

WHEREAS, Florida Statutes 125.0104 authorizes the Board of County Commissioners to expend tourist development tax revenues for the purposes described in Part 2B of the Tourist Development Tax Budget Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida, that the St. Johns County Ancient City Arts Alliance is requested to use the guidelines attached hereto as Exhibit A and to receive and priortize all requests for money under Part 2B of the Tourist Development Tax Budget Plan in accordance with the guidelines. The priortized list of requests for money should be submitted to the Tourist Development Council in a timely manner for its consideration, review, and forwarding to the Board of County Commissioners for approval and implementation. The final decision on the appropriation of the dollars from the Tourist Development Trust Fund shall reside with the Board of County Commissioners.

ADOPTED this 24th day of February, 1987.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

BY: Phyllis L. Lydon
Chairman

ATTEST: CARL "BUD" MARKEL, CLERK

BY: Carol Kent
Deputy Clerk

1987 AND 1988

ST. JOHNS COUNTY

TOURIST DEVELOPMENT

TAX GRANTS GUIDELINES

FOR PART II B OF THE COUNTY

TOURIST DEVELOPMENT PLAN

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ST. JOHNS COUNTY
TOURIST DEVELOPMENT TAX GRANTS GUIDELINES
FOR PART II B OF THE COUNTY TOURIST DEVELOPMENT PLAN

I. GOAL AND OBJECTIVES

Goals:

- * To promote tourism by assisting and expanding cultural events and activities available for tourist use and promotion.
- * To promote tourism by expanding and developing new audiences for the arts from visitors from other counties within Florida and from Tourists from other states and countries.

Objectives:

- * To improve the quality and variety of cultural offerings available to tourists.
- * To promote diversity of artistic expression and events so as to attract a diversity of tourists.

II. ELIGIBILITY REQUIREMENTS

- * Organizations that apply must either:

a) be legally incorporated in Florida as a not-for-profit corporation pursuant to Chapter 617, Florida Statutes. (Questions regarding corporate status may be addressed to: Florida Department of State, Division of Corporations, Correspondence Section, P.O. Box 6327, Tallahassee, Florida 32314. (904) 488-9866)

or

b) be established as a tax-exempt organization as defined in Sections 501(c)(3) or 501(c)(4) of the Internal Revenue Code. (A copy of the I.R.S. determination letter provided by the applicant shall be sufficient to confirm federal tax-exempt status.)

or

c) be a public or private school within St. Johns County, Florida

- * All organizations that are not Florida corporations must qualify with the Florida Department of State to do business in Florida.

- * Applicant organizations and applicant individuals must propose a specific project or program that will assist the County in achieving a goal or objective described above.

Eligibility Requirements (continued)

- * Applications submitted by individuals are not required to have proof of tax-exempt or non-profit status.
- * Applicant's activities that are to be funded by the grant must be open to the public.
- * Applicant must demonstrate compliance with the "match" criteria that is set forth below in IV Funding and V Recipient Requirements.
- * Applicant's principal office must be in St. Johns County.

III. RESTRICTIONS

Funding cannot be provided for the following:

- * Capital improvements, including expenditures for the acquisition, construction or alteration of a facility
- * Mortgage payments
- * Purchase of equipment which has a useful life of over one year and a unit cost of \$200.00 or more
- * Payment of past deficits
- * Administrative costs unrelated to the proposed project
- * Activities intended only for the applicant's membership

IV. FUNDING

Tourist Development Tax Grants are intended to stimulate, rather than to replace, private and corporate and community support and are thus to be made on a 'matching' basis after the second year of award. A One Dollar-to-One-Dollar match, or better, is required for the project that will be funded with grant money. In-kind or donated goods and services may not exceed one-third of the matching requirement.

- * No single Tourist Development Tax Grant to an organization will exceed \$10,000.
- * An organization may apply for more than one grant in order to fund different artistic or cultural components under its aegis, but the total amount awarded in any one year may not exceed \$40,000.
- * Grant awards may be less than the amount requested.

V. RECIPIENT AND APPLICATION REQUIREMENTS

* All applications for grants from the St. Johns County Tourist Development Trust Fund shall be submitted to the Ancient City Arts Alliance (hereinafter A.C.A.A.)

Recipient and Application Requirements (continued)

* All recipients of grants must give credit to the Tourist Development Tax Grant Fund in all publicity concerning the funded project. This requirement may be waived by the Tourist Development Council.

* Applicant must submit sufficient written assurances that the monies received from the St. Johns County Tourist Development Trust Fund will be spent solely for activities or events within St. Johns County.

* Applicant must submit a total annual budget. The budget shall specify how funds from the St. Johns County Tourist Development Trust Fund will be spent. An appropriate financial statement must also be submitted with the application.

* Recipients must indicate (when applicable) how additional matching funds will be raised before the end of the grant calendar period if the recipient does not have its matching share available at the time of application.

* Recipient's project must be completed within one year of obtaining the grant.

* Recipients must agree to submit a timely interim report to A.C.A.A. during the grant period on the progress of the project and the matching fund status, and to submit a final project report in acceptable form within three months after completion of the project to A.C.A.A. and the A.C.A.A. shall submit said final report(s) to the Tourist Development Council.

VI. DEADLINE

Completed applications and all accompanying material must be received by A.C.A.A. not later than the times published in the St. Augustine Record by A.C.A.A.

* Applicants must submit the number of copies of the application forms as shall be required by A.C.A.A.

* No late applications can be accepted.

VII. REVIEW CRITERIA

For each application, A.C.A.A. or the A.C.A.A. Grants Panel described below will complete rating sheets based on the following criteria:

* Artistic or cultural merit: 28 points

* Impact on tourism development within St. Johns County: 52 points

* Feasibility of implementation: 20 points

VIII. REVIEW PROCEDURE

* The A.C.A.A. may, but is not required to, create an A.C.A.A. Grants Panel to review applications and administer the review procedure.

* The A.C.A.A. Grants Panel will consist of persons knowledgeable in cultural and artistic disciplines; who live and/or work in St. Johns County, and whose service on the panel will be limited to three consecutive years.

* References made herein to the A.C.A.A. Grants Panel shall mean the A.C.A.A. if no Grants Panel has been created or is in existence.

* The A.C.A.A. Grants Panel will review each application. Applicants with incomplete or incorrect information which may make them ineligible will receive specific guidance about the problem and a deadline for submitting clarification of the point or points in question to the A.C.A.A. Grants Panel. (If an applicant does not respond by the designated deadline, the application may be given a low priority or recommended denial without further review).

* Based upon the application, the above described Review Criteria and the relative merit of the application as compared to the other applications received by the A.C.A.A., the A.C.A.A. Grants Panel shall list each application received by the A.C.A.A. in order of a recommended funding priority from highest priority to lowest priorities and may, if warranted, recommend denial of funding. In addition, the A.C.A.A. Grants Panel shall set forth the facts and opinions that it believes justify the Applicants' priority or denial and shall recommend the dollar amount that it believes should be awarded. The recommendation shall also set forth the dates that the interim report and the final project report described in V Recipient Requirements, above, must be submitted.

* The A.C.A.A. shall review the recommendations of the A.C.A.A. Grants Panel and shall adopt, or modify and adopt, them as its own.

* The A.C.A.A. shall submit its funding recommendations and findings to the Tourist Development Council. The Tourist Development Council shall then submit the A.C.A.A. funding recommendations and findings to the Board of County Commissioners of St. Johns County with such comments and critique as the Tourist Development Council shall deem appropriate.

* Applicants who do not receive favorable recommendation for funding will have critique guidance made available to them upon written request to the A.C.A.A. Grants Panel.