**Tourist Development Tax**

**Art, Heritage, and Culture Funding**

**Grant Application**

**A. Applicant Information**

1. Name of Applicant/Organization (as recognized by Sunbiz/IRS)

2. Address:

3. Contact Person:

5. Phone Number:

6. Email:

7. Federal ID no. (unique entity identifier)

8. Describe the applicant's organization, its structure, governance, mission and its

prior participation in arts and culture projects.

**B. Project Description**

1. Describe the project:

2. State the location of the project (must be within a CRA redevelopment district)

**C. Costs**

1. State the total cost of the project:

2. What amount is requested from the TDT funds (administered by the CRA)?

3. State the source (e.g., cash-on-hand, loan, fundraising) for each source of funding

for the project and amounts.

4. Provide documentation verifying the availability of each source of funds other

than the grant funds requested. For example, provide bank statements showing

available cash; loan commitment letter; etc.

**D. Eligibility**

1. Compliance with Section 125.0104(5)(a), Florida Statutes

To receive funding, a project must be an authorized use of tourist development tax revenue as set out in Section 125.0104(5)(a) of the Florida Statutes. Authorized uses of funding include the following:

1. To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate,

or promote:

a. Publicly owned and operated convention centers, sports stadiums, sports

arenas, coliseums, or auditoriums;

b. Auditoriums that are publicly owned but are operated by organizations that

are exempt from federal taxation; or

c. Aquariums or museums that are publicly owned and operated or owned and

operated by not-for-profit organizations and open to the public;

2. To promote zoological parks that are publicly owned and operated or owned and

operated by not-for-profit organizations and open to the public;

3. To promote tourism where one of the main purposes of the activity, service, venue,

or event it the attraction of tourists; or

4.  To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate,

or finance public facilities needed to increase tourist-related business activities, if

recommended by the Tourist Development Council.

**Describe how the requested use of the funds is authorized under Section 125.0104(5) of the Florida Statutes.**

2. Compliance with Interlocal Agreement

In addition to constituting a use authorized in Section 125.0104, to receive funding, projects, programs, and expenses must be used for the following:

• related to culture, visual arts, and heritage programs;

• performing arts space, as part of the convention center project; or

• other performing arts projects.

**Describe how the requested use of the funds complies with the criteria (set out above) in the Interlocal Agreement.**

3. Location within CRA District

To receive funding, the proposed use, activity or project must be located in one of Tallahassee’s two Community Redevelopment Districts. To see if a location is within a CRA redevelopment district, go to www.talgov.com/cra/cradistrictinquiry

**Is the project located within a City of Tallahassee redevelopment district?**

**E. Project Evaluation Criteria**

1. Describe how the project complies with the Capital Area Cultural Plan goal for Funding and Facilities. Describe how the project will preserve and improve arts, cultural and heritage organizations, and experiences. The Cultural Plan is available at <https://cms.leoncountyfl.gov/Portals/0/EconomicDevelopment/Docs/CapitalAreaCulturalPlan.pdf>.
2. Describe how the project complies with the Capital Area Cultural Plan goal for Economic Development. Describe how the project will position and market the arts, culture, and heritage as a strategic partner of Tallahassee/Leon County economic development efforts.
3. Describe how the project will contribute to cultural programming and services for Tallahassee-Leon County.
4. Costs and Feasibility.
   1. Identify and describe the cost of the project, feasibility, financial need and proposed utilization of grant funding. A Project Budget is required as part of the application. A budget template is provided with the application.
   2. Identify the source of all funding including applicant's investment or contribution (land, capital or other assets). A template to identify each Funding Source is provided with this application.
   3. Identify the amount of grant funding requested; provide an explanation of how the funds will be utilized.
   4. Describe the total project budget with itemization of anticipated costs.
   5. For any physical facility (building or structure) identify the applicant's property interest (e.g., owner or lessee) of the site. Provide documentation demonstrating site control of the proposed site.
5. Describe the project/program ability to generate revenue to pay continuing costs of staffing, operations, and maintenance and administrative costs. A five-year forecast Operating Budget must be submitted for each project (a budget template is provided with this application). Applicants are encouraged to submit additional documentation concerning revenue sources and expenses and other documents demonstrating the organization’s capacity and financial stability.
6. Project Readiness. State the proposed commencement date and date that the project will be open and accessible to the public. Provide documentation verifying project readiness, e.g., estimated project timelines, project drawings, permitting documents, etc.