

**EXHIBIT B**

**ALACHUA COUNTY**  
**TOURIST DEVELOPMENT COUNCIL**  
**TOURISM GRANT GUIDELINES**  
**AND APPLICATION**

Approved by

Alachua County Board of County Commissioners

March 12, 2009

and

Alachua County Tourist Development Council  
February 18, 2009

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## **PURPOSE OF TOURIST DEVELOPMENT TAX GRANTS**

The purpose of all Tourist Development grants is to enhance Alachua County as a visitor destination by contributing to the development of tourism as allowed by Section 125.0104, Florida Statutes, Chapter 38 of the Alachua County Code of Ordinances, and in conjunction with the Alachua County Vision Statement.

Priority for all tourist development funding will be given to projects that have the greatest potential of bringing visitors to Alachua County who will stay overnight in hotels, motels, bed & breakfast inns, RV parks and campgrounds as well as components affecting the social and environmental impacts on Alachua County.

### **ELIGIBLE APPLICANTS**

To be an eligible applicant the applicant must be a properly established corporation.

### **TIMETABLE**

Completed application packages must be received by the Alachua County Visitors and Convention Bureau, 30 East University Avenue, Gainesville, by the date shown on [Visitgainesville.com](http://Visitgainesville.com). **Late applications will not be accepted.**

## **FINANCIAL GUIDELINES and DOCUMENTATION**

Tourist Development Tax grants will provide funds for up to 50% of the budget for the total costs of an approved event, up to a maximum of \$10,000, subject to the funds allocated to the grant program.

Applicants must provide 50% cash match or 25% cash match and 25% in-kind match of the budget for the total cost of an approved event. Examples of in-kind match are: donated goods and services, facilities, etc.

The amount of the Tourist Development Tax grant will be awarded according to 6:1 ratio of estimated tourist tax dollars generated through the event. Applicants should use this guideline in preparing their application for a Tourist Development Tax grant. To figure the maximum grant amount, take the number of rooms utilized by the event, multiply by the number of nights utilized, multiply by the actual room rate (or for estimating, the average room rate), multiply by 3% and finally multiply by 6.

Example: 100 rooms, for 2 nights, at \$70 per night, times 3% (Tourist Tax Rate), times 6 equals \$2,520 equals the maximum amount that this event can request from Tourist Development Tax Grant funds.

The average room rate in Alachua County is approximately \$70. Use this average if you do not have a host lodging facility to figure the amount of tax generated. If you have a host lodging facility use the actual rate.

Grant funds will be dispersed only after the grant agreement has been fully executed by all parties. **The recipient of the grant is to return the signed contract to the Visitors and Convention Bureau within 45 calendar days of award. Award notifications will be made via email to the addresses provided in the application. The proposed notification date will be the day the Tourist Development Council approved the awards. This date will be on [www.VisitGainesville.com/grants](http://www.VisitGainesville.com/grants). Failure to do so within this time period will serve as a withdrawal from the funding process.**

**Any exceptions to the contract language must be submitted to the Visitors and Convention Bureau with application. The Visitors and Convention Bureau is under no obligation to honor request for exceptions and may reject a grant and not provide funding if the exception is not, in the sole opinion of the County, in its best interests.**

Grant funds must be expended only on items allowed under Florida Statutes 125.0104 Changes prior to the date of the event, such as date or location will require authorization by the Director of the VCB and may require an amendment to the grant agreement as well. Changes to the budget after the grant agreement has been executed will require authorization by the Director of the VCB.

Any payment made that is later shown not to be an authorized expenditure or not to be properly matched during the performance of the grant agreement shall be due and returned to the County.

**PAYMENT WILL ONLY BE MADE TO THE ORGANIZATION RECEIVING THE GRANT. NO PAYMENTS WILL BE MADE DIRECTLY TO VENDORS OR INDIVIDUALS.**

Each organization receiving a Tourist Development Tax grant will be required to submit a Final Evaluation Report for the event to the Visitors and Convention Bureau. The Final Evaluation Report shall contain the following information:

- A brief narration of the event.
- An evaluation of the economic impact the event had on Alachua County.
- Include a breakdown of what lodging facilities were utilized and the rate and number of room nights generated by the event (copies of letters from the lodging facilities verifying room nights and rate shall be attached), any local attractions that were visited as part of the event, and local restaurants or businesses utilized as part of the event.
- The original and one copy of each of the invoices and cancelled checks (front and back) paid by the Corporation in conjunction with the event.
- Completed Summary and Detail Funds Request forms.
- A financial statement listing all of the revenues received and expenses paid in the course of the event.
- One copy of any handouts, brochures, or other material used during the event.

Actual, verifiable room nights will be the only measure for determining the final room night count (surveys will no longer be an acceptable measure for room night verification), and reimbursement shall be contingent on the percentage of room nights actually utilized versus the estimated room nights in the application for the event as follows:

<b>Estimated Occupancy</b>	<b>Actual Occupancy</b>	<b>% Payment based on Grant Award</b>
<b>First Time Events to Alachua County</b>		
100%	80% - 100%	100%
100%	70% < 80%	83%
100%	60% < 70%	66%
100%	50% < 60%	50%
100%	< 50%	0
<b>Repeat Events in Alachua County</b>		
100%	90% - 100%	100%
100%	80% < 90%	87.5%
100%	70% < 80%	75%

100%	60% < 70%	62.5%
100%	50% < 60%	50%
100%	< 50%	0

All grant recipients are required to maintain complete and accurate accounting and project records for the event.

All funds granted shall be subject to audit by the Alachua County Clerk of Circuit Court's Department of Finance and Accounting. All documentation submitted to the County shall become public records and governed as such by Chapter 119, Florida Statutes.

All organizations must accomplish what was presented and set forth in the grant agreement. If for any reason the requirements of the grant agreement have not been met, the County has the right to withhold any payment.

All promotional and advertising materials must be reviewed by VCB staff prior to publishing and advertisement.

All grantees must show on materials: the Alachua County logo plus, "This event has been financed in part by a Tourist Development Tax Grant from the Alachua County Board of County Commissioners in conjunction with the Alachua County Tourist Development Council."

## EXAMPLES OF ALLOWABLE EXPENDITURES

- Printing for the event
- Postage pertaining to the event
- Advertisements and promotion for the event including television, radio, newspaper, magazines, billboards and signage on highways entering Alachua County
- Preparation of presentation materials, such as brochures, slides, etc.
- Transportation within Alachua County while event is being held, i.e. bus transportation to take participants to event site, dining, local attractions, etc.
- Souvenir items that have the Alachua County logo on them
- Rental fees for use of a facility, such as the Stephen C. O'Connell Center, banquet facilities, etc for the event
- Any other appropriate expenses needed for the event allowable under Section 125.0104, Florida Statutes

## EXAMPLES OF NON-ALLOWABLE EXPENSES

- Sales tax cannot be reimbursed by Tourist Development Tax Funds
- Annual operating expenses to the Corporation that are not directly related to the event
- Costs for applying for the grant including typing, paper, postage; or the cost of resale items that will be sold at a profit.
- Any other expenses that are not allowable under State Statutes

A copy of the form grant agreement will be posted on [www.VisitGainesville.com](http://www.VisitGainesville.com) for information only.

# **DIRECTIONS TO COMPLETE THE APPLICATION**

1. Review pages 3-6 before you complete this application.
2. Please type the application. Accuracy is important.
3. Please answer each question. If the question does not apply to your grant request, put N/A in the blank.
4. Be sure to have the organization's chief official sign the application. Applications not signed will be returned.
5. Each event must complete a separate grant application.
6. Submit the original and five (5) copies of the completed grant application to the VCB by the published deadline.
7. **Attach to the Application:**

- **Proof of Current Status**
- **List of current officers and board members**
- **Copy of Financial Statement for the most recently completed fiscal/calendar year**
- **Letters of commitment from Co-Sponsors**
- **List of current projects**
- **Annual budget of organization**
- **Overall Budget for the event**
- **Documentation verifying the inclusion of local attractions/events, local catering, and meals as part of the event.**
- **Certification of Small or Minority Organization**
- **Completed W-9 form**

## ***ALACHUA COUNTY TOURIST DEVELOPMENT GRANT APPLICATION***

**Includes Pages 8 – 14**

**ALACHUA COUNTY TOURIST  
DEVELOPMENT GRANT APPLICATION**

**A.** Describe event: \_\_\_\_\_

**B.** Sponsoring Organization: \_\_\_\_\_

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

e-mail address \_\_\_\_\_

**C.** Official/Title (President or Director)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Telephone (work) \_\_\_\_\_ home) \_\_\_\_\_

**D.** Who will be in charge of this event? \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home) \_\_\_\_\_

e-mail address \_\_\_\_\_

**E.** Who will be financially responsible for this event

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

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

Phone (work) \_\_\_\_\_ (home) \_\_\_\_\_

e-mail address \_\_\_\_\_

**F.** Location of event: \_\_\_\_\_

**G.** Date and times of event: \_\_\_\_\_

**H.** Amount of Tourist Development Tax generated by the event

# of rooms \_\_\_\_\_ X the number of nights \_\_\_\_\_ X the room rate X .03 = \$ \_\_\_\_\_

**I.** Maximum Amount of Tourist Development Grant funds allowed for the event based

on: # of rooms \_\_\_\_\_ X the number of nights \_\_\_\_\_ X the room rate X .03 X 6 =  
\$ \_\_\_\_\_.

**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 Tax 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 Alachua County, FL?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, when was the last time it was held in Alachua County? \_\_\_\_\_.

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

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**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	_____	_____
City	_____	_____
Lodging Facility	_____	_____
Verifiable Room Nights	_____	_____

**P.** Estimated number of anticipated attendees staying overnight for proposed event \_\_\_\_\_.

**Q.** Estimate the number of room nights for proposed event \_\_\_\_\_ # of nights  
X \_\_\_\_\_ # of rooms = \_\_\_\_\_ room nights.

Have you reserved rooms at a lodging facility?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Name of Facility \_\_\_\_\_

Number of rooms reserved \_\_\_\_\_

Lodging Facility room rate \$ \_\_\_\_\_

**R.** Who will be in charge of the Lodging Facility arrangements?

How will this be handled? For example: A. Rooms will be assigned by the host organization; B. Individuals will make their own arrangements; C. Other.

Explain \_\_\_\_\_

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**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.

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**T.** Are any local attractions being included in the itinerary for this event such as: (Attach documentation supporting this information. An Email blast to attendees highlighting local attractions will be acceptable. (John Pricher, [jpp@visitgainesville.com](mailto:jpp@visitgainesville.com), must be copied on email to verify.) Attendance at one of the below must be included in agenda of the proposed event to be eligible. Failure to place in the event agenda will result in a 10% reduction of award.)

- Attend a local play, concert, or dance performance
- Visit a local museum
- Visit a local nature based activity (i.e. Kanapaha Botanical Gardens, Poe Springs, Etc.)
- Visit local historical settings (i.e. MK Rawlings, Micanopy, High Springs, Etc.)
- Other \_\_\_\_\_

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

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**V.** Does this event plan to use a Green Lodging Designated facility? See this site for help , [www.dep.state.fl.us/greenlodging](http://www.dep.state.fl.us/greenlodging)

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**W.** Does this event incorporate activities that add to the environment such as landscaping (plant trees, shrubs, flowers, or liter pickup, etc.) or any other socially charitable contribution (table arrangements to local hospitals or care centers, financial donation to local charitable organization, etc.)? This item must be included on the agenda to be accepted. Explain

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**X.** Is the sponsoring organization a certified small minority business within its state of jurisdiction? If so indicate the state in which it is certified and include either the website to verify the certification or a copy of the certification.

No \_\_\_\_\_ Yes \_\_\_\_\_ State of Certification \_\_\_\_\_

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

- \_\_\_\_\_ Newspaper ad (which newspaper? \_\_\_\_\_)
- \_\_\_\_\_ Magazine ad (which magazine? \_\_\_\_\_)
- \_\_\_\_\_ Word of mouth
- \_\_\_\_\_ Previous grant applicant
- \_\_\_\_\_ Other \_\_\_\_\_

**Describe the marketing Plan for event. Include Promotional/Advertising plans for both in and out of county (use additional sheets).**

***ORGANIZATIONS MUST HAVE MATCHING FUNDS***

Please check the appropriate match:

50% TDC / 50% cash match \_\_\_\_\_

50% TDC / 25% cash match / 25% in-kind match \_\_\_\_\_

**PLEASE INCLUDE THE OVERALL BUDGET FOR THE EVENT. UPON THE AWARD OF TOURIST DEVELOPMENT TAX GRANT FUNDS A BREAKDOWN OF THE BUDGET BETWEEN TOURIST DEVELOPMENT FUNDS, CASH, AND IN-KIND EXPENDITURES WILL BE REQUIRED. BELOW IS AN EXAMPLE OF THE BREAKDOWN THAT WILL BE REQUIRED**

# EVENT BUDGET

Funding Sources other than requested from Tourist Development Tax Grant Program

Source:	Amount
_____	_____
_____	_____
_____	_____
Total of other funding sources	=====

Please place a budget amount in each applicable box. In blank spaces provided, please add in any items that will be included in complete budget.

Corporation: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_

Official Signature: \_\_\_\_\_

	TDC FUNDS	CASH	IN-KIND	TOTAL
PRINTING				
POSTAGE				
MEDIA/ADVERTISING/PROMOTION				
LOCAL TRANSPORTATION				
TRAVEL EXPENSES				
REGISTRATION				
RENTAL OF FACILITY				
List any other expenses below				
<b>TOTAL</b>				

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Please print or type	Name (See <b>Specific Instructions</b> on page 2.)	
	Business name, if different from above. (See <b>Specific Instructions</b> on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		

<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the <b>Part I instructions on page 2</b>. For other entities, it is your employer identification number (EIN). If you do not have a number, see <b>How to get a TIN on page 2</b>.</p> <p><b>Note:</b> If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border: 1px solid black;">Social security number</td> </tr> <tr> <td style="text-align: center; border: 1px solid black;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; 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**Part III Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**Purpose of Form**

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use **Form W-9 only** if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate **Form W-8**. See **Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations**.

**Note:** If a requester gives you a form other than **Form W-9** to request your TIN, you must use the requester's form if it is substantially similar to this **Form W-9**.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the **Part III** instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the **Part II** instructions and the separate **Instructions for the Requester of Form W-9**.

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

### Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all

such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

### Part II—For U.S. Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

### Part III—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to

report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.



## **REIMBURSEMENT PROCEDURES**

Reimbursement:

Complete both the Summary Funds Request and the Detail Request and attach copies of the original and one copy of the invoices and payment (if by check, copy of the front and back of the check). For the final reimbursement include the Final Evaluation Report as noted under the Financial Guidelines and Documentation on pages 4 and 5 of the application.

Reimbursement Request period: Beginning with either the date the grant agreement is executed or the date specifically identified in the grant agreement as the beginning date until the termination date in the contract. Actual expenses must have been incurred, paid and cancelled checks returned from banking institution.

When requesting funds send reimbursement package to:

Director, Visitors and Convention Bureau  
30 East University Avenue  
Gainesville, Florida 32601

### **CHECKLIST FOR PAYING REIMBURSEMENTS**

\_\_\_\_\_ Executed agreement on file

#### **Evaluation Report**

\_\_\_\_\_ Letters from Lodging Facilities verifying date, rate, & room nights

\_\_\_\_\_ Synopsis of Event

\_\_\_\_\_ Copy of materials used for event on file with VCB

\_\_\_\_\_ Includes Alachua County Logo

\_\_\_\_\_ Includes statement "This event has been financed in part ..." from page 5 of Financial Guidelines & Documentation

\_\_\_\_\_ Revenue/Expense report for event

\_\_\_\_\_ Invoices and front/back copy of paid checks

\_\_\_\_\_ Completed Detail Funds Request Form

\_\_\_\_\_ Completed Summary Funds Request Form

# **INSTRUCTIONS FOR COMPLETING DETAIL AND SUMMARY FUNDS REQUEST**

## **DETAIL FUNDS REQUEST**

Column 1- Line Items in Budget: Use the same budget line item descriptions from the Revised Event Budget - i.e. Printing, Postage, Insurance, Rental of Facility, etc. (attached to the grant agreement or the Revised Event Budget approved by the Director of the VCB).

Column 2 – Vendor: List each individual vendor that the corporation has paid. If you need to list more vendors than the space provides, please attach an additional sheet.

Column 3 – Amount Allocated to Match: List the amount that the corporation paid to a vendor that is not being reimbursed by TDC grant funds. (Example: Office supplies in the amount of \$50.00 were purchased without using the tax free I.D.; sales tax in the amount of \$3.00 was charged. TDC grant funds cannot reimburse the \$3.00 sales tax; so it should be listed in column 3. The \$50.00 will be listed in column 4, since it is being reimbursed by TDC grant funds.) Add up all the invoices paid to the vendors within a budget line item and place the total in the Line Item Total. If you are using the Excel spreadsheet this will total automatically.

Column 4 – Amount Allocated to County: List any amount that the corporation paid to a vendor that is being requested for reimbursement from TDC grant funds. Add up all the invoices paid to the vendors within a budget line item and place the total in the Line Item Total. If you are using the Excel spreadsheet this will total automatically.

Total the Line Item Totals for columns 3 and 4, and enter the totals at the bottom of the page in the space labeled “Grant total – Add all line item totals”. If you are using the Excel spreadsheet this will be totaled automatically.

If you have any questions, please contact the VCB for assistance in completing these forms.

## **SUMMARY FUNDS REQUEST**

### **I. Total Event (Match + County per line)**

Column 1- Line Items in Budget: Use the same line items and descriptions from the Revised Event Budget - i.e. Printing, Postage, Insurance, Rental of Facility, etc. (attached to the grant agreement or the Revised Event Budget approved by the Director of the VCB).

Column 2 – Budget: List the amounts of the Revised Event Budget (attached to the grant agreement or the Revised Event Budget approved by the Director of the VCB). Add up the total line items and place in Event Totals.

Column 4 – Total Expenditures to Date: Total all expenses to date incurred for the event by line item. (This should equal the amount listed as Line Item Total in columns 3 plus 4 of the Detail Funds Request Form.

Column 5 – Budget Available After Payment: Column 2 minus column 4.

## II. Match

Column 1- Line Items in Budget: Use the same line item and descriptions from the Revised Event Budget - i.e. Printing, Postage, Insurance, Rental of Facility, etc. (attached to the grant agreement or the Revised Event Budget approved by the Director of the VCB).

Column 2 – Budget List the amounts that are either the cash amount matched by the corporation or the sum of the cash and in-kind amount matched by the corporation of the Revised Event Budget (attached to the grant agreement or the Revised Event Budget approved by the Director of the VCB). Add up the total line items and place in Event Totals.

Column 4 – Total Expenditures to Date: Total all expenses to date incurred for the event by line item that are not being reimbursed by TDC grant funds. (This should equal the amount listed as Line Item Total in column 3 of the Detail Funds Request Form.

Column 5 – Budget Available After Payment: Column 2 minus column 4.

## III. County

Column 1- Line Items in Budget: Use the same line item and descriptions from the Revised Event Budget -i.e. Printing, Postage, Insurance, Rental of Facility, etc. (attached to the grant agreement or the Revised Event Budget approved by the Director of the VCB).

Column 2 – Budget: List the amounts of the Revised Event Budget (attached to the grant agreement or the Revised Event Budget approved by the Director of the VCB) by line item category that are being reimbursed by TDC grant funds. Add up the total line items and place in Event Totals.

Column 3 – Request Total: Total all expenses for which the corporation is requesting reimbursement by budget line item (should be the same as the amount listed as Line Item Total in column 4 of the Detail Funds Request Form).

Column 4 – Total Expenditures to Date: Total all expenses to date incurred for the event by line item that are being reimbursed by TDC grant funds. (This should equal the amount listed as Line Item Total in column 4 of the Detail Funds Request Form

Column 5 – Budget Available After Payment: Column 2 minus column 4.

## DETAIL FUNDS REQUEST FORM

Corporation:		Request	
Request Period: From	To	Amount	
(1)	(2)	(3) MATCH	(4) COUNTY
A			
	<b>Line Item Total</b>		
B			
	<b>Line Item Total</b>		
C			
	<b>Line Item Total</b>		
D			
	<b>Line Item Total</b>		
E			
	<b>Line Item Total</b>		
F			
	<b>Line Item Total</b>		
G			
	<b>Line Item Total</b>		
H			
	<b>Line Item Total</b>		
<b>Grand Total - Add all line item totals</b>			

# SUMMARY FUNDS REQUEST FORM

Corporation: \_\_\_\_\_ Request Period: From \_\_\_\_\_ To \_\_\_\_\_ Request Amount \$ \_\_\_\_\_

Official Signature \_\_\_\_\_

### Total Event (Match + County)

	(1) Line Items in Budget	(2) Budget per Grant Agreement	(3) Request Total	(4) Total Expenditures to Date	(5) Budget Available After Reimbursement
A					
B					
C					
D					
E					
F					
G					
H					
	Event Total				

### Match

A					
B					
C					
D					
E					
F					
G					
H					
	Match Total				

### County

A					
B					
C					
D					
E					
F					
G					
H					
	County Total				

Fla. Stat. § 125.0104 (2005)

§ 125.0104. Tourist development tax; procedure for levying; authorized uses; referendum; enforcement

(1) *SHORT TITLE.* --This section shall be known and may be cited as the "Local Option Tourist Development Act."

(2) *APPLICATION; DEFINITIONS.*

(a) *Application.* --The provisions contained in chapter 212 apply to the administration of any tax levied pursuant to this section.

(b) *Definitions.* --For purposes of this section:

1. "Promotion" means marketing or advertising designed to increase tourist-related business activities.

2. "Tourist" means a person who participates in trade or recreation activities outside the county of his or her permanent residence or who rents or leases transient accommodations as described in paragraph (3)(a).

3. "Retained spring training franchise" means a spring training franchise that had a location in this state on or before December 31, 1998, and that has continuously remained at that location for at least the 10 years preceding that date.

(3) *TAXABLE PRIVILEGES; EXEMPTIONS; LEVY; RATE.*

(a) It is declared to be the intent of the Legislature that every person who rents, leases, or lets for consideration any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of 6 months or less is exercising a privilege which is subject to taxation under this section, unless such person rents, leases, or lets for consideration any living quarters or accommodations which are exempt according to the provisions of chapter 212.

(b) Subject to the provisions of this section, any county in this state may levy and impose a tourist development tax on the exercise within its boundaries of the taxable privilege described in paragraph (a), except that there shall be no additional levy under this section in any cities or towns presently imposing a municipal resort tax as authorized under chapter 67-930, Laws of Florida, and this section shall not in any way affect the powers and existence of any tourist development authority created pursuant to chapter 67-930, Laws of Florida. No county authorized to levy a convention development tax pursuant to [s. 212.0305](#), or to s. 8 of chapter 84-324, Laws of Florida, shall be allowed to levy more than the 2-percent tax authorized by this section. A county may elect to levy and impose the tourist development tax in a subcounty special district of the county. However, if a county so elects to levy and impose the tax on a subcounty special district basis, the district shall embrace all or a significant contiguous portion of the county, and the county shall assist the Department of Revenue in identifying the rental units subject to tax in the district.

(c) The tourist development tax shall be levied, imposed, and set by the governing board of the county at a rate of 1 percent or 2 percent of each dollar and major fraction of each dollar of the total consideration charged for such lease or rental. When receipt of consideration is by way of property other than money, the tax shall be levied and imposed on the fair market value of such nonmonetary consideration.

(d) In addition to any 1-percent or 2-percent tax imposed under paragraph (c), the governing board of the county may levy, impose, and set an additional 1 percent of each dollar above the tax rate set under paragraph (c) by the extraordinary vote of the governing board for the purposes set forth in subsection (5) or by referendum approval by the registered electors within the county or subcounty special district. No county shall levy, impose, and set the tax authorized under this paragraph unless the county has imposed the 1-percent or 2-percent tax authorized under paragraph (c) for a minimum of 3 years prior to the effective date of the levy and imposition of the tax authorized by this paragraph. Revenues raised by the additional tax authorized under this paragraph shall not be used for debt service on or refinancing of existing facilities as specified in subparagraph (5)(a)1. unless approved by a resolution adopted by an extraordinary majority of the total membership of the governing board of the county. If the 1-percent or 2-percent tax authorized in paragraph (c) is levied within a subcounty special taxing district, the additional tax authorized in this paragraph shall only be levied therein. The provisions of paragraphs (4)(a)-(d) shall not apply to the adoption of the additional tax authorized in this paragraph. The effective date of the levy and imposition of the tax authorized under this paragraph shall be the first day of the second month following approval of the ordinance by the governing board or the first day of any subsequent month as may be specified in the ordinance. A certified copy of such ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of such ordinance.

(e) The tourist development tax shall be in addition to any other tax imposed pursuant to chapter 212 and in addition to all other taxes and fees and the consideration for the rental or lease.

(f) The tourist development tax shall be charged by the person receiving the consideration for the lease or rental, and it shall be collected from the lessee, tenant, or customer at the time of payment of the consideration for such lease or rental.

(g) The person receiving the consideration for such rental or lease shall receive, account for, and remit the tax to the Department of Revenue at the time and in the manner provided for persons who collect and remit taxes under [s. 212.03](#). The same duties and privileges imposed by chapter 212 upon dealers in tangible property, respecting the collection and remission of tax; the making of returns; the keeping of books, records, and accounts; and compliance with the rules of the Department of Revenue in the administration of that chapter shall apply to and be binding upon all persons who are subject to the provisions of this section. However, the Department of Revenue may authorize a quarterly return and payment when the tax remitted by the dealer for the preceding quarter did not exceed \$ 25.

(h) The Department of Revenue shall keep records showing the amount of taxes collected, which records shall also include records disclosing the amount of taxes collected for and from each county in which the tax authorized by this section is applicable. These records shall be open for inspection during the regular office hours of the Department of Revenue, subject to the provisions of [s. 213.053](#).

(i) Collections received by the Department of Revenue from the tax, less costs of administration of this section, shall be paid and returned monthly to the county which imposed the tax, for use by the county in accordance with the provisions of this section. They shall be placed in the county tourist development trust fund of the respective county, which shall be established by each county as a condition precedent to receipt of such funds.

(j) The Department of Revenue is authorized to employ persons and incur other expenses for which funds are appropriated by the Legislature.

(k) The Department of Revenue shall promulgate such rules and shall prescribe and

publish such forms as may be necessary to effectuate the purposes of this section.

(l) In addition to any other tax which is imposed pursuant to this section, a county may impose up to an additional 1-percent tax on the exercise of the privilege described in paragraph (a) by majority vote of the governing board of the county in order to:

1. Pay the debt service on bonds issued to finance the construction, reconstruction, or renovation of a professional sports franchise facility, or the acquisition, construction, reconstruction, or renovation of a retained spring training franchise facility, either publicly owned and operated, or publicly owned and operated by the owner of a professional sports franchise or other lessee with sufficient expertise or financial capability to operate such facility, and to pay the planning and design costs incurred prior to the issuance of such bonds.

2. Pay the debt service on bonds issued to finance the construction, reconstruction, or renovation of a convention center, and to pay the planning and design costs incurred prior to the issuance of such bonds.

3. Pay the operation and maintenance costs of a convention center for a period of up to 10 years. Only counties that have elected to levy the tax for the purposes authorized in subparagraph 2. may use the tax for the purposes enumerated in this subparagraph. Any county that elects to levy the tax for the purposes authorized in subparagraph 2. after July 1, 2000, may use the proceeds of the tax to pay the operation and maintenance costs of a convention center for the life of the bonds.

4. Promote and advertise tourism in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

The provision of paragraph (b) which prohibits any county authorized to levy a convention development tax pursuant to [s. 212.0305](#) from levying more than the 2-percent tax authorized by this section, and the provisions of paragraphs (4)(a)-(d), shall not apply to the additional tax authorized in this paragraph. The effective date of the levy and imposition of the tax authorized under this paragraph shall be the first day of the second month following approval of the ordinance by the governing board or the first day of any subsequent month as may be specified in the ordinance. A certified copy of such ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of such ordinance.

(m) 1. In addition to any other tax which is imposed pursuant to this section, a high tourism impact county may impose an additional 1-percent tax on the exercise of the privilege described in paragraph (a) by extraordinary vote of the governing board of the county. The tax revenues received pursuant to this paragraph shall be used for one or more of the authorized uses pursuant to subsection (5).

2. A county is considered to be a high tourism impact county after the Department of Revenue has certified to such county that the sales subject to the tax levied pursuant to this section exceeded \$ 600 million during the previous calendar year, or were at least 18 percent of the county's total taxable sales under chapter 212 where the sales subject to the tax levied pursuant to this section were a minimum of \$ 200 million, except that no county authorized to levy a convention development tax pursuant to [s. 212.0305](#) shall be considered a high tourism impact county. Once a county qualifies as a high tourism impact county, it shall retain this designation for the period the tax is levied pursuant to this paragraph.

3. The provisions of paragraphs (4)(a)-(d) shall not apply to the adoption of the additional tax authorized in this paragraph. The effective date of the levy and imposition of the tax authorized under this paragraph shall be the first day of the second month following approval of the ordinance by the governing board or the first day of any subsequent month as may be specified in the ordinance. A certified copy of such ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of such ordinance.

(n) In addition to any other tax that is imposed under this section, a county that has imposed the tax under paragraph (l) may impose an additional tax that is no greater than 1 percent on the exercise of the privilege described in paragraph (a) by a majority plus one vote of the membership of the board of county commissioners in order to:

1. Pay the debt service on bonds issued to finance:

a. The construction, reconstruction, or renovation of a facility either publicly owned and operated, or publicly owned and operated by the owner of a professional sports franchise or other lessee with sufficient expertise or financial capability to operate such facility, and to pay the planning and design costs incurred prior to the issuance of such bonds for a new professional sports franchise as defined in [s. 288.1162](#).

b. The acquisition, construction, reconstruction, or renovation of a facility either publicly owned and operated, or publicly owned and operated by the owner of a professional sports franchise or other lessee with sufficient expertise or financial capability to operate such facility, and to pay the planning and design costs incurred prior to the issuance of such bonds for a retained spring training franchise.

2. Promote and advertise tourism in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

A county that imposes the tax authorized in this paragraph may not expend any ad valorem tax revenues for the acquisition, construction, reconstruction, or renovation of a facility for which tax revenues are used pursuant to subparagraph 1. The provision of paragraph (b) which prohibits any county authorized to levy a convention development tax pursuant to [s. 212.0305](#) from levying more than the 2-percent tax authorized by this section shall not apply to the additional tax authorized by this paragraph in counties which levy convention development taxes pursuant to [s. 212.0305\(4\)\(a\)](#). Subsection (4) does not apply to the adoption of the additional tax authorized in this paragraph. The effective date of the levy and imposition of the tax authorized under this paragraph is the first day of the second month following approval of the ordinance by the board of county commissioners or the first day of any subsequent month specified in the ordinance. A certified copy of such ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of the ordinance.

(4) *ORDINANCE LEVY TAX; PROCEDURE.*

(a) The tourist development tax shall be levied and imposed pursuant to an ordinance containing the county tourist development plan prescribed under paragraph (c), enacted by the governing board of the county. The ordinance levying and imposing the tourist development tax shall not be effective unless the electors of the county or the electors in the subcounty special district in which the tax is to be levied approve the ordinance authorizing the levy and imposition of the tax, in accordance with subsection (6). The effective date of the levy and imposition of the tax shall be the first day of the second

month following approval of the ordinance by referendum, as prescribed in subsection (6), or the first day of any subsequent month as may be specified in the ordinance. A certified copy of the ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of such ordinance. The governing authority of any county levying such tax shall notify the department, within 10 days after approval of the ordinance by referendum, of the time period during which the tax will be levied.

(b) At least 60 days prior to the enactment of the ordinance levying the tax, the governing board of the county shall adopt a resolution establishing and appointing the members of the county tourist development council, as prescribed in paragraph (e), and indicating the intention of the county to consider the enactment of an ordinance levying and imposing the tourist development tax.

(c) Prior to enactment of the ordinance levying and imposing the tax, the county tourist development council shall prepare and submit to the governing board of the county for its approval a plan for tourist development. The plan shall set forth the anticipated net tourist development tax revenue to be derived by the county for the 24 months following the levy of the tax; the tax district in which the tourist development tax is proposed; and a list, in the order of priority, of the proposed uses of the tax revenue by specific project or special use as the same are authorized under subsection (5). The plan shall include the approximate cost or expense allocation for each specific project or special use.

(d) The governing board of the county shall adopt the county plan for tourist development as part of the ordinance levying the tax. After enactment of the ordinance levying and imposing the tax, the plan of tourist development may not be substantially amended except by ordinance enacted by an affirmative vote of a majority plus one additional member of the governing board.

(e) The governing board of each county which levies and imposes a tourist development tax under this section shall appoint an advisory council to be known as the " (name of county) Tourist Development Council." The council shall be established by ordinance and composed of nine members who shall be appointed by the governing board. The chair of the governing board of the county or any other member of the governing board as designated by the chair shall serve on the council. Two members of the council shall be elected municipal officials, at least one of whom shall be from the most populous municipality in the county or subcounty special taxing district in which the tax is levied. Six members of the council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, of which members, not less than three nor more than four shall be owners or operators of motels, hotels, recreational vehicle parks, or other tourist accommodations in the county and subject to the tax. All members of the council shall be electors of the county. The governing board of the county shall have the option of designating the chair of the council or allowing the council to elect a chair. The chair shall be appointed or elected annually and may be reelected or reappointed. The members of the council shall serve for staggered terms of 4 years. The terms of office of the original members shall be prescribed in the resolution required under paragraph (b). The council shall meet at least once each quarter and, from time to time, shall make recommendations to the county governing board for the effective operation of the special projects or for uses of the tourist development tax revenue and perform such other duties as may be prescribed by county ordinance or resolution. The council shall continuously review expenditures of revenues from the tourist development trust fund and shall receive, at least quarterly, expenditure reports from the county governing board or its designee. Expenditures which the council believes to be unauthorized shall be reported to the county governing board and the Department of Revenue. The governing board and the department shall review the findings of the council and take appropriate administrative or judicial action to ensure compliance with this section. The changes in the composition of the membership of the tourist development council mandated by chapter 86-4, Laws of Florida, and this act

shall not cause the interruption of the current term of any person who is a member of a council on October 1, 1996.

(5) *AUTHORIZED USES OF REVENUE.*

(a) All tax revenues received pursuant to this section by a county imposing the tourist development tax shall be used by that county for the following purposes only:

1. To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums, or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied. Tax revenues received pursuant to this section may also be used for promotion of zoological parks that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public. However, these purposes may be implemented through service contracts and leases with lessees with sufficient expertise or financial capability to operate such facilities;

2. To promote and advertise tourism in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists;

3. To fund convention bureaus, tourist bureaus, tourist information centers, and news bureaus as county agencies or by contract with the chambers of commerce or similar associations in the county, which may include any indirect administrative costs for services performed by the county on behalf of the promotion agency; or

4. To finance beach park facilities or beach improvement, maintenance, renourishment, restoration, and erosion control, including shoreline protection, enhancement, cleanup, or restoration of inland lakes and rivers to which there is public access as those uses relate to the physical preservation of the beach, shoreline, or inland lake or river. However, any funds identified by a county as the local matching source for beach renourishment, restoration, or erosion control projects included in the long-range budget plan of the state's Beach Management Plan, pursuant to [s. 161.091](#), or funds contractually obligated by a county in the financial plan for a federally authorized shore protection project may not be used or loaned for any other purpose. In counties of less than 100,000 population, no more than 10 percent of the revenues from the tourist development tax may be used for beach park facilities.

(b) Tax revenues received pursuant to this section by a county of less than 750,000 population imposing a tourist development tax may only be used by that county for the following purposes in addition to those purposes allowed pursuant to paragraph (a): to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more zoological parks, fishing piers or nature centers which are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public. All population figures relating to this subsection shall be based on the most recent population estimates prepared pursuant to the provisions of [s. 186.901](#). These population estimates shall be those in effect on July 1 of each year.

(c) The revenues to be derived from the tourist development tax may be pledged to secure and liquidate revenue bonds issued by the county for the purposes set forth in subparagraphs (a)1. and 4. or for the purpose of refunding bonds previously issued for such purposes, or both; however, no more than 50 percent of the revenues from the tourist

development tax may be pledged to secure and liquidate revenue bonds or revenue refunding bonds issued for the purposes set forth in subparagraph (a)4. Such revenue bonds and revenue refunding bonds may be authorized and issued in such principal amounts, with such interest rates and maturity dates, and subject to such other terms, conditions, and covenants as the governing board of the county shall provide. The Legislature intends that this paragraph shall be full and complete authority for accomplishing such purposes, but such authority shall be supplemental and additional to, and not in derogation of, any powers now existing or later conferred under law.

(d) Any use of the local option tourist development tax revenues collected pursuant to this section for a purpose not expressly authorized by paragraph (3)(l) or paragraph (3)(n) or paragraph (a), paragraph (b), or paragraph (c) of this subsection is expressly prohibited.

(6) *REFERENDUM.*

(a) No ordinance enacted by any county levying the tax authorized by paragraphs (3)(b) and (c) shall take effect until the ordinance levying and imposing the tax has been approved in a referendum election by a majority of the electors voting in such election in the county or by a majority of the electors voting in the subcounty special tax district affected by the tax.

(b) The governing board of the county levying the tax shall arrange to place a question on the ballot at the next regular or special election to be held within the county, substantially as follows:

FOR the Tourist Development Tax

AGAINST the Tourist Development Tax.

(c) If a majority of the electors voting on the question approve the levy, the ordinance shall be deemed to be in effect.

(d) In any case where a referendum levying and imposing the tax has been approved pursuant to this section and 15 percent of the electors in the county or 15 percent of the electors in the subcounty special district in which the tax is levied file a petition with the board of county commissioners for a referendum to repeal the tax, the board of county commissioners shall cause an election to be held for the repeal of the tax which election shall be subject only to the outstanding bonds for which the tax has been pledged. However, the repeal of the tax shall not be effective with respect to any portion of taxes initially levied in November 1989, which has been pledged or is being used to support bonds under paragraph (3)(d) or paragraph (3)(l) until the retirement of those bonds.

(7) *AUTOMATIC EXPIRATION ON RETIREMENT OF BONDS.* --Anything in this section to the contrary notwithstanding, if the plan for tourist development approved by the governing board of the county, as amended from time to time pursuant to paragraph (4)(d), includes the acquisition, construction, extension, enlargement, remodeling, repair, or improvement of a publicly owned and operated convention center, sports stadium, sports arena, coliseum, or auditorium, or a museum that is publicly owned and operated or owned and operated by a not-for-profit organization, the county ordinance levying and imposing the tax shall automatically expire upon the later of:

(a) Retirement of all bonds issued by the county for financing the same; or

(b) The expiration of any agreement by the county for the operation or maintenance, or both, of a publicly owned and operated convention center, sports stadium, sports arena, coliseum, auditorium, or museum. However, nothing herein shall preclude that county from

amending the ordinance extending the tax to the extent that the board of the county determines to be necessary to provide funds with which to operate, maintain, repair, or renew and replace a publicly owned and operated convention center, sports stadium, sports arena, coliseum, auditorium, or museum or from enacting an ordinance which shall take effect without referendum approval, unless the original referendum required ordinance expiration, pursuant to the provisions of this section reimposing a tourist development tax, upon or following the expiration of the previous ordinance.

(8) *PROHIBITED ACTS; ENFORCEMENT; PENALTIES.*

(a) Any person who is taxable hereunder who fails or refuses to charge and collect from the person paying any rental or lease the taxes herein provided, either by himself or herself or through agents or employees, is, in addition to being personally liable for the payment of the tax, guilty of a misdemeanor of the first degree, punishable as provided in [s. 775.082](#) or [s. 775.083](#).

(b) No person shall advertise or hold out to the public in any manner, directly or indirectly, that he or she will absorb all or any part of the tax, that he or she will relieve the person paying the rental of the payment of all or any part of the tax, or that the tax will not be added to the rental or lease consideration or, when added, that it or any part thereof will be refunded or refused, either directly or indirectly, by any method whatsoever. Any person who willfully violates any provision of this subsection is guilty of a misdemeanor of the first degree, punishable as provided in [s. 775.082](#) or [s. 775.083](#).

(c) The tax authorized to be levied by this section shall constitute a lien on the property of the lessee, customer, or tenant in the same manner as, and shall be collectible as are, liens authorized and imposed in [ss. 713.67](#), [713.68](#), and [713.69](#).

(9) *COUNTY TOURISM PROMOTION AGENCIES.* --In addition to any other powers and duties provided for agencies created for the purpose of tourism promotion by a county levying the tourist development tax, such agencies are authorized and empowered to:

(a) Provide, arrange, and make expenditures for transportation, lodging, meals, and other reasonable and necessary items and services for such persons, as determined by the head of the agency, in connection with the performance of promotional and other duties of the agency. However, entertainment expenses shall be authorized only when meeting with travel writers, tour brokers, or other persons connected with the tourist industry. All travel and entertainment-related expenditures in excess of \$ 10 made pursuant to this subsection shall be substantiated by paid bills therefor. Complete and detailed justification for all travel and entertainment-related expenditures made pursuant to this subsection shall be shown on the travel expense voucher or attached thereto. Transportation and other incidental expenses, other than those provided in [s. 112.061](#), shall only be authorized for officers and employees of the agency, other authorized persons, travel writers, tour brokers, or other persons connected with the tourist industry when traveling pursuant to paragraph (c). All other transportation and incidental expenses pursuant to this subsection shall be as provided in [s. 112.061](#). Operational or promotional advancements, as defined in [s. 288.35\(4\)](#), obtained pursuant to this subsection, shall not be commingled with any other funds.

(b) Pay by advancement or reimbursement, or a combination thereof, the costs of per diem and incidental expenses of officers and employees of the agency and other authorized persons, for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)." The provisions of this paragraph shall apply for any officer or employee of the agency traveling in foreign countries for the purposes of promoting tourism and travel to the county, if such travel expenses are approved and certified by the agency head from whose funds the traveler is

paid. As used in this paragraph, the term "authorized person" shall have the same meaning as provided in [s. 112.061\(2\)\(e\)](#). With the exception of provisions concerning rates of payment for per diem, the provisions of [s. 112.061](#) are applicable to the travel described in this paragraph. As used in this paragraph, "foreign travel" means all travel outside the United States. Persons traveling in foreign countries pursuant to this subsection shall not be entitled to reimbursements or advancements pursuant to [s. 112.061\(6\)\(a\)2](#).

(c) Pay by advancement or reimbursement, or by a combination thereof, the actual reasonable and necessary costs of travel, meals, lodging, and incidental expenses of officers and employees of the agency and other authorized persons when meeting with travel writers, tour brokers, or other persons connected with the tourist industry, and while attending or traveling in connection with travel or trade shows. With the exception of provisions concerning rates of payment, the provisions of [s. 112.061](#) are applicable to the travel described in this paragraph.

(d) Undertake marketing research and advertising research studies and provide reservations services and convention and meetings booking services consistent with the authorized uses of revenue as set forth in subsection (5).

1. Information given to a county tourism promotion agency which, if released, would reveal the identity of persons or entities who provide data or other information as a response to a sales promotion effort, an advertisement, or a research project or whose names, addresses, meeting or convention plan information or accommodations or other visitation needs become booking or reservation list data, is exempt from [s. 119.07\(1\)](#) and from [s. 24\(a\), Art. I of the State Constitution](#).

2. The following information, when held by a county tourism promotion agency, is exempt from [s. 119.07\(1\)](#) and from [s. 24\(a\), Art. I of the State Constitution](#):

a. A trade secret, as defined in [s. 812.081](#).

b. Booking business records, as defined in [s. 255.047](#).

c. Trade secrets and commercial or financial information gathered from a person and privileged or confidential, as defined and interpreted under [5 U.S.C. s. 552\(b\)\(4\)](#), or any amendments thereto.

(e) Represent themselves to the public as convention and visitors bureaus, visitors bureaus, tourist development councils, vacation bureaus, or county tourism promotion agencies operating under any other name or names specifically designated by ordinance.

#### (10) *LOCAL ADMINISTRATION OF TAX.*

(a) A county levying a tax under this section or [s. 125.0108](#) may be exempted from the requirements of the respective section that:

1. The tax collected be remitted to the Department of Revenue before being returned to the county; and

2. The tax be administered according to chapter 212,

if the county adopts an ordinance providing for the local collection and administration of the tax.

(b) The ordinance shall include provision for, but need not be limited to:

1. Initial collection of the tax to be made in the same manner as the tax imposed under chapter 212.

2. Designation of the local official to whom the tax shall be remitted, and that official's powers and duties with respect thereto. Tax revenues may be used only in accordance with the provisions of this section.

3. Requirements respecting the keeping of appropriate books, records, and accounts by those responsible for collecting and administering the tax.

4. Provision for payment of a dealer's credit as required under chapter 212.

5. A portion of the tax collected may be retained by the county for costs of administration, but such portion shall not exceed 3 percent of collections.

(c) A county adopting an ordinance providing for the collection and administration of the tax on a local basis shall also adopt an ordinance electing either to assume all responsibility for auditing the records and accounts of dealers, and assessing, collecting, and enforcing payments of delinquent taxes, or to delegate such authority to the Department of Revenue. If the county elects to assume such responsibility, it shall be bound by all rules promulgated by the Department of Revenue pursuant to paragraph (3)(k), as well as those rules pertaining to the sales and use tax on transient rentals imposed by [s. 212.03](#). The county may use any power granted in this section to the department to determine the amount of tax, penalties, and interest to be paid by each dealer and to enforce payment of such tax, penalties, and interest. The county may use a certified public accountant licensed in this state in the administration of its statutory duties and responsibilities. Such certified public accountants are bound by the same confidentiality requirements and subject to the same penalties as the county under [s. 213.053](#). If the county delegates such authority to the department, the department shall distribute any collections so received, less costs of administration, to the county. The amount deducted for costs of administration by the department shall be used only for those costs which are solely and directly attributable to auditing, assessing, collecting, processing, and enforcing payments of delinquent taxes authorized in this section. If a county elects to delegate such authority to the department, the department shall audit only those businesses in the county that it audits pursuant to chapter 212.

#### (11) *INTEREST PAID ON DISTRIBUTIONS.*

(a) Interest shall be paid on undistributed taxes collected and remitted to the Department of Revenue under this section. Such interest shall be included along with the tax proceeds distributed to the counties and shall be paid from moneys transferred from the General Revenue Fund. The department shall calculate the interest for net tax distributions using the average daily rate that was earned by the State Treasury for the preceding calendar quarter and paid to the General Revenue Fund. This rate shall be certified by the Chief Financial Officer to the department by the 20th day following the close of each quarter.

(b) The interest applicable to taxes collected under this section shall be calculated by multiplying the tax amounts to be distributed times the daily rate times the number of days after the third working day following the date the tax is due and payable pursuant to [s. 212.11](#) until the date the department issues a voucher to request the Chief Financial Officer to issue the payment warrant. The warrant shall be issued within 7 days after the request.

(c) If an overdistribution of taxes is made by the department, interest shall be paid on the overpaid amount beginning on the date the warrant including the overpayment was issued until the third working day following the due date of the payment period from which the overpayment is being deducted. The interest on an overpayment shall be calculated using

the average daily rate from the applicable calendar quarter and shall be deducted from moneys distributed to the county under this section.

**SCORING FORM FOR  
ALLOCATION OF GRANT FUNDS**

\_\_\_\_\_ 1.) Does the event date occur during low occupancy months of Jan, April, July, August, September, or December?

Yes = 1 point                      No = 0 points

\_\_\_\_\_ 2.) Estimated amount of Tourist Development Tax to be generated by event (refer to the figure generated for question H of the application).

<i>\$100 - \$200 = 3 points</i>	<i>\$201 - \$400 = 5 points</i>
<i>\$401 - \$600 = 7 points</i>	<i>\$601 - \$800 = 10 points</i>
<i>\$801 - \$1,000 = 13 points</i>	<i>\$1,001 - \$1,200 = 17 points</i>
<i>\$1,201 - \$1,400 = 21 points</i>	<i>\$1,401 - \$1,600 = 26 points</i>
<i>\$1,601 - \$1,800 = 35</i>	

\_\_\_\_\_ 3.) Has this event been funded by Tourist Development Funds more than-once?

Yes = 0 points                      No = 5 points

\_\_\_\_\_ 4. Is this event being held in Alachua County for the first time?

Yes = 5 points                      No = 0 points

\_\_\_\_\_ 5.) Does the event schedule include a formalized breakfast, lunch, or dinner at local restaurants or catered by local business?

Yes = 1 point                      No = 0 points

\_\_\_\_\_ 6.) Does the event schedule include attendance at any of the following: local play, dance, or concert; local museum, local nature based activity, historical site/setting, or other local site or exhibit as indicated in itinerary or schedule? **2 pts. Maximum.**

1 point = Email blast to attendees (John Pricher, [jop@visitgainesville.com](mailto:jop@visitgainesville.com), must be copied to verify)

1 point = Visiting an attraction included in agenda

**If stated in application, failure to follow through will result in 10% reduction of award.**

\_\_\_\_\_ 7.) Does the event use local vendors for production of advertising, promotions, printing or other goods and services necessary for the event?

Yes = 1 point                      No = 0 points

\_\_\_\_\_ 8.) Is the event properly located with emphasis on adequate infrastructure (parking, restroom facilities, trash bins, etc)?

Yes = 1 point                      No = 0 points

\_\_\_\_\_ 9.) Is the event taking place at a designated Green Lodging property?  
(See Florida Department of Environment Protection,  
[www.dep.state.fl.us/greenlodging/](http://www.dep.state.fl.us/greenlodging/), to verify)

Yes = 2 point                      No = 0 points

\_\_\_\_\_ 10.) Does the event use local mass transportation modes (such as RTS,  
Gainesville Regional Airport, etc)?

Yes = 1 point                      No = 0 points

\_\_\_\_\_ 11.) Does the event incorporate any environmental and/or social  
enhancements?

Yes = 2 points                      No = 0 points

\_\_\_\_\_ 12.) Is this a certified small minority business?

Yes = 2 points                      No = 0 points

\_\_\_\_\_ 13.) Evaluator's determination as to the benefit of the proposed event:

On a scale of 0 to 5 with 5 providing the most benefit to Alachua County and 0  
being no benefit to Alachua County, rate the benefit of the proposed event to  
Alachua County

===== **Total Points Awarded**

40 or more points = 100%  
30 < 40 points = 75%  
20 < 30 points = 50%  
< 20 points = 0%