

EXECUTIVE SUMMARY

Recommendation to approve Tourism Development Grant Application Agreements for FY 16 Category B (\$35,000) and Category C-2 (\$40,000) Grants, authorize the Chairman to sign, and make a finding that this action promotes tourism.

OBJECTIVE: Approve grant agreements for Tourist Development Tax Category B and C-2 grant applications for FY 16.

CONSIDERATIONS: Tourism Grant Applications were made available on our County Tourism website in March and were due April 17, 2015. In accordance with the Grant Guidelines, the applications were reviewed by Tourism Department staff to verify they met the Grant Guidelines and then by the County Attorney's Office for legal sufficiency. Based on these reviews, Tourism staff made suggestions on the funding level for each applicant. The Tourist Development Council (TDC) then reviewed the grant applications on May 28, 2015 and recommended 6-0 that the Board of County Commissioners approves the funding as follows:

Category "B"- Marketing & Events Grants

ArtsNaples World Festival, Inc. – Recommended Funding of \$25,000

This 501 c (3) organization has received grant funding for the past three years to promote their May multi-venue, multi-discipline festival. Their first festival in 2012 featured Russian music and culture. The second year they featured Latin American music and culture. The third year theme was the music, food and culture of Italy. The 2015 festival just completed featured French music, food and culture. The past funding was as follows: FY 15 \$25,000, FY 14 \$25,000; FY 13 \$50,000; FY 12 \$15,000. ArtsNaples World Festival is requesting \$25,000 to promote the 2016 festival which will be themed "The Best of All Worlds" with over 45 events featuring French, Italian, Russian and Latin cultures. Funds will be used in out-of-Collier County on-line print media, targeted e-blasts in Florida Concert, Organiste.net and others. Matching funding will come from corporate and individual donations, foundation grants totaling \$340,000. The applicant is projecting 12,400 overnight visitors, 6,340 hotel room nights, \$412,100 in TDT revenue and visitor spending of \$7,758,600. The TDC and staff recommend funding of \$25,000 for FY 16.

Naples, Marco Region of Antique Automobile Club of America, Inc. (AACA) – Recommended Funding of \$10,000

This 501 c (4) organization is a first time applicant. Their request is for promotional assistance with the AACA Winter National Meet in conjunction with Walker VoTech School in Naples. Funding will be used for national and Florida specific advertising in antique auto magazines and websites. The organization is projecting 1100 overnight visitors, 1,000 hotel room nights. They have not projected TDT revenue or visitor spending. The TDC and staff recommend funding for FY 16 at \$10,000 for this first time event.

Category C-2- Non County Owned/Operated Museums

Southwest Florida Holocaust Museum, Inc. – Recommended Funding of \$40,000

The Holocaust Museum & Education Center of SW Florida is a 501 c (3) organization and has received grant funding for ten years. The past few years approved funding has been: FY 15 \$50,000, FY 14 \$20,000 FY 13: \$32,500; FY 12 \$50,000. This year's request is for \$40,000 to promote a seven month series of exhibits at the museum entitled "Why History Matters - Then and Now", to help visitors make better informed choices. October-December - "Picture Book History-Telling the Story to Children". January-April - "At War's End- The Nuremberg Trials and Displaced Persons Camps". The events will be featured on the Museum's website with links to the CVB website for destination information. For 2014, the museum reports 1,949 overnight visitors, 9,745 room nights, \$428,021 in visitors spending and \$740,476 in economic impact. In 2013 the museum attracted 5,934 visitors. The grant funding will be used for production and media placement in TV, radio and print in markets out of Collier County. They will also promote through tour operators and European media. The TDC and staff recommend \$40,000 in funding for FY 16.

FISCAL IMPACT: Funding for Category B marketing grants in the amount of \$35,000 and for Category C-2 of \$40,000 is included in the proposed FY 16 Tourism Department's budget.

LEGAL CONSIDERATIONS: This item has been approved as to form and legality and requires majority vote for approval. – CMG

RECOMMENDATION: Recommendation to approve Tourism Development Grant Application Agreements for FY 16 Category B (\$35,000) and Category C-2 (\$40,000) Grants, authorize the Chairman to sign, and make a finding that this action promotes tourism.

SUBMITTED BY: Jack Wert, Tourism Director

**2016 CATEGORY "B" TOURISM AGREEMENT BETWEEN
COLLIER COUNTY AND ARTS NAPLES WORLD FESTIVAL, INC.**

THIS AGREEMENT is made and entered into this _____ day of _____, 2015, by and between Collier County, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY" and ArtsNaples World Festival, Inc. a Florida not-for-profit corporation, hereinafter referred to as "GRANTEE."

WHEREAS, the COUNTY has adopted a Tourist Development Plan (hereinafter referred to as "Plan") funded by proceeds from the Tourist Development Tax; and

WHEREAS, the Collier County Tourism Ordinance provides that certain of the revenues generated by the Tourist Development Tax are to be allocated to promote and advertise tourism within the State of Florida, nationally and internationally which encourages tourism; and

WHEREAS, GRANTEE has applied to the Tourist Development Council ("TDC") and the County to use Tourist Development Tax funds for out of County promotion of "The Project," more specifically described herein; and

WHEREAS, upon recommendation by the TDC, the Collier County Board of County Commissioners has approved the funding request of the GRANTEE and has authorized the Chairman to execute the Tourism Agreement.

NOW, THEREFORE, BASED UPON THE MUTUAL COVENANTS AND PREMISES PROVIDED HEREIN, AND OTHER VALUABLE CONSIDERATION, IT IS MUTUALLY AGREED AS FOLLOWS:

1. SCOPE OF WORK:

(a) In accordance with the authorized expenditures as set forth in the Budget, attached hereto as Exhibit "D", the GRANTEE shall expend the funds for the out of county promotion of the 2016 festival which will be themed "The Best of All Worlds" with over 45 events featuring French, Italian, Russian and Latin cultures ("The Project").

2. PAYMENT:

(a) The amount to be paid under this Agreement shall be a total of Twenty Five Thousand Dollars (\$25,000). GRANTEE shall be paid in accordance with fiscal procedures of the County for the expenditures incurred as described in Paragraph One (1) herein upon submittal of a Request for Funds on the form attached hereto as Exhibit "B" and made a part hereof, and shall submit vendor invoices, copies of credit card receipts and statements and two-sided copies of cancelled checks, on-line bill pay transaction registers or other acceptable evidence of payment, original tear sheets of print ads, affidavit of broadcast dates and times, screen shots of on-line ads, or samples of printed materials to the Tourism Director or his designee, for review. Should these documents be unavailable, the GRANTEE may submit other legally viable evidence of payment subject to review and approval by the Clerk of the Court's Finance Department.

(b) The Tourism Director or his designee shall determine that the invoice payments are authorized and that the goods or services covered by such invoice[s] have been provided or performed in accordance with such authorization. The budget attached as Exhibit "D" shall constitute authorization for the expenditure[s] described in the invoice[s].

(c) All expenditures shall be made in conformity with this Agreement.

(d) The COUNTY shall not pay GRANTEE until the Clerk's Finance Department pre-audits all payment invoices in accordance with law.

(e) GRANTEE shall be paid for its actual costs, not to exceed the maximum amount budgeted pursuant to the attached Exhibit "D."

(f) Expenditures with publications, broadcast and brochure distribution that runs outside of Collier County (can also run in Collier County) will be reimbursed up to the percentage of listeners or circulation outside of Collier County.

(g) Invoices for prepayment or for deposit on services will not be eligible for reimbursement.

(h) Services or product must be delivered and paid for by GRANTEE between the effective dates of this agreement.

(i) All requests for reimbursement must be received prior to September 30, 2016 to be eligible for payment.

3. ELIGIBLE EXPENDITURES:

(a) Only eligible expenditures described in Paragraph One (1) will be paid by COUNTY.

(b) COUNTY agrees to pay eligible expenditures incurred between October 1, 2015 and September 30, 2016.

(c) Any expenditures paid by COUNTY which are later deemed to be ineligible expenditures shall be repaid to COUNTY within thirty (30) days of COUNTY's written request to repay said funds.

(d) COUNTY may request repayment of funds for a period of up to three (3) years after termination of this Agreement or any extension or renewal thereof.

4. REPORTING REQUIREMENTS:

(a) GRANTEE shall provide to County a Final Status Report on the form attached hereto as Exhibit "A" no later than October 15, 2016.

(b) Each report shall identify the economic impact generated by the GRANTEE through the use of reports (Exhibit "A") which identify the amount spent, the duties performed, the services provided, and the goods delivered since the previous reporting period.

(c) GRANTEE shall take reasonable measures to assure the continued satisfactory performance of all vendors and subcontractors.

(d) COUNTY may withhold any payments for failure of GRANTEE to provide the final status report and until the County receives the final status report or other report acceptable to the Tourism Director.

(e) GRANTEE shall request that visitors to the ArtsNaples World Festival complete the visitor questionnaire attached to this Agreement as Exhibit "C".

5. INSURANCE:

(a) GRANTEE shall submit a Certificate of Insurance naming the Collier County Board of County Commissioners and the Tourist Development Council as additional insureds.

(b) The certificate of insurance must be valid for the duration of this Agreement, and be issued by a company licensed in the State of Florida, and provide General Liability Insurance for no less than the following amounts:

BODILY INJURY LIABILITY \$300,000 each claim per person

PROPERTY DAMAGE LIABILITY \$300,000 each claim per person

PERSONAL INJURY LIABILITY \$300,000 each claim per person

(c) The Certificate of Insurance must be delivered to the Tourism Director or his designee with copies of the Agreement executed by GRANTEE. The GRANTEE shall not commence promotional or advertising activities which are to be funded pursuant to this Agreement until the Certificate of Insurance has been received by the COUNTY and the Agreement is fully executed.

6. CHOICE OF VENDORS AND FAIR DEALING:

(a) GRANTEE may select vendors or subcontractors to provide services as described in Paragraph One (1).

(b) COUNTY shall not be responsible for paying vendors and shall not be involved in the selection of subcontractors or vendors.

(c) GRANTEE agrees to disclose any financial or other relationship between GRANTEE and any subcontractors or vendors, including, but not limited to, similar or related employees, agents, officers, directors and/or shareholders.

(d) COUNTY may, in its discretion, object to the reasonableness of expenditures and require payment if invoices have been paid under this Agreement for unreasonable expenditures. The reasonableness of the expenditures shall be based on industry standards.

7. INDEMNIFICATION:

GRANTEE shall indemnify and hold harmless Collier County, its agents, officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or

intentionally wrongful conduct of the GRANTEE or anyone employed or utilized by the GRANTEE in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

8. NOTICES:

All notices from the COUNTY to the GRANTEE shall be in writing and deemed duly served if mailed by registered or certified mail to the GRANTEE at the following address:

Roy (Trey) D. Farmer III , Chairman and President
ArtsNaples World Festival, Inc.
P.O. Box 771176
Naples, FL 34107

All notices from the GRANTEE to the COUNTY shall be in writing and deemed duly served if mailed by registered or certified mail to the COUNTY to:

Jack Wert, Tourism Director
Collier County Tourism Department
2660 N. Horseshoe Drive Suite 105
Naples, Florida 34104

The GRANTEE and the COUNTY may change the above mailing address at any time upon giving the other party written notification pursuant to this Section.

9. NO PARTNERSHIP: Nothing herein contained shall be construed as creating a partnership between the COUNTY and the GRANTEE, or its vendors or subcontractors, or to constitute the GRANTEE, or its vendors or subcontractors, as an agent or employee of the COUNTY.

10. COOPERATION: GRANTEE shall fully cooperate with the COUNTY in all matters pertaining to this Agreement and shall provide all information and documentation requested by the COUNTY from time to time pertaining to the use of any funds provided hereunder.

11. TERMINATION:

(a) The COUNTY or the GRANTEE may cancel this Agreement with or without cause by giving thirty (30) days advance written notice of such termination specifying the effective date of termination.

(b) If the COUNTY terminates this Agreement, the COUNTY will pay the GRANTEE for all expenditures or contractual obligations incurred by GRANTEE, with subcontractors and vendors, up to the effective date of the termination so long as such expenses are eligible.

12. GENERAL ACCOUNTING: GRANTEE is required to maintain complete and accurate accounting records. All revenue related to the Agreement must be recorded, and all expenditures must be incurred within the term of this Agreement.

13. AVAILABILITY OF FUNDS: This agreement is subject to the availability of Tourist Development Tax revenues. If for any reason tourist tax funds are not available to fund all or part of this agreement, the COUNTY may upon written notice, at any time during the term of this agreement, and at its sole discretion, reduce or eliminate funding under this agreement.

14. AVAILABILITY OF RECORDS: GRANTEE shall maintain records, books, documents, papers and financial information pertaining to work performed under this Agreement for a period of three (3) years. GRANTEE agrees that the COUNTY, or any of its duly authorized representatives, shall, until the expiration of three (3) years after final payment under this Agreement, have access to, and the right to examine and photocopy any pertinent books, documents, papers, and records of GRANTEE involving any transactions related to this Agreement.

15. PROHIBITION OF ASSIGNMENT: GRANTEE shall not assign, convey, or transfer in whole or in part its interest in this Agreement without the prior written consent of the COUNTY.

16. TERM: This Agreement shall become effective on October 1, 2015 and shall remain effective for one year until September 30, 2016. If the project is not completed within the term of this agreement, all unreleased funds shall be retained by the COUNTY. Any extension of this agreement beyond the one (1) year term in order to complete the Project must be at the express consent of the Collier County Board of County Commissioners.

17. The GRANTEE must request any extension of this term in writing at least sixty (60) days prior to the expiration of this Agreement, and the COUNTY may agree by amendment to this Agreement to extend the term for an additional ninety (90) days.

18. EVALUATION OF TOURISM IMPACT: GRANTEE shall monitor and evaluate the tourism impact of the Project, explaining how the tourism impact was evaluated, providing a written report to the Tourism Director or his designee by October 15, 2016.

19. REQUIRED NOTATION: All promotional literature and all print, broadcast and on-line media advertising where possible should contain the verbiage "A cooperative effort funded by the Collier County Tourist Development Tax" and/or display the CVB logo and website url www.paradisecoast.com to qualify for reimbursement.

20. AMENDMENTS: This Agreement may only be amended by mutual written agreement of the parties, after review by the Collier County Tourist Development Council if warranted.


IN WITNESS WHEREOF, the COUNTY and GRANTEE have respectively, by an authorized person or agent, hereunder set their hands and seals on the date and year first above written.

ATTEST:
DWIGHT E. BROCK, Clerk

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____
Tim Nance, Chairman

Approved as to form and
Legality:



Colleen M. Greene
Assistant County Attorney

WITNESSES:

GRANTEE:

(1) _____

ARTSNAPLES WORLD FESTIVAL, INC.

Printed/Typed Name

(2) _____

BY: _____

Printed/Typed Name

Printed/Typed Name

Printed/Typed Title



EXHIBIT "A"

Collier County Tourist Development Council
Final Status Report (Due by Oct. 15, 2016)

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.

Was this a first time project? If not, how many times has this event taken place?

What hotels/motels were utilized to support the project and how many?

What is the total economic impact and 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 visited the project?

What is the percentage of the total participants from out of Collier County?

What problems occurred if any during the project event?

List any out-of-county- advertising, marketing, and/or public relations that was used to support the project and attach samples.

How could the project been improved or expanded?



EXHIBIT "B"

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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTALS	_____	_____

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.

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 CHIEF OFFICIAL OR DESIGNEE: 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 "C"



VISITOR QUESTIONNAIRE

Welcome to the Paradise CoastSM. 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 ParadiseSM. 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/AREA: _____

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
- Artis Naples
- Sugden Theatre
- Naples Philharmonic
- Art Galleries

Other _____

WATER SPORTS

- Beaches
- Naples Pier
- Shelling
- Fishing
- Boating
- Kayaking

Other _____

NATURE

- Everglades Tour
- County Parks
- 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
- County Museums

Other _____

SHOPPING AND DINING

- Fifth Avenue South
- Third Street South
- Waterside Shops
- Venetian Bay
- Bayfront
- Tin City

Other _____

SIGHTSEEING

- Lunch/Dinner Cruise/
- Sunset Cruise
- City Trolley Tour
- Everglades Tour
- Segway Tour
- Dolphin Cruise

Other _____

RELAXATION & ENTERTAINMENT

- Golf
- Spa
- Shelling
- Seminole Casino
- Lounges & Clubs
- Music
- Other



EXHIBIT "D"

**ArtsNaples World Festival, Inc.
Project Budget**

Funding – Not to Exceed

Out of Collier County Area Advertising and Marketing
Related Expenses To Promote the Project

\$25,000

Total:

\$25,000

**2016 CATEGORY "B" TOURISM AGREEMENT BETWEEN
COLLIER COUNTY AND NAPLES/MARCO REGION OF ANTIQUE AUTOMOBILE
CLUB OF AMERICA, INC.**

THIS AGREEMENT is made and entered into this _____ day of _____, 2015, by and between Collier County, a political subdivision of the State of Florida, ("COUNTY") and Naples/Marco Region of Antique Automobile Club of America Inc., a Florida corporation, hereinafter referred to as "GRANTEE."

WHEREAS, the COUNTY has adopted a Tourist Development Plan (hereinafter referred to as "Plan") funded by proceeds from the Tourist Development Tax; and

WHEREAS, the Collier County Tourism Ordinance provides that certain of the revenues generated by the Tourist Development Tax are to be allocated to promote and advertise tourism within the State of Florida, nationally and internationally which encourages tourism; and

WHEREAS, GRANTEE has applied to the Tourist Development Council ("TDC") and the County to use Tourist Development Tax funds for out of County promotion of the AACA Winter National Meet ("The Project"); and

WHEREAS, with the recommendation of the TDC, the Collier County Board of County Commissioners has approved the funding request of the GRANTEE and has authorized the Chairman to execute the Tourism Agreement.

NOW, THEREFORE, BASED UPON THE MUTUAL COVENANTS AND PREMISES PROVIDED HEREIN, AND OTHER VALUABLE CONSIDERATION, IT IS MUTUALLY AGREED AS FOLLOWS:

1. SCOPE OF WORK:

(a) In accordance with the authorized expenditures as set forth in the Budget, attached hereto as Exhibit "D", the GRANTEE shall expend the funds for the out of County promotion of The Project.

2. PAYMENT:

(a) The amount to be paid under this Agreement shall be a total of Ten Thousand-Dollars (\$10,000). GRANTEE shall be paid in accordance with fiscal procedures of the County for the expenditures incurred as described in Paragraph One (1) herein upon submittal of a Request for Funds on the form attached hereto as Exhibit "B" and made a part hereof, and shall submit vendor invoices, copies of credit card receipts and statements and two-sided copies of cancelled checks, on-line bill pay transaction registers or other acceptable evidence of payment, original tear sheets of print ads, affidavit of broadcast dates and times, screen shots of on-line ads, or samples of printed materials to the Tourism Director or his designee, for review. Should these documents be unavailable, the GRANTEE may submit other legally viable evidence of payment subject to review and approval by the Clerk of the Court's Finance Department.

(b) The Tourism Director or his designee shall determine that the invoice payments are authorized and that the goods or services covered by such invoice[s] have been provided or performed in accordance with such authorization. The budget attached as Exhibit "D" shall constitute authorization for the expenditure[s] described in the invoice[s].

(c) All expenditures shall be made in conformity with this Agreement.

(d) The COUNTY shall not pay GRANTEE until the Clerk's Finance Department pre-audits all payment invoices in accordance with law.

(e) GRANTEE shall be paid for its actual costs, not to exceed the maximum amount budgeted pursuant to the attached Exhibit "D."

(f) Expenditures with publications, broadcast and brochure distribution that runs outside of Collier County (can also run in Collier County) will be reimbursed up to the percentage of listeners or circulation outside of Collier County.

(g) Invoices for prepayment or for deposit on services will not be eligible for reimbursement.

(h) Services or product must be delivered and paid for by GRANTEE between the effective dates of this agreement.

(i) All requests for reimbursement must be received prior to September 30, 2016 to be eligible for payment.

2. ELIGIBLE EXPENDITURES:

(a) Only eligible expenditures described in Paragraph One (1) will be paid by COUNTY.

(b) COUNTY agrees to pay eligible expenditures incurred between October 1, 2015 and September 30, 2016.

(c) Any expenditures paid by COUNTY which are later deemed to be ineligible expenditures shall be repaid to COUNTY within thirty (30) days of COUNTY's written request to repay said funds.

(d) COUNTY may request repayment of funds for a period of up to three (3) years after termination of this Agreement or any extension or renewal thereof.

3. REPORTING REQUIREMENTS:

(a) GRANTEE shall provide to County a final status report on the form attached hereto as Exhibit "A" no later than October 15, 2016.

(b) Each report shall identify the economic impact generated by the GRANTEE through the use of reports (Exhibit "A") which identify the amount spent, the duties performed, the services provided, and the goods delivered since the previous reporting period.

(c) GRANTEE shall take reasonable measures to assure the continued satisfactory performance of all vendors and subcontractors.

(d) COUNTY may withhold any payments for failure of GRANTEE to provide the final status report and until the County receives the final status report or other report acceptable to the Tourism Director.

(e) GRANTEE shall request that visitors to the AACA Winter National Meet complete the visitor questionnaire attached to this Agreement as Exhibit "C".

5. INSURANCE:

- (a) GRANTEE shall submit a Certificate of Insurance naming the Collier County Board of County Commissioners and the Tourist Development Council as additional insureds.
- (b) The certificate of insurance must be valid for the duration of this Agreement, and be issued by a company licensed in the State of Florida, and provide General Liability Insurance for no less than the following amounts:

BODILY INJURY LIABILITY \$300,000 each claim per person
PROPERTY DAMAGE LIABILITY \$300,000 each claim per person
PERSONAL INJURY LIABILITY \$300,000 each claim per person

- (c) The Certificate of Insurance must be delivered to the Tourism Director or his designee with copies of the Agreement executed by GRANTEE. The GRANTEE shall not commence promotional or advertising activities which are to be funded pursuant to this Agreement until the Certificate of Insurance has been received by the COUNTY and the Agreement is fully executed.

6. CHOICE OF VENDORS AND FAIR DEALING:

- (a) GRANTEE may select vendors or subcontractors to provide services as described in Paragraph One (1).
- (b) COUNTY shall not be responsible for paying vendors and shall not be involved in the selection of subcontractors or vendors.
- (c) GRANTEE agrees to disclose any financial or other relationship between GRANTEE and any subcontractors or vendors, including, but not limited to, similar or related employees, agents, officers, directors and/or shareholders.
- (d) COUNTY may, in its discretion, object to the reasonableness of expenditures and require payment if invoices have been paid under this Agreement for unreasonable expenditures. The reasonableness of the expenditures shall be based on industry standards.

7. INDEMNIFICATION:

GRANTEE shall indemnify and hold harmless Collier County, its agents, officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable

attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the GRANTEE or anyone employed or utilized by the GRANTEE in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

8. NOTICES:

All notices from the COUNTY to the GRANTEE shall be in writing and deemed duly served if mailed by registered or certified mail to the GRANTEE at the following address:

Yvonne Rhoads, President
Naples/Marco Region of Antique Automobile Club of America, Inc.
28 W. Pelican St.
Naples, FL 34113

All notices from the GRANTEE to the COUNTY shall be in writing and deemed duly served if mailed by registered or certified mail to the COUNTY to:

Jack Wert, Tourism Director
Collier County Tourism Department
2660 N. Horseshoe Drive Suite 105
Naples, Florida 34104

The GRANTEE and the COUNTY may change the above mailing address at any time upon giving the other party written notification pursuant to this Section.

9. NO PARTNERSHIP: Nothing herein contained shall be construed as creating a partnership between the COUNTY and the GRANTEE, or its vendors or subcontractors, or to constitute the GRANTEE, or its vendors or subcontractors, as an agent or employee of the COUNTY.

10. COOPERATION: GRANTEE shall fully cooperate with the COUNTY in all matters pertaining to this Agreement and shall provide all information and documentation requested by the COUNTY from time to time pertaining to the use of any funds provided hereunder.

11. TERMINATION:

(a) The COUNTY or the GRANTEE may cancel this Agreement with or without cause by giving thirty (30) days advance written notice of such termination specifying the effective date of termination.

(b) If the COUNTY terminates this Agreement, the COUNTY will pay the GRANTEE for all expenditures or contractual obligations incurred by GRANTEE, with subcontractors and vendors, up to the effective date of the termination so long as such expenses are eligible.

12. GENERAL ACCOUNTING: GRANTEE is required to maintain complete and accurate accounting records. All revenue related to the Agreement must be recorded, and all expenditures must be incurred within the term of this Agreement.

13. AVAILABILITY OF FUNDS: This agreement is subject to the availability of Tourist Development Tax revenues. If for any reason tourist tax funds are not available to fund all or part of this agreement, the COUNTY may upon written notice , at any time during the term of this agreement, and at its sole discretion, reduce or eliminate funding under this agreement.

14. AVAILABILITY OF RECORDS: GRANTEE shall maintain records, books, documents, papers and financial information pertaining to work performed under this Agreement for a period of three (3) years. GRANTEE agrees that the COUNTY, or any of its duly authorized representatives, shall, until the expiration of three (3) years after final payment under this Agreement, have access to, and the right to examine and photocopy any pertinent books, documents, papers, and records of GRANTEE involving any transactions related to this Agreement.

15. PROHIBITION OF ASSIGNMENT: GRANTEE shall not assign, convey, or transfer in whole or in part its interest in this Agreement without the prior written consent of the COUNTY.

16. TERM: This Agreement shall become effective on October 1, 2015 and shall remain effective for one year until September 30, 2016. If the project is not completed within the term of

this agreement, all unreleased funds shall be retained by the COUNTY. Any extension of this agreement beyond the one (1) year term in order to complete the Project must be at the express consent of the Collier County Board of County Commissioners.

17. The GRANTEE must request any extension of this term in writing at least sixty (60) days prior to the expiration of this Agreement, and the COUNTY may agree by amendment to this Agreement to extend the term for an additional ninety (90) days.

18. EVALUATION OF TOURISM IMPACT: GRANTEE shall monitor and evaluate the tourism impact of the Project, explaining how the tourism impact was evaluated, providing a written report to the Tourism Director or his designee by October 15, 2016.

19. REQUIRED NOTATION: All promotional literature and all print, broadcast and on-line media advertising where possible should contain the verbiage "A cooperative effort funded by the Collier County Tourist Development Tax" and/or display the CVB logo and website url www.paradisecoast.com to qualify for reimbursement.

20. AMENDMENTS: This Agreement may only be amended by mutual written agreement of the parties, after review by the Collier County Tourist Development Council if warranted.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURES ON NEXT PAGE]


IN WITNESS WHEREOF, the GRANTEE and COUNTY have respectively, by an authorized person or agent, hereunder set their hands and seals on the date and year first above written.

ATTEST:
DWIGHT E. BROCK, Clerk

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____
Tim Nance, Chairman

Approved as to form and
Legality:

 _____
Colleen M. Greene
Assistant County Attorney

WITNESSES:

GRANTEE:

(1) _____

NAPLES/MARCO REGION OF ANTIQUE
AUTOMOBILE CLUB OF AMERICA, INC.

Printed/Typed Name

BY: _____

(2) _____

Printed/Typed Name

Printed/Typed Name

Printed/Typed Title



EXHIBIT "A"

Collier County Tourist Development Council
Final Status Report (Due by Oct. 15, 2016)

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.

Was this a first time project? If not, how many times has this event taken place?

What hotels/motels were utilized to support the project and how many?

What is the total economic impact and 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 visited the project?

What is the percentage of the total participants from out of Collier County?

What problems occurred if any during the project event?

List any out-of-county- advertising, marketing, and/or public relations that was used to support the project and attach samples.

How could the project been improved or expanded?

EXHIBIT "B"

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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTALS	_____	_____

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.

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 CHIEF OFFICIAL OR DESIGNEE: 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 "C"



VISITOR QUESTIONNAIRE

Welcome to the Paradise Coast SM. 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 SM. 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/AREA: _____

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
 Artis Naples
 Sugden Theatre
 Naples Philharmonic
 Art Galleries
 Other _____

- WATER SPORTS**
 Beaches
 Naples Pier
 Shelling
 Fishing
 Boating
 Kayaking
 Other _____

- NATURE**
 Everglades Tour
 County Parks
 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
 County Museums
 Other _____

- SHOPPING AND DINING**
 Fifth Avenue South
 Third Street South
 Waterside Shops
 Venetian Bay
 Bayfront
 Tin City
 Other _____

- SIGHTSEEING**
 Lunch/Dinner Cruise/
 Sunset Cruise
 City Trolley Tour
 Everglades Tour
 Segway Tour
 Dolphin Cruise
 Other _____



EXHIBIT "D"

**Naples/Marco Region of Antique Automobile Club of America, Inc.
Project Budget**

Funding – Not to Exceed

Out of Collier County area advertising and marketing
related expenses to promote the Project

\$10,000

Total:

\$10,000

**2016 CATEGORY C-2 TOURISM AGREEMENT BETWEEN
COLLIER COUNTY AND HOLOCAUST MUSEUM OF SOUTHWEST FLORIDA,
INC.**

THIS AGREEMENT is made and entered into this _____ day of _____, 2015, by and between Collier County, a political subdivision of the State of Florida, (“COUNTY”) and Holocaust Museum of Southwest Florida Inc., a Florida not-for-profit corporation, (“GRANTEE”).

WHEREAS, the COUNTY has adopted a Tourist Development Plan (hereinafter referred to as “Plan”) funded by proceeds from the Tourist Development Tax; and

WHEREAS, the Collier County Tourism Ordinance provides that certain of the revenues generated by the Tourist Development Tax are to be allocated to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate or promote museums owned and operated by not-for-profit organizations and open to the public; and

WHEREAS, GRANTEE has applied to the Tourist Development Council and the County to use Tourist Development Tax funds for GRANTEE’S marketing expenses to promote exhibits and festivals to attract visitors and enhance the quality of life for area residents; and

WHEREAS, the Tourist Development Council (“TDC”) has recommended funding for GRANTEE’S out of market advertising expenditures for the promotion of events to attract visitors; and

WHEREAS, the Board of County Commissioners has made a finding that GRANTEE qualifies as a museum; and

WHEREAS, upon recommendation from the TDC, the Collier County Board of County Commissioners has approved the funding request of the GRANTEE and has authorized the Chairman to execute the Tourism Agreement.

NOW, THEREFORE, BASED UPON THE MUTUAL COVENANTS AND PREMISES PROVIDED HEREIN, AND OTHER VALUABLE CONSIDERATION, IT IS MUTUALLY AGREED AS FOLLOWS:

1. SCOPE OF WORK:

(a) In accordance with the authorized expenditures as set forth in the Budget, attached hereto as Exhibit "D", the GRANTEE shall expend the funds for the promotion of GRANTEE'S marketing (hereinafter "the Project").

2. PAYMENT:

(a) The amount to be paid under this Agreement shall be a total of Forty Thousand Dollars (\$40,000). GRANTEE shall be paid in accordance with the fiscal procedures of the County for the expenditures incurred as described in Paragraph One (1) herein upon submittal of a Request for Funds on the form attached hereto as Exhibit "B" and made a part hereof, and shall submit vendor invoices, copies of credit card receipts and statements and two-sided copies of cancelled checks, on-line bill pay transaction registers or other acceptable evidence of payment and performance, tear sheets of print ads, affidavit of broadcast dates and times, screen shots of on-line ads, or samples of printed materials to the Tourism Director, or his designee, for review. Should these documents be unavailable, the GRANTEE may submit other legally viable evidence of payment subject to review and approval by the Clerk's Finance Department.

(b) The Tourism Director, or his designee, shall determine that the invoice payments are authorized and that the goods or services covered by such invoice[s] have been provided or performed in accordance with such authorization. The budget attached as Exhibit "D" shall constitute authorization for the expenditure[s] described in the invoice[s].

(c) All expenditures shall be made in conformity with this Agreement.

- (d) The COUNTY shall not pay GRANTEE until the Clerk's Finance Department pre-audits all payment invoices in accordance with law.
- (e) GRANTEE shall be paid for its actual costs, not to exceed the maximum amount budgeted pursuant to the attached Exhibit "D."
- (f) Expenditures with publications, broadcast and brochure distribution that run outside of Collier County (can also run in Collier County) will be reimbursed up to the percentage of listenership or circulation outside of Collier County.
- (g) Invoices for prepayment or for deposit on services will not be eligible for reimbursement.
- (h) Services or product must be delivered and paid for by GRANTEE between the effective dates of this agreement.
- (i) All requests for reimbursement must be received by September 30, 2016 to be eligible for payment.

3. ELIGIBLE EXPENDITURES:

- (a) Only eligible expenditures described in Paragraph One (1) will be paid by COUNTY.
- (b) COUNTY agrees to pay eligible expenditures incurred between October 1, 2015 and September 30, 2016.
- (c) Any expenditures paid by COUNTY which are later deemed to be ineligible expenditures shall be repaid to COUNTY within thirty (30) days of COUNTY's written request to repay said funds.
- (d) COUNTY may request repayment of funds for a period of up to three (3) years after termination of this Agreement or any extension or renewal thereof.

4. INSURANCE:

- (a) GRANTEE shall submit a Certificate of Insurance naming the Collier County Board of County Commissioners and the Tourist Development Council as additional insureds.
- (b) The certificate of insurance must be valid for the duration of this Agreement, and be issued by a company licensed in the State of Florida, and provide General Liability Insurance for no less than the following amounts:

BODILY INJURY LIABILITY \$300,000 each claim per person
PROPERTY DAMAGE LIABILITY \$300,000 each claim per person
PERSONAL INJURY LIABILITY \$300,000 each claim per person
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY – Statutory

- (c) The Certificate of Insurance must be delivered to the Tourism Director or his designee with copies of the Agreement executed by GRANTEE. The GRANTEE shall not commence promotional or advertising activities which are to be funded pursuant to this Agreement until the Certificate of Insurance has been received by the COUNTY and the Agreement is fully executed.

5. REPORTING REQUIREMENTS:

- (a) GRANTEE shall provide to County a final status report on the form attached hereto as Exhibit "A" no later than October 15, 2016.
- (b) Each report shall identify the economic impact generated by the GRANTEE through the use of reports (Exhibit "A") which identify the amount spent, the duties performed, the services provided, and the goods delivered since the previous reporting period.
- (c) GRANTEE shall take reasonable measures to assure the continued satisfactory performance of all vendors and subcontractors.
- (d) COUNTY may withhold any payments for failure of GRANTEE to provide the final status report and until the County receives the final status report or other report acceptable to the Tourism Director.

(e) GRANTEE shall request that visitors to The Holocaust Museum of Southwest Florida complete the visitor questionnaire attached to this Agreement as Exhibit "C".

6. CHOICE OF VENDORS AND FAIR DEALING:

(a) GRANTEE may select vendors or subcontractors to provide services as described in Paragraph One (1).

(b) COUNTY shall not be responsible for paying vendors and shall not be involved in the selection of subcontractors or vendors.

(c) GRANTEE agrees to disclose any financial or other relationship between GRANTEE and any subcontractors or vendors, including, but not limited to, similar or related employees, agents, officers, directors and/or shareholders.

(d) COUNTY may, in its discretion, object to the reasonableness of expenditures and require payment if invoices have been paid under this Agreement for unreasonable expenditures. The reasonableness of the expenditures shall be based on industry standards.

7. INDEMNIFICATION:

GRANTEE shall indemnify and hold harmless Collier County, its agents, officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the GRANTEE or anyone employed or utilized by the GRANTEE in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

8. NOTICES:

All notices from the COUNTY to the GRANTEE shall be in writing and deemed duly served if mailed by registered or certified mail to the GRANTEE at the following address:

Joan Hogan
The Holocaust Museum of Southwest Florida, Inc.
4760 Tamiami Trail North Suite 7
Naples, Florida 34103

All notices from the GRANTEE to the COUNTY shall be in writing and deemed duly served if mailed by registered or certified mail to the COUNTY to:

Jack Wert, Tourism Director
Collier County Tourism Department
2660 N. Horseshoe Drive Suite 105
Naples, Florida 34104

The GRANTEE and the COUNTY may change the above mailing address at any time upon giving the other party written notification pursuant to this Section.

9. PARTNERSHIP: Nothing herein contained shall be construed as creating a partnership between the COUNTY and the GRANTEE, or its vendors or subcontractors, or to constitute the GRANTEE, or its vendors or subcontractors, as an agent or employee of the COUNTY.

10. COOPERATION: GRANTEE shall fully cooperate with the COUNTY in all matters pertaining to this Agreement and shall provide all information and documentation requested by the COUNTY from time to time pertaining to the use of any funds provided hereunder.

11. TERMINATION:

(a) The COUNTY or the GRANTEE may cancel this Agreement with or without cause by giving thirty (30) days advance written notice of such termination specifying the effective date of termination.

(b) If the COUNTY terminates this Agreement, the COUNTY will pay the GRANTEE for all expenditures or contractual obligations incurred by GRANTEE, with subcontractors and vendors, up to the effective date of the termination so long as such expenses are eligible.

12. GENERAL ACCOUNTING: GRANTEE is required to maintain complete and accurate accounting records. All revenue related to the Agreement must be recorded, and all expenditures must be incurred within the term of this Agreement.

13. AVAILABILITY OF FUNDS: This agreement is subject to the availability of Tourist Development Tax revenues. If for any reason tourist tax funds are not available to fund all or part of this agreement, the COUNTY may upon written notice, at any time during the term of this agreement, and at its sole discretion, reduce or eliminate funding under this agreement.

14. AVAILABILITY OF RECORDS: GRANTEE shall maintain records, books, documents, papers and financial information pertaining to work performed under this Agreement for a period of three (3) years. GRANTEE agrees that the COUNTY, or any of its duly authorized representatives, shall, until the expiration of three (3) years after final payment under this Agreement, have access to, and the right to examine and photocopy any pertinent books, documents, papers, and records of GRANTEE involving any transactions related to this Agreement.

15. PROHIBITION OF ASSIGNMENT: GRANTEE shall not assign, convey, or transfer in whole or in part its interest in this Agreement without the prior written consent of the COUNTY.

16. TERM: This Agreement shall become effective on October 1, 2015 and shall remain effective for one year until September 30, 2016. If the project is not completed within the term of this agreement, all unreleased funds shall be retained by the COUNTY. Any extension of this

agreement beyond the one (1) year term in order to complete the Project must be at the express consent of the Collier County Board of County Commissioners.

17. The GRANTEE must request any extension of this term in writing at least sixty (60) days prior to the expiration of this Agreement, and the COUNTY may agree by amendment to this Agreement to extend the term for an additional ninety (90) days.

18. EVALUATION OF TOURISM IMPACT: GRANTEE shall monitor and evaluate the tourism impact of the Project, explaining how the tourism impact was evaluated, providing a written report to the Tourism Director or his designee, by October 15, 2016.

19. REQUIRED NOTATION: All promotional literature and all print, broadcast and on-line media advertising should contain the verbiage "A cooperative effort funded by the Collier County Tourist Development Tax"; and/or display the CVB logo and website address url www.paradisecoast.com to qualify for reimbursement.

20. AMENDMENTS: This Agreement may only be amended by mutual written agreement of the parties, after review by the Collier County Tourist Development Council if warranted.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the GRANTEE and COUNTY have respectively, by an authorized person or agent, hereunder set their hands and seals on the date and year first above written.

ATTEST:
DWIGHT E. BROCK, Clerk

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____
Tim Nance, Chairman

Approved as to form and
legal sufficiency



Colleen M. Greene
Assistant County Attorney

WITNESSES:

GRANTEE:

(1) _____

HOLOCAUST MUSEUM OF SOUTHWEST
FLORIDA, INC.

Printed/Typed Name

(2) _____

BY: _____

Printed/Typed Name

Printed/Typed Name

Printed/Typed Title

EXHIBIT "A"

**Collier County Tourist Development Council
Final Status Report (Due by Oct. 15, 2016)**

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.

Was this a first time project? If not, how many times has this event taken place?

What hotels/motels were utilized to support the project and how many?

What is the total direct economic impact and revenue generated from 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 visited the project?

What is the percentage of the total participants from out of Collier County?

What problems occurred if any during the project event?

List any out-of-county- advertising, marketing, and/or public relations that was used to support the project and attach samples.

How could the project been improved or expanded?

EXHIBIT "B"

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>
_____	_____	_____
_____	_____	_____
TOTALS	_____	_____

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. .

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 CHIEF OFFICIAL OR DESIGNEE: 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 "C"



VISITOR QUESTIONNAIRE

Welcome to the Paradise CoastSM. 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 ParadiseSM. 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/AREA: _____

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
- Artis Naples
- Art Galleries

Other _____

WATER SPORTS

- Beaches
- Naples Pier
- Shelling
- Fishing
- Boating
- Kayaking

Other _____

NATURE

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

Other _____
RELAXATION & ENTERTAINMENT

- Golf
- Spa
- Shelling
- Seminole Casino
- Lounges & Clubs
- Music

Other _____

FAMILY ATTRACTIONS

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

Other _____

SHOPPING AND DINING

- Fifth Avenue South
- Third Street South
- Waterside Shops
- Venetian Bay
- Bayfront
- Tin City

Other _____

SIGHTSEEING

- Lunch/Dinner Cruise/
- Sunset Cruise
- City Trolley Tour
- Everglades Tour
- Segway Tour
- Dolphin Cruise

Other _____



EXHIBIT "D"

Holocaust Museum of Southwest Florida, Inc.

Project Budget

Out of Collier County Area Advertising and Marketing Related Expenses to Promote
The Project.

Total Funding – Not to Exceed:

\$40,000