

CULTURAL ARTS GRANT PROGRAM GUIDELINES/INSTRUCTIONS

(Category B)

PURPOSE

The purpose of the TDC Cultural Arts grant program is to support a range of cultural arts and heritage experiences, events, programs, and activities that directly promote Putnam County Tourism. As their primary purpose, eligible applicants must offer cultural arts or heritage events that significantly enhance the aesthetics of Putnam County and appeal to tourists from outside of Putnam County as well as the local community.

INTRODUCTION

Putnam County implemented and imposed a Tourist Development Plan in 1992. The Tourist Development Council (TDC) oversees the proceeds of the tax on behalf of the Putnam Board of County Commissioners. Florida Statute 125.0104 is the enabling legislation for the Tourist Development Tax. The Putnam County Board of County Commissioners created the Tourist Development Council by Ordinance 92-21.

The TDC Category B grant program is permitted under state statutes as a means of advertising and promoting tourism to Putnam County. Funding is to be used for presenting activities that have a cultural/artistic/heritage purpose, will attract overnight visitors, appeal to the local community and to advertise and promote these activities. Below are the priority considerations the TDC will look for when evaluating cultural arts grant requests.

1. Showcase Putnam County's Unique Culture. Priority consideration will be given to cultural programs and events that will showcase Putnam County's unique culture through various means of expression, interpretation and encouragement that will attract visitors, enhance the visitor experience as well as offer residents access to community based cultural events.
2. Cultural/Artistic/Heritage Purpose. Priority consideration will be given to those activities that are high quality, creative offerings that contribute significantly to our quality of life and bring tourist to the County.
3. Tourist Appeal. Priority consideration will be given to those activities that boost the reputation of Putnam County as a destination for arts and culture.
4. Out of County Promotion. Priority consideration will be given to those activities well thought out and detailed to show the potential broad awareness of the project in out of market media.
5. Stability and Management Capacity. A proven record or demonstrated capacities of the organization to successfully develop resources, effectively plan, organize and implement the proposed activities.
6. Duration of Event. Priority consideration will be given to those activities with more days/overnight stays in Putnam County.
7. New Offerings. Preference may be given to new offerings that help maintain a competitive edge for Putnam County in the cultural tourist market by attracting a wider range of tourists.

EVENT ELIGIBILITY

1. **All activities funded by the Tourist Development Council must be open & accessible to the general public.**

Activities must be promoted to the public and cannot be unreasonably restrictive through admittance fees, public access or crowd capacity, which limits participation by visitors. One of the main purposes of the project should be to attract overnight visitors to Putnam County.

2. **Impact benefit Putnam County.**

Activities must take place in Putnam County. If these activities are to be used for fundraising purposes, profits must go to programs that benefit Putnam County residents and/or charities.

3. **Mandatory Preparation Workshop.**

At least one representative of each applicant must attend one of the 4 workshops (schedule attached).

4. **Annual Programs/Activities.**

As a matter of Policy, applications for profit making events/activities will not be considered for funding after a three year period except under special circumstances.

APPLICANT GUIDELINES

An organization or group seeking to qualify for tourist development funds must meet the following requirements:

Applicants must be a civic organization formed to promote the interest of business, or organizations created to promote the interests of citizens groups. The activity for which the funding is sought must be cultural in nature and meet criteria related to tourism set forth in this application.

Applicants must be properly established and existing under Florida law and in good standing with all legal requirements of the State of Florida. Residency is not required, but event must be held in Putnam County.

The TDC will provide up to fifty percent (50%) matching funds for approved activities and expenses of projects for up to three years or until it becomes profitable. The recipient must provide a fifty percent (50%) cash match or a twenty-five percent (25%) cash match with a twenty-five percent (25%) in-kind match of the total cost of the eligible activity.

(Matching funds must be confirmed). (Example: If an organization is awarded \$1,000.00, organization must match the grant with \$1,000.00 additional funds or \$500.00 additional funds and \$500.00 in kind)

PROCEDURES

The TDC Coordinator will review all requests to determine if they meet the established criteria for funding. Only those requests that meet the criteria for consideration will be presented to the TDC. The TDC Coordinator will notify applicants if their request will not be considered by the TDC.

Recommendations of the Tourist Development Council will be presented to the Putnam County Board of County Commissioners at the next scheduled meeting. All applicants are invited and encouraged to attend the TDC review meeting (see attached schedule).

After the request has been processed and approved by the Board of County Commissioners, the TDC staff will notify all applicants of final approval and funding amount. This notification and the original request form shall constitute the contract.

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

Requests must be received for review before the deadlines (see attached schedule). Late, incomplete or altered forms will not be accepted.

Proof of insurance listing Putnam County TDC and the Putnam County Board of County Commissioners as an additional insured and as certificate holders with a minimum liability coverage of \$1,000,000, preferably \$2,000,000 must be submitted prior to your event.

Two hard copies and one electronic (flash drive or email) submission must be received by the TDC c/o Putnam County Chamber prior to the deadline.* Please submit application, expense and income forms only, do not submit instructions. ***It is the responsibility of applicant to confirm receipt of all email and postal delivery submissions.**

Mail or deliver application and budget forms to: Putnam County TDC c/o Putnam County Chamber 1100 Reid Street, Palatka, FL 32177. For more information call the Julie Linton at 386-328-1503 or email tourism@pccofo.com.

AUTHORIZED USES OF TOURIST DEVELOPMENT GRANT FUNDS:

The following are the types of expenses that the Tourist Development Grant Funds may be used for:

Required insurance for the event.

Advertisements promoting the special event; television, radio, newspaper, internet and magazines outside of Putnam County.

Design and printing of promotional materials that are used for out of county promotion of event. **TDC funds may only be used if these services are from Putnam County vendors.** If product/service cannot be found locally contact Dana Jones or Julie Linton at 386-328-1503.

Postage to mail event promotional materials out of county.

Performance fees (Performers must be approved by TDC staff before booking if TDC funds are to be used for such fees.) The impact of each artist and performance will be reviewed by TDC members prior to any repeat funding allowed.

FUNDS MAY NOT BE USED FOR:

Prize money, scholarships, awards, plaques, or certificates.

Projects, which are restricted to private or exclusive participation.

Private entertainment, food, and beverage.

Annual operating expenditures not directly related to the project or event.

Consulting services: i.e., legal, medical, engineering, accounting, auditing, planning.

Salaries or supplements to salaries for existing or future staff, employment of personnel for administration of project.

Travel Expenses.

Real property or capital improvements to any facilities.

Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art.

Interest or reduction of deficits and loans.

Expenses incurred or obligated prior to or after the grant project period.

Operating expenses of the event such as a field or facility rental, tents, etc.

Advertising and promotional materials distributed at or after the event.

The cost of applying for the grant.

The cost of resale items; i.e., t-shirts, maps and novelty items that will be sold at a profit.

Alcoholic Beverages.

Payment for goods or services purchased for other events.

FINAL INSTRUCTIONS FOR REIMBURSEMENT

(Funding is made after event and is contingent upon submission of all required documentation.)

1. If event does not take place on the **date and at the venue approved** by the TDC, applicant must come back to the TDC Council (prior to event) for funding approval on changes.
2. No expenses for which you are requesting reimbursement from a grant award can be incurred prior to TDC and County Commission approval of the event or project funding.
3. All expenses for goods and services must be incurred and received within the fiscal year of your grant award.
4. All invoices and final reports (which include hotel certification and post event survey, forms attached.) must be submitted together to the TDC c/o Putnam County Chamber of Commerce within thirty days after the event or completion of the project for which the grant has been awarded. If the event or project takes place in the month of September all documentation and invoices must be presented to the Chamber prior to October 1st.
5. All invoices must be marked paid in full by the vendor and accompanied by a copy, front and back, of the canceled check, paid credit card statement or online payment statement that clearly shows vendor name, date and amount.
6. A tear sheet or copy of all printed products must accompany all invoices for advertising and printing expenses. You must submit each ad tear sheet (even if the same ad) for every issue of each publication it runs in.
7. The Putnam County Tourist Development Council logo **must** appear on all advertising, printing, and signs for which the awarded funds are being used. If radio advertising is used, the Putnam County Tourist Development Council must be mentioned in the advertisement. (Color and black & white versions available.)

**PUTNAM
COUNTY
Tourist Development Council**

CULTURAL ARTS GRANT FORM

Event Name _____

Host Organization _____

Federal Tax Identification Number _____

Date(s) of Event _____ Location of Event _____

Facility(ies) _____

Have you secured facility(ies)? _____

Completed facility application (if any)? _____

Primary Contact Person _____

Work Phone _____ Cell Phone _____ Fax _____

Address _____

Email Address _____

Secondary Contact Person _____ Phone _____

Organization or Event Website _____

Amount Requested \$ _____

If entire request cannot be funded, can the event be restructured for less funding _____

Description of Event

Projected # of out of county visitors _____

Description of secured media coverage (Please indicate which media has committed to providing coverage and media coverage for which you are paying a fee)

EVENT EXPENSES

	In-Kind	Cash	TDC grant funds
Insurance			
Rentals			
Advertisements			
Other Marketing/Promotions			
Printing			
Equipment			
Postage			
Food			
Admin costs			
Services			
Other expenses (please itemize below)			
Sub-Totals	\$	\$	\$
	TOTAL EXPENSES		\$

EVENT INCOME

	In-Kind	Cash
Vendor Fees		
Admissions/Ticket Sales		
TDC Grant		
Other Grants		
Sponsorships		
Merchandise Sales		
Other income (please itemize below)		
Sub-Totals	\$	\$
	TOTAL INCOME	\$

PUTNAM COUNTY TOURIST DEVELOPMENT COUNCIL POST EVENT SURVEY

(THE FOLLOWING FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR REQUEST FOR REIMBURSEMENT AFTER THE EVENT HAS OCCURRED)

EVENT NAME: _____

REPORTING DATE: _____

ORGANIZATION: _____

CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

1. What was the total number of participants/attendees? _____

2. Can you estimate how many overnight stays your event produced? (*Please utilize the Room Night Certification Form to accurately reflect overnight stays in Putnam County*)

3. How many participants and attendees were from outside of Putnam County? _____

4. How were the advertising, marketing or public relations efforts measured? _____

5. What was your total out-of-county marketing/advertising budget? _____

6. What were the results (i.e., how many people/media inquired about the event, where did they hear about it, etc.)? _____

•Please attach post event/visitor research or survey conducted with event.
(See the following for a sample visitor survey)

HOTEL ROOM NIGHT CERTIFICATION

(THE FOLLOWING FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR REQUEST FOR REIMBURSEMENT AFTER THE EVENT HAS OCCURRED)

(To be completed by hotel/motel manager. Make copies for additional properties.)

TO: Accommodation General Manager and/or Director of Sales

The purpose of this form is to quantify the actual number of room nights utilized in Putnam County for this event. Your internal correspondence or documentation on this Room Night Certification Form is critical for the event's receipt of grant funds.

Hotel/Location: _____

TRACKED ROOM NIGHTS							
GROUP NAME							
EVENT/FESTIVAL NAME							
DATE							
PAID ROOM NIGHTS							
COMP ROOM NIGHTS							

Please provide any comments: _____

Hotel/Motel Representative Signature: _____

(I certify the organization/event listed above utilized the reported room nights).

Print Name: _____ Title: _____

Telephone: _____ Email: _____

Your cooperation in completing this form is greatly appreciated. For additional information please contact the Putnam County Chamber of Commerce (386) 328-1503.

Local Special Event Visitor Survey (This form is not required for reimbursement but is appreciated as it provides valuable information for the future of tourism in Putnam County)

1. What is your zip code: _____

2. How many are in your visiting party: _____

3. What was the PRIMARY reason for visiting PUTNAM COUNTY: _____

1-This event 2-Vacation 3-Visit Friends/Relatives 4-Business 5-Other

4. How did you travel to Putnam County: _____

1- Vehicle 2-Train 3- Bus 4-Other

5. How many nights did you stay in Putnam County:

#Nights _____ Day Trip Only _____

6. Where are you staying in Putnam County:

1-Hotel/Motel 2-Vacation Rental 3-Friends/Relatives 4-Bed & Breakfast

5-Campground 6-Other 7- Name of Accommodation _____

7. How much did you spend on average per day in Putnam County? Circle one

\$0-25 \$26-50 \$51-75 \$76-100 \$101-125 \$126-150 \$151-and up

8. What activities did you participate in while in Putnam County? Circle all that apply

1-Nature based tourism 3- Fishing/Boating 4- Dining Out

5-Arts/Culture 6- Sports 7-Other

9. How did you find out about our event? Circle all that apply

1- Newspaper Ad 2- TV/Radio 3- Website 4- Social Media

5- Word-of-Mouth 6- Magazine 7- Returning Visitor 8- Other

Optional Information:

Name: _____

Address: _____

City _____ State _____ Zip _____

Email: _____