.
- (b) Scope and reach of organization.
- (c) Community need.
- (d) Number of projected hotel room nights generated annually within the boundaries of Broward County.
- (e) Contribution to Broward County's reputation as an attractive destination for tourists.
- (f) Organizational capacity and financial stability of applicant(s).
- (g) Appropriate documentation of all funding sources (e.g., cash match and other in-kind).
- (h) **Priority will be given to projects that:**
 - 1. Are shovel ready (already designed and permitted, including that the applicant has received all governmental and/or regulatory permits);
 - 2. Exceed the 2:1 match requirement;
 - 3. Achieve geographic distribution of TDT Capital Challenge Grant Program dollars across Broward County; or
 - 4. Demonstrate substantial funding commitment to out-of-market advertising and promotion of Broward County with the intent of attracting overnight visitors to hotel(s) within Broward County.

- (i) Ability to demonstrate legal proof of ownership or the right to undisturbed use of the leased property for the minimum number of remaining years on the lease period indicated above, and documentation and written explanation of any easements, covenants, or other conditions affecting the use of the site or facility, or both. The documentation may be in the form of an executed copy of a lease, deed, agreement for deed, title, or copy of a recent tax statement. If the application is for acquisition, the application must include a description of the site or facility, purchase price, and a letter of intent or contract to sell signed by the seller.
- (j) Documented need for renovation or expansion, or completed feasibility study for project based on acquisition and new construction.
- (k) Completed preliminary drawings or completed architectural plans.
- (l) Demonstrates consistency with the Broward County community's local cultural action plan.
- (m) Project has historic or architectural significance.
- (n) Project reflects energy efficient use in design and operation.
- (o) Applicant is an established organization/entity with no negative grant history.
- (p) Applicant has or will employ qualified professional staff for the provision of programming and services.

Application Requirements

- a. An explanation of how the funds will be utilized, including amount requested, total project budget, itemized budget (EXCEL attachment section) and documentation of existing bank checking account.
- b. Match funds must be detailed: any in-kind match must be identified and may not exceed 30% of the total projected cost; matching funds derived from *projected earned income* is not allowable under TDT-CCGP. The amount and source of *all funds* for the proposed project must be disclosed at the time of application. Broward County heavily discourages applicants from including projected amounts and/or anticipated revenue from fundraising or other activities. Only funds identified as “on hand” at the time of application will count towards required match.
- c. Explanation of “shovel readiness” of project; including explanation of design, permitting and construction status. (provide preliminary drawings or completed architectural plans as an attachment).
- d. Demonstration of how the project will generate hotel and motel (lodging) “bed nights”.
- e. Fiscal Sponsorship and Collaborations: Should an applicant propose collaboration with other party/entity for purposes of marketing, advertising, financial arrangements or other programming, such agreement must be disclosed at the time of application and agreements, signed by duly authorized representative of each entity, must be submitted as part of the application. Collaborative applications must clearly define in the Narrative how the relationship enhances tourism and destination attractiveness, beyond what the individual entities produce on their own.
- f. Applicants must provide matching funds via cash contributions in a minimum ratio of 2:1.
- g. Project timelines may not exceed 3 years from notification of award from the County.

Eligibility Requirements - The eligibility requirements must be met at the time of application deadline. Applicants must have complied with all reports and audited financial reporting requirements of previous Broward County agreements, if any. An applicant organization may not apply under more than one organizational name in one Broward County fiscal year unless a new name is registered with the Secretary of State during that period. A **late** or **incomplete** application will not be eligible for funding. An incomplete application (i.e., missing attachments, lack of proper support materials, etc.) may be rejected at the Division Staff level and not recommended to the Panel for consideration. Applications with deficiencies will receive a lower score. An organization may submit only one application to the Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP) per fiscal year.

Funding Restrictions - These funding restrictions are applicable to all Broward Cultural Council incentive programs unless such expenditures are specifically authorized in program guidelines *. Funds may not be used for:

- (a) Expenses incurred or obligated prior to or after the award period.
- (b) Capital Construction or real property. *
- (b) Interest or reductions or deficits or loans, fines, penalties or cost of litigation.
- (c) Prize money, scholarships, awards, plaques, certificates, or contributions.
- (d) Benefits and projects planned primarily for fund raising purposes.
- (e) Entertainment and promotions including related expenses such as receptions, food, beverages, flowers, t-shirts.
- (f) Projects or organizations whose primary purpose is not secular and programs where the primary effect of funding would be to support a religion.
- (g) Travel.
- (h) Any expenditure not authorized by Section 1-90 Broward County Code of Ordinances.
- (i) Matching funds from another Council funding program.
- (j) Admissions to cultural programs, exhibits or performances.
- (k) Projects that are restricted to private participation, including those programs which would restrict public access on the basis of race, color, national origin, sex, religion, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression (including, but not limited to, Broward County Code, Chapter 16½).
- (l) Telemarketing.

Application Deadline: February 15, 2018 - 11:59 PM. All applications must be submitted electronically online on, or before, **11:59 PM**. Late applications cannot be accepted without specific action by the Board of County Commissioners. **Applications will be accepted between January 1st and February 15th of each year.** (Note: If such deadline falls on a Saturday, or Sunday, the deadline shall automatically become 11:59 PM of the following Monday.)

Review and Scoring Process

Staff Review - The Division Staff reviews the application for its completeness and compliance with all program policies, guidelines, and requirements. Incomplete applications will not be forwarded to the review panel for consideration. Official documents such as corporate status, bylaws, and board roster are checked and verified for accuracy.

Peer Panelists - Appointed by the Broward Cultural Council, Peer Panelists consider the applications and rate them. Any panelists having a Conflict of Interest (as defined by Chapter 112, Part III, Code of Ethics, Florida Statutes) with an applicant is prohibited from participating in the evaluation process for that applicant's application.

Panel Meetings Are Public - Applicants are encouraged to attend and be prepared, if asked, to respond to questions panelists may have about their applications.

Scoring - Peer Panelists score applicants based upon review criteria as listed in the program's guidelines. Each application will be reviewed by the panel (consisting of no less than three members) and given a narrative rating of: (1) High; (2) Medium; (3) Low; or (4) Non-Responsive/Ineligible.

Funding Approval - *The Panel's recommendations are forwarded to the Board of County Commissioners for approval.* Awards will take place subsequent to Budget Workshops and Board approval.

Appeals Process

Applicants have two opportunities (oral and written) to appeal the Review Panel's recommendation regarding their applications. Each applicant must substantiate at least one of the following reasons for any appeal:

Reasons for an Appeal

1. The Review Panel failed to follow published procedures for applications and review.
2. The Review Panel acted in an unfair manner, or,
3. The Review Panel's decision was based on insufficient information through no fault of the applicant.

Oral Appeals at the Panel Review Meeting

After all applications have been scored by the panel, the Chair announces a break while scores are computed and ranked.

Chair inquires if the applicant wants to present an oral appeal based on any of the three reasons for appeals.

Speaking time is limited to three minutes per organization. The representative of the organization making the appeal must state on which of the three reasons the appeal is based. Upon conclusion of the

oral appeal(s), chair asks if any panelist wants to alter a score for the applicant(s) making an oral appeal. Panelists must state the name of the applicant and a revised score at this time.

Revised scores for the appealing applicant are re-averaged and all scores are ranked.

Panel makes funding motions and votes on them.

Written Appeals

Written appeals are to be addressed to the Chair, Broward Cultural Council, 100 S. Andrews Avenue, Fort Lauderdale, FL 33301-1829 and submitted within 14 days of the date of the review panel meeting. Written appeals must state the reason for the appeal.

Staff will prepare a fact sheet concerning the application and scoring by the panel.

The appeals are then forwarded to the Council for consideration in an appeals workshop.

The appeals workshop occurs at the next Council meeting.

At The Appeals Workshop

- Chair opens public workshop.
- Chair calls upon organization(s) that submitted a written appeal. (Speaking time is limited to three (3) minutes per organization).\
- Chair calls upon Chair of the Review Panel to address the Council concerning the appeals(s).
- The Appeals Workshop is adjourned.
- Council Meeting Convened
- Council may discuss the appeal(s), may vote to alter the funding recommendations, or may vote on a motion concerning the funding recommendations on the consent agenda.
- If the motion on the consent agenda is passed, Chair explains the ramifications to the appealing applicant(s).

Managing Awards

Administration of the Award – Awardees will be first notified in writing by the Cultural Division.

Revisions and Defining Units of Service - Before an Agreement can be issued, awardees are asked to provide updated information regarding changes in the project/program that have been made since the date of the original application. At that time the awardee also will be asked to help define the “units of service” that serves as the basis on which the funding will be distributed.

Agreements and Workshop - After submitting revisions, and the units of service are defined, awardees are sent an agreement for services which will have to be executed in a timely manner. A workshop is offered, as well as a detailed administration manual to assist in managing the agreement.

Change Requests – Awardees must keep the Contract Administrator informed about any changes in the project or program that effect the provisions found in “Exhibit A” of the agreement. All changes must be submitted on a *Change Request* form prior to their implementation.

Invoices and Project Evaluation Reporting - Awardees are required to keep accurate records and receipts of funded activity and document such on invoices and final Project Report (Exhibit B) (submitted online) to the county. Payment of all funding is on a reimbursement basis, contingent upon successful completion of the project or program and meeting the requirements of the (contract) agreement.

Insurance Requirements - If insurance is required by the County's Risk Management Division, the awardee shall furnish a Certificate of Insurance or endorsements evidencing the insurance coverages specified by the agreement and such Certificate of Insurance shall be attached and incorporated as part of the agreement. Such required Certificate shall be provided prior to the awardee beginning performance of work under the agreement. The Certificate must name **Broward County** as an additional insured. Please maintain the organization's coverage with your agent by keeping an up-to-date Certificate of Insurance. Failure to provide an up-to-date, or renewed, Certificate could delay the execution of the agreement, and payments, until the insurance requirements are met.


The Correct Use of County Logos and Attribution in Printed Materials - Awardees must adhere to all provisions of the agreement giving appropriate attribution to the Broward County Board of County Commissioners, and other participating funders (e.g., The Tourist Development Council, National Endowment for the Arts, etc.). Failure to use the correct attribution to the County in printed publication/ publicity materials could be detrimental to future funding.

For LOGOS:

<http://www.broward.org/ARTS/FUNDING/Pages/Logos.aspx>

For Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP) funded projects. - Use both the Broward County Logo and the Greater Fort Lauderdale Convention and Visitors Bureau (CVB) Logo with the funding statement (listed below) in flyers, programs, brochures, newsletters, direct mail, sponsor recognition, signage, etc. In press releases only the funding statement is required.

Example:

	
Funding for this event is provided in part by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council and Greater Fort Lauderdale Convention & Visitors Bureau.	

or

	
Funding for this event is provided in part by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council and Greater Fort Lauderdale Convention & Visitors Bureau.	

ArtsCalendar.com, South Florida's Complete Guide to the Arts, is collaboration between ArtServe and Broward Cultural Division and includes listings of all cultural arts events, directories, reviews, auditions, calls for artists, classes and workshops and so much more. ArtsCalendar.com is the leading online resource for Arts and Cultural information for Broward County.



During the term of the agreement, if an awardee's program was funded by Broward County, these programs, or events, are to be added into the ArtsCalendar.com. event schedule

See: (<http://www.artscalendar.com/>).

Awardees must post the **ArtsCalendar.com** banner web link on their organization's website. Go to: <http://www.broward.org/Arts/Funding/Pages/ArtsCalendar.aspx> for instructions. There is no need to upload any images to your site, simply copy the code into body of your webpage at its designated location. The logo will appear in the location linked to ArtsCalendar.com.

Extensions/Waivers - If an awardee is unable to file and project evaluation reports on time, then the organization will have to request either an extension and /or waiver of the deadline for submission.

Application Process

Plan ahead - Applicants are urged to plan ahead and begin preparation of their applications well in advance of the due date for submission. Before starting the writing process, applicants should read the guidelines and instructions carefully and follow them. **Failure to follow instructions could result in disqualification of an application.**

1. Plan to attend the workshop designed for applicants to the Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP).

2. Schedule a meeting with a member of the Staff if you would like personal guidance regarding your application. **Note:** First-time applicants to the TDT-CCGP program are required to meet with a Staff member prior to submitting an application for funding.

3. **Check and double check** - Applications should be checked carefully to assure that all sections of the application form is complete and the required attachments are provided in the order listed.

Note: The Cultural Division cannot allow applicants to add omitted attachments or other documents once the deadline for submission has passed. Guidelines require that an application be complete and that it meets all applicable eligibility requirements at the program deadline for submission of applications.

Application Instructions - Complete the Cultural Investment Program application form as follows, and submit with the required attachments on, or before, **11:59 PM on February 1.**

Application Guidance

Online application outline

If you are creating an online proposal on behalf of the primary contact (proposal writer, or executive director), please use their account login to ensure proper distribution of future correspondence concerning the proposal. Application landing page:

<http://www.broward.org/Arts/Funding/Pages/Tourist-Development-Tax-.aspx>

SEE: “**Application Instructions**” for the *Guide to the Online Application*.

To start a new online TDT application, (or create an account login) click link below:

➔ https://www.grantrequest.com/SID_391?SA=SNA&FID=35106



(on the web page)

Return to your previously started (*In progress application*) online application return to your MY ACCOUNT, click link below (if you are a returning applicant, please enter your email and password to access your saved and completed applications):



https://www.grantrequest.com/SID_391?SA=AM



(on the web page)

Online application outline

Page 1 - Introduction

Page 2 - Organization Information- Enter the legal name of the applicant organization as registered with the Florida Secretary of State.

Contact Person – (Primary contact for the application) List the name, title, e-mail address of the person with in-depth knowledge of the organization and its application to be contacted in the event there is a question concerning the application. If the project is funded, this person will be listed as the official contact in the agreement and the person to whom Division award related correspondence should be sent.

Federal Identification Number - Provide the organization's federal employer identification number (FEIN) as established by the IRS and the number of people employed by the organization.

Date Incorporated - List the month, day, and year in which the organization was incorporated (as shown on the organization's charter as filed with the Secretary of State).

Month and Day Fiscal Year Ends - List the month, day, year the organization's fiscal year ends.

Last Fiscal Year Data - List the number of performances, exhibits, or events in Broward County provided by the organization during the previous fiscal year; the total attendance at those events; and the number of paid subscribers/members during the fiscal year. Please enter the number Full-time, Part-time, and Contract Employees within your organization.

D&B D-U-N-S Number: All artists and arts organizations are encouraged to obtain their own free Dun & Bradstreet (D&B) number—or if you already have a D&B number, to ensure that they are accurately coded as an arts organization or artist. To find your DUNS number, please go to: <http://smallbusiness.dnb.com> If you do not have a DUNS number, you can get one for free by either calling 1-800-333-0505.

Page 3 - Project / Program Description- Provide a title and a **brief summary** of your organization's yearly program of activities for which you are requesting support. Cultural disciplines- Select the discipline most appropriate for the project up to five areas.

Page 4 - Program Narrative

What Impact would the maximum award have on your project and your organization. The application score will heavily influence the size of award you receive, explain here the true impact of you receiving the largest award possible within the competitive pool of applicants. Also help the panelists measure the impact of a lesser award on the quantity/quality of your activities proposed during the project period.

Indicate if any extraordinary or special fiscal circumstances exist for your organization at this time. Include any significant change in annual operations (growth or decline), and the reason for any deficits and the plan to solve them. If the auditor included any management letters, provide information as to corrective action planned or taken by the organization in response to the management letters. If there are not special financial circumstances in your organization at this time, convey that to the reader.

Page 5 – Criteria (a) Marketing Plan Strategy Criteria (d) Criteria (e)

List the number of projected hotel room nights generated annually within the boundaries of Broward County. Tourism Impact. Demonstration of how the TDT project will generate hotel and motel (lodging) "bed nights".

Review Criteria - This is the basis on which a review panel scores or evaluates an application. State how the proposed project addresses the specific review criteria listed in the guidelines for the Cultural Investment Program. List each criterion and show how the project meets it.

Page 6 - Criteria (b) Scope and Reach of Organization Criteria (c) Community Need

Page 7 Criteria (f) Organizational capacity and financial stability of the applicant

Page 8- Criteria (g) Financial Information

Page 9- Project Budget Description

Page 10- Criteria (h) Priority to Projects with the following elements: 1.) Are shovel ready (already designed and permitted, including that the applicant has received all governmental and/or regulatory permits); 2.) Exceed the 2:1 match requirement; 3.) Achieve geographic distribution of TDT Capital Challenge Grant Program dollars across Broward County; or, 4.) Demonstrate substantial funding commitment to out- of-market advertising and promotion of Broward County with the intent of attracting overnight visitors to hotel(s) within Broward County.

Page 11- Fiscal Sponsorship and Collaborations (optional)- Fiscal sponsors listed- Should an applicant propose collaboration with other party/entity for purposes of marketing, advertising, financial arrangements or other programming, such agreement must be disclosed at the time of application and agreements, signed by duly authorized representative of each entity, must be submitted as part of the application. Collaborative applications must clearly define in the Narrative how the relationship enhances tourism and destination attractiveness, beyond what the individual entities produce on their own.

Page 12 - Criteria (j) Documented need for renovation or expansion, or completed.

Page 13- Mission Statement, Key Goals and Accomplishments – Express the mission statement of the organization. When completed, the reader should have a clear understanding of the **key** area(s) that the organization will focus on for the coming funding period (up to three key goals). These goals should be realized in time lines, budgets, and be realistic and quantifiable. Also, describe any major accomplishments, or progress, that has been made toward long-term and short-term goals and objectives from the previous year. When completed, the reader should be able to see the progress that the organization has made over the past year. For each goal and objective(s) that are selected, highlight any significant developments. Also, if the organization did not achieve a key goal from the past year, explain why, what the organization learned and what would have been done differently.

Page 14- Demographic Background - Describe the demographic composition of the organization's staff, board, and volunteers. Include the **total number (not percentages)** of members in each category and indicate are minorities, senior citizens, and persons with disabilities.

Page 15- -Americans With Disabilities Act - Answer the questions for ADA compliance.

Commissioner districts served – Activate the appropriate number of box(es) indicating the Commissioner districts that will be served by your funded projects/programs next year.

To locate the correct Commissioner district, refer to: Click on ->

<http://bcgis.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=c7f7450dc0b147d4b4b9526d9b1f93e7> and type in the street address and zip code of the program's venue, or location.

If your County funded projects/programs will occur at different venues, please indicate all the districts that would apply.

Page 16- Certification - The applicant certifies that the data in this application and its various sections, including budget data, are true and correct and that the filing of this application for funding by the Cultural Investment Program has been duly authorized.

Attachments *(page 17)

UPLOAD ATTACHMENTS:

Attachments - Only one file can be uploaded per Attachment.

Ensure all information is directly visible in your attachments. When combining information into a single attachment (ex. PDF), pay special attention to these attachments when "Reviewing" the final application before submitting to confirm all your supplied data is retained and visible, so it is clear to the reviewers.

Please avoid sending compressed (zip) files, and to prevent damaged or corrupted files from being sent, create new (clean) versions of your attachments.

At the ATTACHMENTS page: Use the "drop down" feature to select the correct "Title" for each Attachment. "Browse-in" in your attachment file, then, click the "Upload" button to attach the file to the title. Upload the attachment files in chronological order (1, 2, 3 etc.) one- at- a- time. The maximum size for all attachments combined is 900 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Attachment 1- Financial Information -

Operating Budget- (Cash Revenues, Expenses, Volunteer and In-Kind) Created in an Excel file format which you can download from the Division Web-site:

<http://www.broward.org/Arts/Funding/Pages/Tourist-Development-Tax-.aspx>

Financial Information - Operating Budget - Provide financial information in an Excel format for cash revenues and expenditures of the three (3) years indicated: Column 1 - most recently completed fiscal year; column 2 - your current year; column 3 - the year for which you are requesting funding. At the FORMS AND LINKS section Download the blank Excel form "Operating Budget Form XLS" to your computer and complete and upload. Note, there are three pages: Sheet 1- Income; Sheet 2- Expenses; Sheet 3 - Volunteer In-Kind.

Attachment 2- Project Budget for the TDT-CCGP project.

Attachment 3- Provide short-term and long-term organizational and programmatic goals and objectives. Explain how they relate to the mission statement.

Attachment 4- List of current officers and board members showing terms, residential addresses, and phone numbers and e-mail addresses.

Attachment 5- List of exhibits, programs, events or performances presented in the last funding period, or the previous 12 months (including dates and locations).

Attachment 6- Names of Key Program and Artistic Staff - List the names of key organizational artistic and program personnel. Provide brief resumes for each name listed.

Attachment 7- Names, qualifications and support material (news clippings, programs, biographical information, resume, etc.) for creative artists involved in the proposed project year.
Letters of commitment from these participating artists for the proposed period (up to 5 pages)

Attachment 8- Appropriate and clearly labeled supportive material (not to exceed 5 pages).

Attachment 9- Submit the most recent IRS 990 Return of Organization Exempt From Income Tax for the organization.

Attachment 10- IRS Letter of Determination- Proof of non-profit status (ex. 501c3)

Attachment 11- Documentation of existing bank checking account.

Attachment 12- Lease or Deed, Title, or Sales Contract.

Attachment 13- Preliminary drawings, or architectural plan.

Attachment 14- Provide an organizational history which includes a founding date.

Attachment 15- Business Plan that outlines the feasibility for the capital project, funding, and timeline. The business plan shall identify the source(s) and composition of the minimum funds required to demonstrate a minimum cash match of the project's total cost provided, as provided in subsection (3)(a)(1), which requires that the applicant commit and have available Two Dollars (\$2) for every One Dollar (\$1), requested in the grant application. The business plan shall also include a project construction timeline. The business plan shall include an outline of the allocation of the committed funds and the requested grant funds for the proposed project's expenditures. The applicant shall demonstrate in its business plan that it can complete the capital project within the proposed timeline and within the dollar limitations of the total available committed funds and the requested grant funds. The business plan shall be submitted with the grant application.

Attachment 16- Provide three years of audited certificated financial statements.

Attachment 17- Application by a Consortium, attach the completed, and signed, copies of the Individual Commitment Form from each individual applicant member organization that will be participating in the Consortium.

Media

Attachment 18A- Media samples (optional) One upload per Attachment. First media attachment. To substantiate and support your application you can upload a media file.

Attachment 18B- Media samples (optional) One upload per Attachment. Second media attachment. To substantiate and support your application you can upload a media file.

Allowable file extensions for attachments - One can now provide these media files to upload as attachments in the proposal templates: Doc. Docx. xlsx. Txt. Tif. Png. Jpg. gif. bmp. zip. tar. gz mp3. mov. mp2. mp4. This means audio files and small audio files and movie files can be uploaded as attachments with the proposals.

In Progress “Draft” Application:

If you need to stop at any time, simply scroll to the bottom of the page, “**click**” on **SAVE & FINISH LATER**. This will save what you have entered, close your application, and allow you to return later. You can **SAVE & FINISH LATER** as often as necessary while you complete the application. You will receive a “Draft” of the application in your e-mail box.

To Submit the Application:

1. CLICK the button, or tab: "**Review My Application.**" This will take you to a review screen. This function will generate one continuous page of your entire Application for easy review (proof reading stage). If there are any errors with your Application, red notes will be listed next to the field in error. Make the edits, or add the missing attachments. Once you have fixed any errors, CLICK the UPDATE button to save your changes.
2. CLICK: **SUBMIT button** to send in your Application to the Division.

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Division Home page: <http://www.broward.org/arts/Pages/Default.aspx>



Broward County Cultural Division
Greater Fort Lauderdale Convention & Visitors Bureau