

## TOURISM PRODUCT DEVELOPMENT CAPITAL GRANT APPLICATION CHECKLIST

Please use this list to make sure that all applicable and required documentation is included. To facilitate review and scoring, please tab all exhibits as shown below.

***ANY APPLICATION SUBMITTED WITHOUT BEING IN ORDER, WILL BE CONSIDERED INELIGIBLE. Only attach requested supporting documentation as follows:***

Application Item	Tab as Exhibit	Completed
Completed Organization form with Signatures	A	
Project Description	Write all of these sections together as exhibit "B"	
Overall Context – if this request is part of a larger project, please describe the larger project and how this component is integrated		
Relationship to TOURISM – please include a detailed description of how this project relates to the development of Alachua County as a tourism destination.		
Estimate Project Timeline – Please include estimates for design, permitting and construction		
Budget for Project – please provide a basic budget breakdown for the project including matching funds which are but not limited to: Cash = Non TDC funds; Volunteer hours = up to 50% based on actual work done (i.e. pro bono architecture work)		
Facility Maintenance Budget – please provide (1) description of who will operate and maintain the facility, (2) the anticipated first full year of operating and maintenance costs, and (3) the source for these funds		
Organization Mission Statement	C	
Narrative of organization’s history	D	
List of current board members	E	
Organizational chart showing paid and unpaid positions and chain of command	F	
Organizations prior year tourist tax funding history	G	
Organization’s annual budget	H	
Copy of applicant’s current IRS determination letter or letter of non-profit status.	I	
Letters of support for the project (place all letters together)	J	
<b>Three (3) copies (1 original, 2 copies) and a PDF version</b> of the completed and signed application and all supporting documentation must be submitted to the Visitor and Convention Bureau		

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Signature of Applicant

**GRANT APPLICATION COVER PAGE**  
**ALACHUA COUNTY TOURISM PRODUCT DEVELOPMENT CAPITAL GRANT**

Requested Amount: \$ \_\_\_\_\_

Legal Name of not-for-profit entity: \_\_\_\_\_

Project/Activity Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address (**mandatory**): \_\_\_\_\_

**Incomplete applications will not be considered for funding.**

**Three (3) copies (1 original, 2 copies) and a PDF version** of the completed and signed application and all supporting documentation must be submitted to the Visitor and Convention Bureau the deadline date specified each year to be eligible for funding.

The Applicant Hereby certifies that the following documents, which are required for consideration of this application packet, are complete and accurate, and in the following order.

- Completed Organization form with signatures
- A list of current board members AND organization mission statement
- An organization history and prior year's tourist tax funding history
- A letter from the agency authorizing the grant request or a copy of board minutes approving grant application
- Organization's annual budget
- An organizational chart showing paid and unpaid positions and chain of command
- Copy of the applicant's current IRS determination letter or letter of non-profit status
- Letters of support for this specific activity, venue, service or event.

\_\_\_\_\_  
Signature of authorizing official (board chair)

\_\_\_\_\_  
Signature of contact person

\_\_\_\_\_  
Typed Name                      Date

\_\_\_\_\_  
Typed Name                      Date

**GRANT APPLICATION FOR CAPITAL FUNDS**  
**ALACHUA COUNTY TOURISM PRODUCT DEVELOPMENT GRANT**

**Purpose:**

Alachua County has established the Tourism Product Development Capital Construction fund for the express purpose of providing funding to local public or not-for-profit organizations that require funding to build, renovate, enhance, expand and/or repair a facility that is directly targeted to growing the tourism economy in Alachua County. It is the intent of Alachua County to fund the capital construction renovation or repair of qualifying projects and to NOT have any responsibility for the further operations or maintenance costs using tourist tax revenues.

**Vision Statement**

“Located in North Central Florida, Gainesville/Alachua County is a unique family friendly, university community, well known for its exciting blend of cultural, historic and natural attractions as well as fine arts and sporting events. Home of the University of Florida “Gators”, the area draws business and convention travelers from throughout the world to state-of-the-art research, medical and conference facilities. Careful preservation and use of natural and man made resources draw leisure visitors to enjoy the County’s unique eco-systems. Tourism is an important contributor to economic development in Gainesville/Alachua County and is woven into the fabric of the community in a way that enhances the residents’ quality of life and the long-term viability of the community’s cherished natural resources.”

**Program Details:**

The amount budgeted for this program is \$100,000. A \$25,000 cap per agency is in effect. The top scoring projects will be funded in full. Each project will have 18 months from the date of award to complete the construction. A one-time appeal for an additional 6 months can be made to the Tourist Development council. A presentation to the Tourist Development Council is required at least 2 months prior to the contract’s end date on the status of the project.

**Eligible Projects:**

Project funding not to exceed \$25,000 per project is available. In keeping with FS 125.0104 and Chapter 38 of the Alachua County Code of Ordinances, the following types of capital projects may be funded with tourist development taxes:

These facilities must be **publicly owned and operated** or **publicly owned and operated by a not-for-profit organization AND open to the public.**

- **Museums**
- **Nature Center**
- **Zoological Parks**

These facilities must be **publicly owned and operated:**

- **Tourist Information Centers**
- **Convention Centers**
- **Auditoriums or coliseums**
- **Sports Stadiums or sports arenas**

1. Must meet the legal requirements set forth in FS 125.0104 and Chapter 38 of the Alachua County Code of Ordinances. The applicant shall clearly demonstrate a direct and quantifiable benefit to enhancing the Alachua County tourism product. Consideration will be given to projects that diversify the destination in terms of tourism assets spread throughout Alachua County.

2. Applicant must provide assurances that all other appropriate funding sources have been explored. Priority will be given to capital projects that have matching funds (*See score sheet*) and where Tourist Tax funding is used to leverage other possible funds. The requesting agency must provide information on the source(s) for future operating and maintenance costs. The total project cost must be identified in the initial request. The project must also be scheduled to reflect phased costs if the design and construction cross more than one fiscal year.
3. Must have a well-defined scope of work that demonstrates the project is feasible and is possible to permit (*proof of research that this project can be done*) through all required regulating agencies within a specified time frame. The project must be thoroughly described with a brief breakdown of costs. Evaluation will be based on clearly presented information regarding project description, feasibility, cost breakdown and benefit to the attraction of visitors who will spend monies in the Alachua County economy.

### **Other Considerations**

- Emergency repair or renovation to a tourism related facility or natural resource will be considered priorities especially where tourist taxes have been used in the construction of the facilities.
- All projects funded through tourist development taxes will have a prominently displayed plaque informing citizens and visitors of the funding source.
- All municipal projects funded with Alachua County tourist taxes will meet the terms of an inter-local agreement to be developed between Alachua County and the municipality.

**REQUESTING AGENCY INFORMATION**

Requesting Agency:

**Project Manager:**

Phone Number:

Agency E-mail address (**mandatory**):

Fax Number:

**PROJECT INFORMATION**

Project Name:

Check one:  Capital Project New     Capital Project Addition  
 Other: \_\_\_\_\_ (please describe)

For capital projects please provide:

Anticipated Start Date:

Anticipated Completion Date:

**REQUEST**

FY 08-09 TOURIST TAX FUNDED CAPITAL: \$

If this project has received previous TDC funding, please list the fiscal year(s) and award amount(s) below:

**OTHER FUNDING SOURCES**

Are funds other than Tourist Development Tax Funds being requested for the construction or the maintenance of this project?     yes     no

**Please note this includes funds provided by your own agency, grants or revenues generated by the facility/activity**

Has other funding already been approved?     yes     no

If, yes, please list the approved amount: \$

If other funding has not been approved, please list the amount you have requested and the anticipated approval date?

## REQUEST NARRATIVE

**Please note: All information must be included for this request to be considered for funding.**

### **Project Summary – one to two sentences**

Project Abstract – (four front and back pages maximum in no smaller than 10 font and no larger than 12 font) to include:

- A. Project Description
- B. Overall Context – if this request is part of a larger project, please describe the larger project and how this component is integrated
- C. Relationship to TOURISM – please include a detailed description of how this project relates to the development of Alachua County as a tourism destination.
- D. Estimate Project Timeline – Please include estimates for design, permitting and construction

Budget Information – (one page front and back maximum) to include:

- A. Budget for Project – please provide a basic budget breakdown for the project including matching funds which are but not limited to: Cash = Non TDC funds; Volunteer hours = up to 50% based on actual work done (i.e. pro bono architecture work).
- B. Facility Maintenance Budget – please provide (1) description of who will operate and maintain the facility, (2) the anticipated first full year of operating and maintenance costs, and (3) the source for these funds

Signature of Chief Official of Requesting Agency:

Date:

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*For additional information contact the Alachua County Visitor & Convention Bureau, at 352-374-5260*