



**CATEGORY “B”  
GRANT AND EVENT SPONSORSHIP  
APPLICATION**

**FY 2008-09**

**COLLIER COUNTY**  
**TOURIST DEVELOPMENT COUNCIL**  
**SPECIAL EVENT FUNDING REQUEST**  
**CATEGORY "B"**  
**FISCAL YEAR 2008-2009**

**PART I - INSTRUCTIONS AND DEFINITIONS**

**PURPOSE:**

This document sets forth the guidelines and categories for requests for funds from Tourist Development Taxes. Applications will be accepted from organizations that will sponsor and promote tourism activities during FY 2008-2009 within Collier County that bring substantial numbers of visitors to the County.

**AUTHORIZATION HISTORY:**

The Florida State Legislature enacted the Local Option Tourist Development Act (Section 125.0104, Florida Statutes) in response to the growing need of Florida counties to provide additional revenue sources for Tourist Development in an effort to stimulate the local economy. In response to this need, in 1990, the voters of Collier County approved a two (2) percent Tourist Development Tax on transient rental accommodations. A Tourist Development Council was also created in 1992 to assist the Collier County Board of County Commissioners (BCC) in planning ways in which to use the revenues received through the Tourist Development Tax, based on statutory guidelines. The tax was increased to three (3) percent in 1996 and to 4% in 2005. The BCC has the final determination of the allocation of TDC funds within the confines of F.S. 125.0104.

**ALLOCATION OF THE TOURIST TAX**

The four (4) percent Tourist Development Tax revenue is allocated by the Tourist Development Plan approved by the Board of County Commissioners as follows:

50% for beach park facilities or beach improvement, maintenance, renourishment, restoration and erosion control, including pass and inlet maintenance shoreline protection, enhancement, cleanup or restoration of inland lakes and rivers to which there is public access as these uses relate to the physical preservation of the beach, shoreline or inland lake or river.

13.4% Museums County Owned and Operated, to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate or promote one or more county owned museums and Non-County Owned Museums that are owned and operated by not-for-profit organizations and open to the public.

36.6% for Advertising/Promoting and Special Events to bring tourism to Collier County.

**TOURIST TAX ALLOCATION CONT.**

Further regulations concerning the use of the Tourist Development Tax proceeds are outlined in the Florida State Statute 125.0104, and in the Collier County Ordinances.

**TIMETABLE FOR REVIEW:**

The Tourist Development Council (TDC) office will distribute applications to organizations that express an interest in receiving funds for Fiscal Year 2008-2009 during the month of February 2008. Projects must meet the guidelines and criteria outlined in this document and must apply to event expenses after October 1, 2008 and finish no later than September 30, 2009.

Completed applications should be submitted to the Tourism Department Office no later than 5:00 P.M. on Friday, March 30, 2008. Applications may be mailed or hand delivered to the Tourism Department office: 3050 North Horseshoe Dr, Suite 218, Naples, FL 34104. For further information, telephone (239) 252-2384.

## **APPLICATION AND EVALUATION PROCEDURE:**

The following procedure will be strictly followed. Applicants are cautioned not to contact any member of the Collier County Board of County Commissioners (BCC) or Tourist Development Council (TDC) regarding their request. All contacts should be channeled through the TDC Director's office.

Please read the following instructions carefully and call the Tourism Department Office with any questions. Incomplete or incorrect applications will be returned.

The Tourist Development Council Director and a five (5) person Review Committee made up of one hotel, one attraction, one restaurant, one retail and one cultural representative will review all applications to determine if they meet the established criteria for funding. Only those requests that will have a substantial economic impact on the County from visitors will be considered further. The Tourism Department office staff will notify qualifying applicants who are finalists. All finalists will then be invited to present their applications to the TDC in April.

The Tourist Development Council will vote on each qualifying applicant and prepare, in priority order, their recommendations for funding for Fiscal Year 2008-09. Funding recommendations of the Tourist Development Council are final. The recommendations will be presented to the Board of County Commissioners as part of the County's budget process for FY 2008-09.

After budget approval, contracts will be negotiated with the selected applicants, with assistance from the County Attorney's office, and then presented to the BCC for final approval. Once executed, these contracts will be monitored and Requests for Funds Forms will be reviewed and approved by the Tourist Development Council Director. No projects are approved and no funds may be expended until the contract is approved and signed by the Chairman of the Board of County Commissioners.

All materials submitted with applications will become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

## **OVERALL GUIDELINES**

Applications must conform to the guidelines specified by the Tourist Development Council. Applications that do not conform to these guidelines will not be considered for funding. The funding limits are subject to final approval by the Tourist Development Council and Board of County Commissioners.

Funding is available for major events staged in the County during the off-season of May thru December 20th that attract large numbers of visitors from outside the County. Examples are national or international amateur sports events and multiple-day festivals.

**Events must be at least two (2) days in duration. A guideline of 100 hotel room nights per day of the event will be used to evaluate the impact of the event. The maximum allowable amount of any single sponsorship is \$25,000.**

Advertising and promotional campaigns supporting events must be in out-of-Collier County media such as broadcast, web and regional print. No in-County expenditures will be reimbursed.

### **TYPES OF EVENTS:**

Programs, festivals, or special events should have a history of, or the potential for attracting out-of-county visitors, either as participants or spectators, generating hotel/motel/campground room nights. Consideration will also be given to events that can generate national, state, or regional media exposure for Collier County and its tourist offerings.

### **ELIGIBLE ORGANIZATIONS:**

Not-For-Profit Organizations under section 501 of the Internal Revenue Code (a copy of the IRS determination letter provided by the applicant confirms federal tax-exempt status) and For-Profit Organizations are eligible for funding. Organizations must have significant county ties, established primarily to produce cultural programs, festivals, or special events, utilizing private sector community financial support and volunteers as well as paid staff to carry out the objectives of the organization.

### **PROJECT GUIDELINES:**

1. Project must take place within the Collier County May–November (off season).
2. Applicants must make the project accessible to the public and to disabled persons.
3. Applicants must submit a list of their Board of Directors, with addresses, board salaries and occupation or affiliation.
4. Applicants must submit most recent preliminary or final report if they have received a grant in the past from Collier County.

## **PROJECT GUIDELINES CONT:**

5. Applicants must match the amount requested on a dollar-for-dollar basis, showing revenue specifically contributed from the event or project (25% of this match may be in-kind contributions, accompanied by a list of the contributions at a fair and reasonable market value). Evidence of the receipt of in-kind contributions must be submitted with any request for reimbursement of actual expenditures.
6. Applications failing to meet deadline will not be considered.
7. Application form must be typed. (digital format available thru TDC website)
8. Multiple events must be separate and distinct applications with separate summaries and budgets.
9. Advertising and promotion must take place in out-of Collier County media. This is to ensure that funds will be used to attract visitors who reside out of Collier County and who may stay at least one night in paid lodging.
10. Applicants must provide most recent IRS Form 990.
11. Grant Requests require an Attestation Financial Statement in accordance with GAAP.
12. All event expenditures are on a reimbursement basis only. No funds will be forwarded in anticipation of the receipt of an invoice.
13. A complete detailed project budget must be submitted that includes all expenses, media placements and other promotional expenses.
14. The complete detailed project budget must include all revenues.
15. All information should be submitted on 8 ½ x 11” white paper.
16. When submitting a request for reimbursement, a verification letter indicating the vendors that have been paid to date, must accompany your request with complete back up before any reimbursements can be released.
17. A certificate of liability insurance is required with the signed contract and must be current before any reimbursements can be released.

**SPECIAL NOTE:**

In the event that any funding request is not recommended, the organization will not be permitted to come back to the TDC or Board of County Commissioners for the same event until the next fiscal year. An exception would be if new information not previously presented might alter the TDC's decision. In this case, the applicant must bring the request back to the TDC for further review before approaching the County Commission.

**Funding Administration:** No funding may be reimbursed until the Collier County Clerk of Courts Finance Department approves the funding request.

**Funding Manager:** Organizations receiving funding shall designate a Funding Manager. That individual shall be responsible for maintaining the official file with application, correspondence, funding, narrative progress reports, request for funds/reimbursements, invoices and sample of promotional materials used. The organization's funding manager will insure that all elements of the funding application are followed, that narrative progress reports are submitted in a timely manner, that requests for funds are accurate and appropriate attachments are included, and that the event funding is closed out efficiently with the necessary reports and audit submitted. It is the Funding Manager's responsibility to see that any applicable Federal, State or County laws and policies are followed.

**Documenting Economic Impact:** For each event, applicants will be required to distribute and collect questionnaires provided by the Tourist Development Council (**Attached, Exhibit "E" Page 26**). These forms will assist in the tracking of participants' accommodations and spending patterns in Collier County while attending the event. The minimum number of required questionnaires must be equal to ten percent (10%) of the projected attendance at the event or one hundred-fifty (150) whichever is greater.

Applicants should be aware that the TDC staff will also survey hotels and event attendees to confirm the data collected by the event organizers.

**APPLICATION GUIDELINES:**

1. If you are applying for more than one event, separate applications and distinct separate budgets are required.
2. State the goals and objectives for the event for which you are applying.
3. Describe what benefits will be received from the event or promotion for which you are applying.
4. Describe how the event increases awareness of the County as a visitor destination, increases the number of visitors, their length of stay, and promotes inter-county travel by visitors.
5. Describe how the effectiveness of the event will be evaluated.
6. Describe how financial resources will be monitored.
7. Describe, in detail, how the event will be implemented?
8. Attach copies of letters of commitment to substantiate matching funds.

## **STATUS REPORTS:**

Preliminary Status Report: A preliminary status report is due at the time of submission of application indicating an overall status of the event and revenue generated to Collier County to date. (Form Attached – Exhibit “A” Page 22)

Interim Status Report: A detailed interim status report will be required sixty (60) days prior to the event. This report will identify at what point you are with the planning of the event. (Form Attached. – Exhibit “B” Page 23)

Final Status Report: A detailed final status report is due within sixty (60) days of the close of the event. (Form Attached – Exhibit “C” Page 24)

## **PROCEDURES FOR DRAW OF FUNDS**

A Request for Funds Form (Attached - Exhibit "D" Page 25) must be completed on a reimbursement basis only and made only after proof of paid invoices are presented and submitted to the TDC office for interim draws and for final payment. Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application. Copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate payment must accompany request for funds. The following will not be accepted for payments: statements in place of invoices; checks or invoices not dated; tear sheets without date, company or organizations name. A tear sheet is required for each ad for each day or month of publication. A proof of an ad will not be accepted.

Each additional request for payment subsequent to the first request, Grantee is required to submit verification in writing that all subcontractors and vendors have been paid for work and materials previously performed or received prior to receipt of any further payments.

If project budget has specific categories with set dollar limits, the Grantee is required to include a spreadsheet to show which category each invoice is being paid from and total of category before payment can be made to Grantee. Organizations receiving funding should take into consideration that it will take a maximum of 45 days for the County to process a check. No advanced payment of expenses by the County is authorized.



## **USE OF TOURISM DEVELOPMENT FUNDS**

Florida State Statutes 125.0104 section 5(A) 2 states that Tourism funds must be used 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.

**NOTICE:** All collateral material and advertisements must list Collier County as one of the event sponsors. All printed material must contain the verbiage “**A cooperative effort funded by the Collier County Tourist Development Tax**”. Also the CVB logo and website must be visible on printed materials.

## **AUDITS AND RECORDS**

The organization receiving funds shall maintain such records and accounts, including property, personnel, and financial records as are deemed necessary by the County to ensure a proper accounting for all TDC funds. The aforesaid records will be made available for audit or inspection purposes at any time during normal business hours and as often as the TDC deems necessary. They shall be made available to the TDC for examination, all such records with respect to any matters covered by this funding application. The organization receiving funding will permit the same to be examined and excerpts or transcriptions made from such records and audits of all contracts, invoices, materials, records of personnel and of employment, and data relating to all matters covered by this application. The TDC’s right of inspection and audit shall also apply to any audits made by any other agency whether local, state, or federal.

## **FUNDING CATEGORY GUIDELINES**

**I Sponsorships and Event Bid Fees:** Minimum two-day events with 100 or more hotel room nights per day of the event. Funds are to be used exclusively for advertising and promotion in out-of-market media. The maximum is \$25,000 for events with a minimum of three years of result history. A total of \$125,000 is available for this category. Bid fees are only eligible if held in a County or publicly owned facility.

**First Time Events:** These include newly created events, or ones that have little history. The maximum amount per event is \$10,000. Subsequent year funding will be determined by results of the first or second year. A total of \$50,000 is available in this category.

**II Cultural Events:** Two or more day events that bring significant number of out of area visitors to Collier County. The maximum amount per event is \$25,000, and the first time event maximum of \$10,000 applies. A total of \$50,000 is available in this category.

**CRITERIA FOR EVALUATION  
OF APPLICATIONS**

Applications will be scored in five (5) categories with a maximum score of one hundred (100) points per applicant.

I. COMMITMENT TO THE EXPANSION OF OFF-SEASON TOURISM IN COLLIER COUNTY - Maximum 25 Points.

Evidence that the project: serves to attract out-of-county visitors generating hotel/motel/campground rentals; will be marketed to the fullest extent possible in an effective and efficient manner; demonstrates a willingness of the organizers to work with the tourism industry; commits to develop other funding sources in subsequent years.

II OUT-OF-COUNTY PROMOTION- Maximum 25 Points

The proposed out-of-County advertising is well thought out and detailed to show the potential broad awareness of the event in out-of-market media. Packaging of hotels, attractions and shopping through tour operators or travel agents will also be evaluated.

III. SOUNDNESS OF PROPOSED PROJECT - Maximum 20 Points.

A. The extent to which the project has clearly identified objectives; has assigned responsibilities and accountability; has a realistic timetable for implementation; has additional funding sources available that will be utilized; will accomplish its stated objectives.

IV. STABILITY AND MANAGEMENT CAPACITY - Maximum 15 Points.

- A. A proven record or demonstrated capacities of the organization to develop resources, effectively plan, organize and implement the proposed project.
- B. The organization has a successful history of service in and to Collier County.
- C. Ability of the organization to administer public grants and to prepare and deliver the necessary progress reports to the Tourist Development Council.

V. QUALITY AND UNIQUENESS OF PROPOSED PROJECT -Maximum 15 Points.

Extent to which the activity provides a program for Collier County visitors and its residents, that is of significant merit and that, without such assistance, would not take place in the County.

## **Repeat Funding Requests**

This Point System will be used to determine the level of funding for repeating events. Scoring must equal at least 75 points.

<u><b>Year of Funding Request</b></u>	<u><b>Maximum % of Funding Allowed</b></u>
1 <sup>st</sup>	Up to 100%
2 <sup>nd</sup>	Up to 80%
3 <sup>rd</sup>	Up to 60%
4 <sup>th</sup>	Up to 40%

**The amount of funding recommended for approval will be based on the final score.**

After the fourth year of requesting Tourist Tax funding, the requestor should have enough sponsors to fund the activity without using the Tourist Tax. If a request for funding is submitted after the fourth year, the Special Review Committee will take the request under consideration and forward a recommendation to the Tourist Development Council. A detailed explanation letter of why the funding request is needed will be required before any review of the application takes place. After the fourth year of funding requests, if approved by the Board of County Commissioner, up to 50% of the request can be granted.

Second and third year requests will be given special consideration if the applicants have secured additional support through private or corporate contributions.

## **USES OF TOURIST DEVELOPMENT FUNDS**

### **AUTHORIZED USES OF FUNDS:**

The following are examples of how Tourist Development Funds may be used to promote tourism for Collier County.

1. Advertising and promotional expenses in out-of-market media in conjunction with an event to increase participation in the event and bring visitors to Collier County. Examples are: printing and distribution of promotional pieces prior to the event including creative design, printing, copying, ad placement cost and distribution of direct mail.
2. Creating an internet web site promoting the event linked to the County's Tourism website to increase participation, attendance and awareness of the event and to generate hotel room nights.
3. Bid fees to attract major sports or other special events to Collier County Public Facilities to generate visitors and economic impact to the community.

**Please be advised that Collier County policy requires the submission of copies of invoices and canceled checks with all requests for promotional expense reimbursement. Reimbursement will only be made if copies of invoices and copies of canceled checks are provided. No advanced payments are authorized. There are no exceptions.**

**TOURISM FUNDS MAY NOT BE USED FOR:**

1. Prize money, scholarships, awards, plaques, or certificates.
2. Travel expenses.
3. Projects restricted to private or exclusive participation.
4. Private entertainment, food, and beverages and lodging.
5. Operating expenditures directly or indirectly related to the project or event such as equipment, field or facility rental.
6. Legal, medical, engineering, accounting, auditing, planning, marketing, feasibility studies or other consulting services or fees.
7. Salaries or supplements to salaries for existing or future staff, or employment of personnel directly or indirectly related to the project or event.
8. Real property or capital improvements, new construction, renovation or restoration to facilities.
9. Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art.
10. Interest or reduction of deficits and loans.
11. Expenses incurred or obligated prior to or after the project period.
12. Advertising and promotional materials distributed at the event site or after the event.
13. Payments for services or goods purchased for previous or other events.

**PART II**

**APPLICATION FOR FUNDS**

**GENERAL INSTRUCTIONS**

Please submit **an original and fifteen (15) copies** of your completed application (Pages 15-20) and all supporting documents for consideration by the Collier County Tourist Development Council.

Complete each item of each applicable section. **DO NOT SKIP ANY INFORMATION THAT APPLIES TO YOUR EVENT.**

Please call Jack Wert, TDC Director at (239) 252-2384 with any questions.

**Be sure to have your Chief Official and Secretary sign the application on the last page.**

---

**One copy of the following items is required and should be attached to your original application:**

- ( ) Charter, Articles of Incorporation, By-Laws, Proof of Current Status  
(except government entities)
- ( ) Minutes of meeting authorizing officers to apply for these tourism tax funds
- ( ) IRS Determination Letter of non-profit status (except government entities)
- ( ) List of current Officers and Board members with terms and salaries, or mayor, City Council
- ( ) Organizational Chart
- ( ) Copy of financial statement of your most recent fiscal year (except government entities)
- ( ) Proof of Liability Insurance
- ( ) Letters of Commitment from co-sponsors and matching funds contributors

Name of Preparer: (Please Print) \_\_\_\_\_

Signature of Preparer \_\_\_\_\_

**APPLICATION**  
**TOURIST DEVELOPMENT SPONSORSHIP**  
**FY 2008-09**

**I GENERAL INFORMATION**

To assist us in evaluating the impact your event may have on Collier County and to better understand what support you are requesting, the following questions must be answered in full.

(1) NAME OF ORGANIZATION \_\_\_\_\_

(2) NAME OF EVENT/PROJECT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ LOCATION OF EVENT \_\_\_\_\_

(3) CONTACT PERSON \_\_\_\_\_

(4) COMPLETE ADDRESS OF ORGANIZATION:

STREET \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

(5) ORGANIZATION'S CHIEF OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_ Address if different from above:  
\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

(6) INTENDED USE OF FUNDS: (Refer to Authorized Uses of Funds and  
Unauthorized Uses of Funds)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(7) AMOUNT REQUESTED \$ \_\_\_\_\_

(8) IF ENTIRE REQUEST CANNOT BE FUNDED, MAY THE PROJECT BE  
RESTRUCTURED WITH LESS TDC FUNDING? ( ) YES ( ) NO

## II DETAILS ON YOUR ORGANIZATION:

In narrative form please describe your organization in the following areas. Use a separate sheet to complete these questions in detail.

- (1) What are your organization's goals and objectives?
- (2) What services does your organization provide?
- (3) How will your organization monitor expenditure of funds?
- (4) How will your event bring additional visitors and hotel room nights to Collier County?
- (5) What is your organization's experience in managing sponsorships and grants?

## III PREVIOUS EVENT EXPERIENCE

Please indicate the experience your organization has had with other events or your experience with this event in past years. **If you have received TDC funding for a previous event, please include a copy of your Final Status Report.**

NAME OF EVENT \_\_\_\_\_

DATE AND LOCATION \_\_\_\_\_

NUMBER OF PARTICIPANTS/GUESTS \_\_\_\_\_

ECONOMIC IMPACT \_\_\_\_\_

HOTEL ROOM NIGHTS \_\_\_\_\_



**IV EVENT INFORMATION (Use additional sheets where necessary.)**

- (1) EVENT NAME: \_\_\_\_\_
- (2) TYPE OF EVENT: \_\_\_\_\_
- (3) DATE OF EVENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_
- (4) NUMBER OF DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_
- (5) EVENT PROMOTER (IF OTHER THAN YOUR ORGANIZATION)  
NAME OF PROMOTER \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE and FAX \_\_\_\_\_
- (6) PROJECTED NUMBER OF LOCAL PARTICIPANTS,  
GUESTS AND MEDIA \_\_\_\_\_
- (7) PROJECTED NUMBER OF OUT-OF-TOWN PARTICIPANTS: \_\_\_\_\_  
AVERAGE NUMBER OF DAYS STAY IN COLLIER COUNTY: \_\_\_\_\_
- (8) PROJECTED NUMBER OF OUT-OF-TOWN GUESTS OF PARTICIPANTS: \_\_\_\_\_  
AVERAGE NUMBER OF DAYS STAY IN COLLIER COUNTY: \_\_\_\_\_
- (9) PROJECTED NUMBER OF OUT-OF-TOWN MEDIA PERSONS: \_\_\_\_\_  
AVERAGE NUMBER OF DAYS STAY IN COLLIER COUNTY: \_\_\_\_\_
- (10) TOTAL NUMBER OF HOTEL ROOMS REQUIRED IN COLLIER  
COUNTY FOR EVENT: \_\_\_\_\_
- (11) PROVIDE THE ESTIMATED DIRECT ECONOMIC IMPACT ON COLLIER  
COUNTY FROM YOUR EVENT. (DO NOT USE MULTIPLIERS): \$ \_\_\_\_\_
- (12) HOW DID YOU CALCULATE THIS ESTIMATED IMPACT? PLEASE EXPLAIN.
- (13) PROVIDE A LIST OF OTHER EVENT SPONSORS AND THE AMOUNT(S)  
OF THEIR SPONSORSHIPS.
- (14) PROVIDE THE LOCATION, CONTACT NAME AND PHONE NUMBER FOR THE  
EVENT FOR THE LAST THREE YEARS.
- (15) PLEASE PROVIDE DETAILS OF HOW THE EVENT WILL WORK.

**V SPORTS EVENT (If Applicable)**

(1) NAME OF SPORTS EVENT: \_\_\_\_\_

(2) LOCATION OF EVENT: (IF MORE THAN ONE, LIST ON SEPARATE SHEET.)

\_\_\_\_\_  
(3) TOTAL NUMBER OF FIELDS NEEDED: \_\_\_\_\_

(4) TOTAL NUMBER OF FIELDS NEEDED PER DAY: \_\_\_\_\_

(5) NUMBER OF LIGHTED FIELDS REQUIRED : \_\_\_\_\_

(6) PROVIDE FIELD USE TIMES BY DAY. \_\_\_\_\_

(7) SPECIAL FIELD REQUIREMENTS (PLEASE SPECIFY)

\_\_\_\_\_  
\_\_\_\_\_

**VI OUTDOOR EVENT:**

(1) LOCATION AND SIZE OF LOCATION:

\_\_\_\_\_  
\_\_\_\_\_

(2) SPECIAL SITE REQUIREMENTS:

\_\_\_\_\_  
\_\_\_\_\_

**VII CULTURAL ARTS EVENT**

(1) LOCATION AND SIZE OF LOCATION:

\_\_\_\_\_  
\_\_\_\_\_

(2) SPECIAL SITE REQUIREMENTS:

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT BUDGET RECAP**

**INCOME SOURCES:**

TOURIST DEVELOPMENT TAX REQUEST     \$ \_\_\_\_\_

ADDITIONAL FUNDING SOURCES (Must equal or exceed TDC funding request)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL ADDITIONAL FUNDS             \$ \_\_\_\_\_

OTHER INCOME SOURCES

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL OTHER INCOME                 \$ \_\_\_\_\_

TOTAL INCOME - ALL SOURCES        \$ \_\_\_\_\_

**PROJECT EXPENSES:**

**Intended Expenditure of Tourist Tax Funds**

(Please refer to authorized and unauthorized uses on page 12-13.

Provide an itemized summary indicating the intended use of TDC funds. **Please be as explicit as possible, including publication names, promotional materials, etc. and how much money will be expended for each category.** Use additional sheets if necessary.

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Tourism Funds Utilized: \$ \_\_\_\_\_

**Other Project Expenses**

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Other Project Expenses \$ \_\_\_\_\_

**TOTAL PROJECT EXPENSES** \$ \_\_\_\_\_

**Profit (Loss)** \$ \_\_\_\_\_

**CERTIFICATION**

**I have reviewed this Application for Funds from the Tourist Development Council for FY 2008-09. I am in full agreement with the information contained herein. To the best of my knowledge, the information contained in this Application and its attachments is accurate and complete.**

\_\_\_\_\_  
**Chief Corporate Officer**

\_\_\_\_\_  
**Date**

**Seal**  
**Document** \_\_\_\_\_  
**Corporation Secretary**

\_\_\_\_\_  
**Date**

**EXHIBIT "A"**

**Collier County Tourist Development Council  
Preliminary Status Report  
Submit With Application**

**EVENT NAME:** \_\_\_\_\_

**REPORT DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

=====

**On an attached sheet, answer the following questions and attach it to your application.**

**PRELIMINARY INFORMATION:**

- ➤ Is this a first time event? If not, how many times has this event taken place?
- ➤ What hotels have committed to special rates or packages for the event to date?
- ➤ What are the estimated hotel room nights generated by this event?
- ➤ What is the estimated revenue generated by this event?
- ➤ What is the estimated number of participants expected at this event?
- ➤ If event planning is in progress, what has been done, what remains to be done, and are there any problems?
- ➤ If the event planning has not been started, why?
- ➤ List the out-of-county advertising, marketing, and/or public relations that have been contracted or placed to date?

**EXHIBIT “B”**

**Collier County Tourist Development Council  
Interim Status Report**

**EVENT NAME:** \_\_\_\_\_

**REPORT DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

=====

**On an attached sheet, answer the following questions to identify the status of the event. Submit this report at least quarterly.**

**INTERIM** – These questions will identify the current status of the upcoming event. After the TDC staff reviews this Interim Status Report, if they feel you are behind schedule on the planning stages, they will make recommendations to help get the event back on schedule.

- ➤ Has the planning of this event started?
- ➤ At what point are you at with the planning stage for this event?  
(Percent of completion)
- ➤ What hotels/motels have committed to special rates or packages for the event?
- ➤ What is the number of booked hotel/motel rooms to this point for this event?
- ➤ What is the total dollar amount to date of matching contributions?
- ➤ What is the status of the advertising and promotion for this event?
- ➤ Have you submitted any advertisements or printed pieces to the TDC staff for approval? Please supply a sample and indicate the ad schedule.
- ➤ How has the public interest for this event been up to this point?

**EXHIBIT "C"**

**Collier County Tourist Development Council  
Final Status Report**

**EVENT NAME:** \_\_\_\_\_

**REPORT DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

=====  
**On an attached sheet, answer the following questions for each element in your scope of work.**

**Final** – These questions should be answered for your final status report.

- ➤ Is this a first time event? If not, how many times has this event taken place?
- ➤ What hotels have committed to special rates or packages for the event to date?
- ➤ What is the number of hotel room nights generated by this event?
- ➤ What is the name and address of Hotels/Motels and contact person?
- ➤ What is the total revenue generated for this event?
- ➤ Total expenses. **(Have all vendors been paid)**
- ➤ List the vendors that have been paid, if not, what invoices are still outstanding and why?
- ➤ What is the number of participants that came to this event?
- ➤ What is the percentage of the total participants from out of Collier County?
- ➤ What problems occurred if any during the event?
- ➤ List the out-of-county- advertising, marketing, and/or public relations that have been contracted or placed to date?
- ➤ How can the event be improved or expanded?



**EXHIBIT "D"**  
**REQUEST FOR FUNDS**  
**COLLIER COUNTY TOURIST DEVELOPMENT COUNCIL**

EVENT NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_

REQUEST PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

REQUEST# \_\_\_\_\_

( ) INTERIM REPORT ( ) FINAL REPORT

TOTAL CONTRACT AMOUNT \$ \_\_\_\_\_

<u>EXPENSE</u>	<u>BUDGET</u>	<u>REIMBURSEMENT REQUESTED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTALS</b>	_____	_____

**NOTE:** Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application. Copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate payment must accompany request for funds. The following will not be accepted for payments: statements in place of invoices; checks or invoices not dated; tear sheets without date, company or organizations name. A tear sheet is required for each ad for each day or month of publication. A proof of an ad will not be accepted.

Each additional request for payment subsequent to the first request, Grantee is required to submit verification in writing that all subcontractors and vendors have been paid for work and materials previously performed or received prior to receipt of any further payments.

If project budget has specific categories with set dollar limits, the Grantee is required to include a spreadsheet to show which category each invoice is being paid from and total of category before payment can be made to Grantee. Organizations receiving funding should take into consideration that it will take a maximum of 45 days for the County to process a check.

Furnishing false information may constitute a violation of applicable State and Federal laws.

**CERTIFICATION OF FINANCIAL OFFICER:** I certify that the above information is correct based on our official accounting system and records, consistently applied and maintained and that the cost shown have been made for the purpose of and in accordance with, the terms of the contract. The funds requested are for reimbursement of actual cost made during this time period.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

## EXHIBIT "E"



# VISITOR QUESTIONNAIRE

Welcome to the Paradise Coast<sup>SM</sup>. Thank you for choosing this area for your visit. Please take a few minutes to complete the following questions so that we can better serve the needs of future visitors to Florida's Last Paradise<sup>SM</sup>. PLEASE REFER TO OUR PARADISE COAST BROCHURES FOR THE LOCATION OF ALL AREA ATTRACTIONS.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF ARRIVAL: \_\_\_\_\_ DATE OF DEPARTURE: \_\_\_\_\_

WHERE ARE YOU STAYING? \_\_\_\_\_ HOTEL/RESORT \_\_\_\_\_ FRIENDS/FAMILY \_\_\_\_\_ CONDOMINIUM \_\_\_\_\_

NAME OF HOTEL AND CITY: \_\_\_\_\_

NAME OF CONDOMINIUM/TIMESHARE: \_\_\_\_\_

# OF ROOMS OCCUPIED x NUMBER OF NIGHTS STAYING IN COLLIER COUNTY = \_\_\_\_\_

HOW DID YOU SELECT THE HOTEL/CONDOMINIUM?

INTERNET ( ) \_\_\_\_\_ YOUR CHOICE ( ) \_\_\_\_\_ TRAVEL AGENT ( ) \_\_\_\_\_

OTHER: \_\_\_\_\_

NUMBER OF MEALS YOU & YOUR GROUP WILL EAT OUT:

Number of people in your party = \_\_\_\_\_

Number of days of your visit = \_\_\_\_\_

Number of meals eaten out each day = \_\_\_\_\_

PLANNED AREA ACTIVITIES: (Please circle all that apply)

ARTS & CULTURE

von Liebig Art Center  
Naples Museum of Art  
Sugden Theatre  
Naples Philharmonic  
Art Galleries

Other \_\_\_\_\_

WATER SPORTS

Beaches  
Naples/Marco Princess  
Naples Pier  
Shelling Tour  
Fishing

Other \_\_\_\_\_

NATURE

Everglades Tour  
National Park  
State Parks  
Corkscrew Swamp  
Conservancy of SW FL  
Lake Trafford

Other \_\_\_\_\_

FAMILY ATTRACTIONS

Naples Zoo  
Naples Botanical Garden  
Fun 'n Sun Water Park  
Swamp Buggy Race  
Mini Golf

King Richard's Fun Park

Other \_\_\_\_\_

# Collier County Tourist Development Council

PLEASE INCLUDE THIS CHECKLIST WITH YOUR FINAL SUBMISSION TO INSURE THAT ALL REQUESTED DOCUMENTS ARE INCLUDED.

**PLEASE ATTACH ONE COPY OF EACH OF THE FOLLOWING ITEMS TO YOUR ORIGINAL APPLICATION FOR OUR FILES:** (It is not necessary to provide a copy of these items with the 15 copies.)

Charter, Articles of Incorporation, By-Laws, Proof of Current Status, i.e. Annual Report on file with the Secretary of State – **Except Government entities.**

Minutes of meeting authorizing officers to apply for these tourist development funds.

IRS Determination Letter – **Except Government entities.**

List of current officers and board members, indicating terms, **or mayor, City Council, etc.**

Organization Chart

Copy of financial statement for the most recently completed fiscal year – **Except Government entities.**

Letters of commitment from co-sponsors;

Income and expense details

Signed by Chief Officer and Secretary.

**Name of Preparer: (Print)** \_\_\_\_\_

**Signature of Preparer:** \_\_\_\_\_